



GUIDELINES FOR COMPLETING THE SPECIALIST NURSE CREDENTIALING APPLICATION

ACMHN Appendix

This appendix should be read in conjunction with the **Professional Credentialing Application Guidelines**.

Professional registration

Related Criterion: Hold a current registration as a Registered Nurse (Division 1) General with the Nursing and Midwifery Board of Australia

Nil additional requirements.

Qualifications

Related Criterion: Hold qualifications that meet the standard set by the relevant specialist college or organisation

In order to meet the requirements and standards for a mental health nurse credential, an applicant must be able to provide evidence a specialist or post-graduate mental health nursing/psychiatric nursing qualification.

Refer to the **Specialist Nurse Credentialing Program Qualification Framework** and the **Mental Health Nursing Addendum** for requirements of the three different pathways to meet this criterion.

Employment

Related Criterion: Applicants must provide evidence of working a minimum of 12 weeks full time equivalent over the preceding 12 months or the equivalent length of experience over the preceding two years, or over the preceding three years in the area of specialty

Note: A specialty nursing organisation may choose to set a level of hours greater than the minimum above.

In addition to recent practice in mental health, an applicant must be able to provide evidence of duration of practice of a minimum of 12 months FTE (1728 hours) experience since having undertaken a specialist / postgraduate qualification; or a minimum of 3 years FTE (5184 hours) experience as a registered nurse in mental health, if the qualifications were completed within the preceding 12 months.

If the duration of practice is evidenced more than 3 years ago you will need to **upload additional employment documents** such as employer letters or statement of services as evidence.

Note: A specialty nursing organisation may require you to provide a copy of your CV

All applicants for mental health credentialing are required to upload a copy of an up to date CV after completing the employment history table.

Continuing Professional Development (CPD)

Related Criterion: Continuing professional development - Applicants are required to provide evidence of completion of a certain number of hours of continuing professional development in the previous 12 months

Note: Some specialties use different CPD Records and have different requirements around the number of hours required.

Under this criterion you are required to demonstrate that in the previous 12 months, you have undertaken a minimum of 50 hours of continuing professional development:

- A minimum of 20 hours of Professional Education, and
- A minimum of 20 hours of Practice Development
- Up to 10 hours of CPD, not directly related to mental health nursing, can be included.

Nurses should use the **C4N Evidence Based Record Template** to record their CPD.

Please refer to the **ACMHN Evidence Based Record Guide** which contains information on how to complete the template as well as examples of activities. The Evidence Based Record is where you are required to provide a summary of the continuing education and practice development activities, relevant to mental health nursing, that you have been undertaking in the 12 months prior to your application.

Referee Reports

Related Criterion: Support from two referees who are familiar with your practice must be provided to support your application. These must be uploaded with the application

No additional requirements.