

## The standard for registration and credentialing (*The Standard*)

### Occupational Therapists: TAC Capacity and performance evaluation

#### Summary

The State-Wide Equipment Program (SWEP) offers eligible Occupational Therapists a registration and credentialing process, whereby credentialing levels specific to Transport Accident Commission (TAC) Capacity and performance evaluation (CAPE), is assigned according to *The Standard* outlined here.

This standard provides an objective means of structuring, measuring and authorising Occupational Therapists to deliver TAC services in this specific area of practice. The CAPE credentialing category covers all OT treatment and treatment plans, as well as capacity-based assessments and reviews, provided for TAC clients. This includes home services needs assessments, holiday support needs assessments, client independence skills services, Functional Independence Reviews (FIR), Functional Independence Assessments (FIA) and supported accommodation FIRs.

Based on an assessment of eligibility, experience, training and skill, Occupational Therapists are assigned a credentialing level that reflects the level of complexity they can safely and effectively address within a specific area of practice identified by the TAC. SWEP uses a traffic light based colour system to rate Occupational Therapists credentialing level progressing from Green to Amber and then Red.

#### Does this standard apply to me?

This standard applies to all Occupational Therapists who register and credential with SWEP, as well as

Standards to be met	
Standard 1.	Threshold credentials for a specific area of practice
Standard 2.	Additional agency/ funding body requirements
Standard 3.	Experience and currency working in a specific area of practice
Standard 4.	Accrual of continual professional development (CPD) points, for this specific area of practice
Standard 5.	Participation in audit and review processes

those wanting to maintain their credentialed status with SWEP and the agencies it partners with.

#### What does this mean for me?

There are five individual standards that need to be met as summarised in the table below.

The types of credentialing applications you can make with SWEP are summarized in the table below.

Credentialing application type	Descriptor
Initial (inexperienced Occupational Therapist or new graduate)	This applies to an inexperienced Occupational Therapist or new graduate clinician, registering and credentialing as a Green Occupational Therapist for the first time, in an area of practice.
Initial (experienced TAC Occupational Therapist)	This applies to an Occupational Therapist with considerable experience working in an area of practice, prior to their engagement

Credentialing application type	Descriptor
	with SWEP. Credentialing level(s) are assigned for the first time based on a skills recognition process.
Add category	This applies to Occupational Therapists who are already registered with SWEP as an Assistive Technology (AT) practitioner and want to add a new area of practice
Upgrade	The process whereby the Occupational Therapist applies to have their credentialing level within the SWEP framework upgraded to amber or red in an area of practice.
Re-credential	The process whereby the Occupational Therapist applies to maintain their current credentialing level and /or application privileges with SWEP within a five-year cycle. It is a periodic re-evaluation to verify that you continue to meet credentialing standards set by SWEP.

The specific standards that apply to your profession and credentialing application type, and further details on the evidence/ documents to be submitted with your application, are outlined in [Table 1 The Standard for Occupational Therapists: Capacity and performance evaluation \(CAPE\)](#) below. Where Occupational Therapists work in other areas of practice e.g. as an AT Practitioner, they will need refer to Table 1 *The Standard for Occupational Therapists (AT Practitioner)*.

For further details on CPD activity types and rules that relate to your credentialing application refer to the [CPD activity guidelines](#).

Your compliance with this standard may be audited from time to time to ensure adherence. If it is discovered that credentialing levels has been endorsed by SWEP based on false or unsupported information, privileges afforded by your credentialing level may be reviewed.

### Keeping evidence

You should maintain records that support your credentialing application (particularly your AT Practitioner CPD activity) for five years so it can be provided in the case you get audited. The [CPD summary portfolio](#) can be used to record your CPD evidence.

### Will special consideration be given if I do not meet the standard?

If you believe you possess the appropriate level of skill and competence to provide services in this area of practice, but do not meet the required standards, you can submit a credentialing application through the SWEP Practitioner portal with supporting evidence and we will assess your application on a case by case basis to determine your credentialing level. For example, requesting to move directly from Green to Red or upgrade from Amber to Red with less than 3 years' experience at Amber.

In order to be considered for a special consideration request you must meet the following two requirements

- have evidence of targeted learning and have considerable mileage that includes high complexity across both consumers and assistive technology items/ service provision
- have at least 2.5 years of full time equivalent experience in this area of practice at either Green and/or Amber.

Applications that do not fully meet *The Standard* for your profession or area of practice, will be reviewed by the Chief Allied Health Officer or delegate. Special consideration may be given to assign the requested credentialing level.

### Right of Appeal

Any Occupational Therapist may appeal to have decisions made by SWEP reviewed, by contacting the SWEP Chief Allied Health Officer on [swepcaho@bhs.org.au](mailto:swepcaho@bhs.org.au). After an appeal is formally reviewed, the outcome is final. Refer to the [Credentialing appeal application form](#) for further details.

### What happens if I apply but do not meet this standard?

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If you submit a credentialing request and it is deemed that you do not clearly meet the standard, your application will not be endorsed. This will be communicated to you, with opportunity to provide further information if relevant.

### Variations to credentialing level assignment

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There may be specific conditions that impact the eligibility, assignment or revision of credentialing levels, or specific conditions that call for additional monitoring. These will be assessed on a case by case basis by the Chief Allied Health Officer or delegate (in collaboration with partnering agencies where applicable).

This may include but is not limited to

- when a practitioner has limited AHPRA Registration or where there are conditions/ reprimands/ notations placed on their AHPRA registration
- when it becomes clear after a formal review process that coaching or remedial action is appropriate
- when there are repeated concerns about a Practitioner's adherence to applicable professional standards or codes of conduct/ ethics.

### Review

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This standard will be reviewed from time to time as required. This will generally be at least every five years.


Last reviewed: May 2020

**Table 1: Occupational Therapist (TAC Capacity and performance evaluation) standard for registration and credentialing**

Specific categories/ areas of practice which Occupational Therapists are eligible to register in:	
<ul style="list-style-type: none"> <li>• Capacity and Performance Evaluation (CAPE) (as a Transport Accident Commission service provider)</li> <li>• Assistive Technology (AT) Practitioner</li> <li>• Lymphoedema Therapist</li> </ul>	
Standards to be met	Minimum requirements of the standard for Occupational Therapists
1. Threshold credentials for the category	Current general AHPRA registration as an Occupational Therapist
2. Additional agency/ funding body requirements	Agencies/ funding bodies engaging SWEP to credential Occupational Therapists, may request additional specific evidence to be submitted as part of registration and initial credentialing. You will be advised of this as required
3. Experience and currency working in a specific area of practice	<b>Initial registration (inexperienced Occupational Therapist in an area of practice, including new graduate)</b>
	No specific experience and currency requirements beyond threshold credentials
	<b>Initial registration at amber/red level</b>
	Evidence within the past five years of regular experience <u>working in this area of practice</u> commensurate with the requested credentialing level as it relates to consumer and service/ solution provision complexity. Experience from a similar context will be considered. (Amber at least one year, Red at least 4 years)
	<b>and</b>
	Demonstrate roles and responsibilities in service/ solution provision, commensurate with the requested credentialing level
	<b>Adding this category to an existing credentialing profile</b>
	No specific experience and currency requirements beyond threshold credentials
<b>Upgrade (to amber)</b>	
At least one year of regular experience working in this area of practice. (May be demonstrated by completing two or more recommendations/ reports in this area of practice at amber level complexity for TAC clients over the past twelve months) Experience from a similar context will be considered.	
<b>Upgrade (to red)</b>	
At least three years of regular experience working in this area of practice at Amber level	

Standards to be met	Minimum requirements of the standard for Occupational Therapists
	<p>(May be demonstrated by completing ten or more recommendations/ reports in this area of practice at red level complexity for TAC clients over the past three years). Experience from a similar context will be considered.</p> <p><b>Re-credentialing (at green)</b></p> <p>No specific experience and currency requirements beyond threshold credentials</p> <p><b>Re-credentialing (at amber or red)</b></p> <p>Regular experience working in this area of practice at the <u>relevant</u> credentialed level (May be demonstrated by completing ten or more recommendations/ reports in this area of practice for TAC clients over the past over the past 5 years)</p>
4. Continual professional development (CPD)	<p><b>Green – initial and re-credential</b></p> <p>No specific requirements for Green, however it is assumed that Occupational Therapists participate in activities that contribute directly to maintaining and improving competence in the scope and level of practice as part of their professional development activities</p> <p><b>Amber or Red – initial credentialing or upgrade</b></p> <p>Accrue a minimum of 30 CPD points over the past 5 years which cover all the area/s of practice for which the upgrade/ initial higher credentialing is being requested</p> <p><b>with</b></p> <p>A minimum of 15 Category 1 CPD points, in order to meet CPD accrual rules (refer to <i>CPD activity guidelines</i> for details, CPD of a more general nature will be recognised for this category)</p> <p><b>and</b></p> <p>Maintain a portfolio that documents all CPD points undertaken, including documentary evidence</p> <p><b>Amber or Red – re-credentialing</b></p> <p>Demonstrate a minimum of 30 CPD points over the past 5 years which cover at least one of the credentialing categories for which the re-credentialing is being requested</p> <p><b>with</b></p> <p>A minimum of 15 Category 1 CPD points in order to meet CPD accrual rules (refer to <i>CPD activity guidelines</i> for details, CPD of a more general nature will be recognised for this category)</p> <p><b>and</b></p> <p>Maintain a portfolio that documents all CPD points undertaken, including documentary evidence</p>

Standards to be met	Minimum requirements of the standard for Occupational Therapists
5. Audit and review	Participate in audit and review processes related to credentialing or applications as determined by SWEP or other agencies/funding bodies.

 Occupational Therapists: TAC Capacity and performance evaluation  
Documentation and evidence to be submitted in support of your credentialing request  
SWEP portal login at: <https://swep.service-now.com/csm>

Initial credentialing (inexperienced Occupational Therapist or new graduate)	Initial assignment of Occupational Therapist level (experienced)	Add category to existing registration profile	Upgrade Occupational Therapist level	Re-credential at same Occupational Therapist level
AHPRA name and registration number supplied	AHPRA name and registration number supplied <b>and</b> <a href="#">Credentialing application form</a> (all sections including declaration) <b>including</b> *CV and cover letter that demonstrates that you meet the experience and currency standard	<b>Green ONLY:</b> if you are already credentialed with SWEP, have capacity and interest to provide service for TAC and this category is not part of your profile contact SWEP via email at <a href="mailto:swepimt@bhs.org.au">swepimt@bhs.org.au</a> to have this added. If you are an OT experienced in this category and want to be considered for <b>AMBER</b> or <b>RED</b> , please refer to the previous column [Initial assignment of Occupational Therapist level (experienced)]	<i>Credentialing application form</i> (all sections including declaration) <b>including</b> An *experience and currency statement	<b>Green ONLY:</b> Complete a declaration confirming that threshold credentials/requirements are still met  <b>Amber or Red:</b> <i>Credentialing application form</i> (sections 1, 2 and declaration)

\*Please refer to Section 3: [Credentialing application form](#) for details on what to include in your experience and currency statement **OR** CV and cover letter