

Nurse Credentialing Procedure

Contents

Purpose.....	1
Scope/Audience	1
Associated documents.....	1
Equipment and forms.....	1
1 Service Approval of Credentialed Activity	2
2 Individual approval of Credentialed Activity.....	2
PDRP flow chart for individual approval of credentialed activity	4
Appeal process.....	5
References.....	5

Purpose

This procedure will outline the process by which a Registered Nurse will be verified as competent to perform advanced credentialed activities or skills through a nurse credentialed framework, meeting the requirements of the Nurse Credentialing Policy.

Scope/Audience

The credentialing policy and procedure promotes efficient processes to ensure nurses are competent and adequately supported to provide safe, high quality care. The scope of the procedure is limited to registered nurses only and does not include enrolled or hospital aides.

Associated documents

Application to Register for Advanced Credentialed Activity/Skill
Individual Application for Advanced Credentialed Activity /Skill
CDHB Credentialing Policy

Equipment and forms

Application to Register for Advanced Credentialed Activity/Skill
Individual Application for Advanced Credentialed Activity /Skill

**The latest version of this document is available on the CDHB intranet/website only.
Printed copies may not reflect the most recent updates.**

1. Service Approval of Credentialed Activity

2. New activity identified.
3. Works with service area and Nursing Director or Director of Nursing on agreed expanded practice and develops a business case/application for service area.
4. Liaise with the Professional Development Unit for application support.
5. Complete a credentialing application (4504)
6. Application sent to the NCC for review and approval.
7. NCC inform applicant/s of decision and recommendations
8. Recommendation made to the Executive DoN committee for final approval.
9. PDRP office informed of credentialed activity
10. If individual credentialing required then the credentialed activity is added to the Competency and Training database with a hard copy held in the DoN office.
11. The speciality area will receive written notification of approval from the NCC.
12. Should approval not be given the speciality area will receive written notification with a right of review.

2 Individual Approval of Credentialed Activity

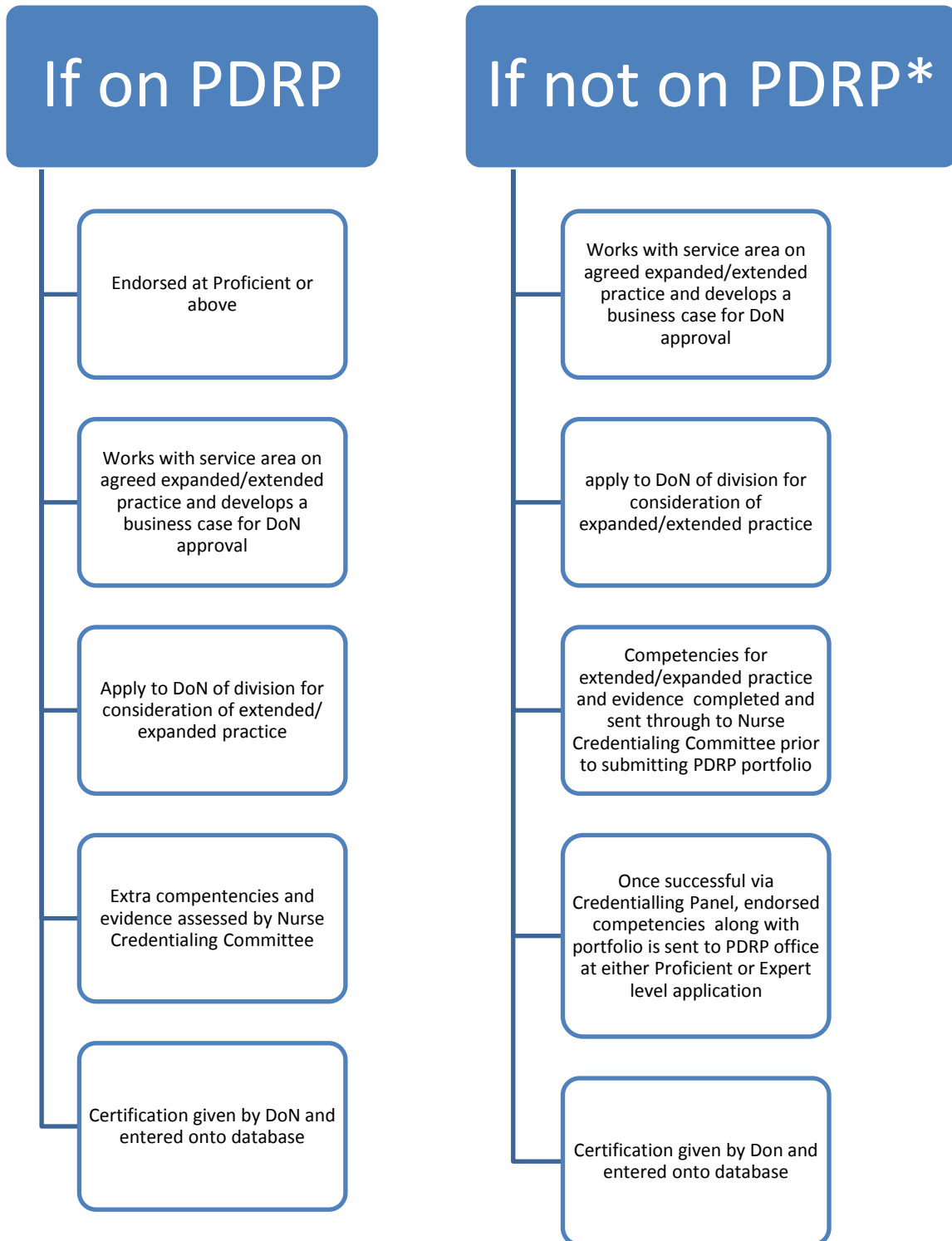
- 1 Complete an application for Individual approval of skill/activity (4505)
- 2 NCC confirms that the skill/activity is approved for this service area.
- 3 NCC reviews the application
- 4 NCC approves, or declines with recommendations, the application and sends approval to staff member.
- 5 The staff member and their CNM/ team leader will receive written notification of approval.
- 6 The staff member is added to the Competency and Training database for the credentialed activity with a hard copy held in the DoN office.
- 7 Should approval not be given the staff member will receive written notification with a right of review.

The latest version of this document is available on the CDHB intranet/website only.

Printed copies may not reflect the most recent updates.

**The latest version of this document is available on the CDHB intranet/website only.
Printed copies may not reflect the most recent updates.**

PDRP flow chart for individual approval of credentialed activity



**The latest version of this document is available on the CDHB intranet/website only.
Printed copies may not reflect the most recent updates.**

Appeal process

All applicants will have detailed feedback which should override the need for an appeals process however;

A nurse, or speciality areas may request a formal appeal of the decision

An appeal to the EDoN, in writing, must be requested within seven working days of notification that the credentialing application was unsuccessful.

The appeal should state the basis for review, identifying where the process failed or what information was missing or incorrect.

The EDoN will appoint a Director of Nursing to chair the panel

The Executive Director of Nursing (EDoN) will appoint a review panel of suitably qualified nurses and other relevant expertise.

The review panel must convene within 30 working days of the application.

New information and evidence may be heard as part of the review.

On completion of the appeals panel review, a written report outlining the final decision with recommendations/explanation and will be sent to the applicants and to the EDoN.

The decision of the appeals panel is final and binding.

References

Daly, W.D., & Carnwell, R. (2003). Nursing roles and levels of practice: a framework for differentiating between elementary, specialist and advance nursing practice. *Journal of Clinical Nursing*, 12,158-167.

Ministry of Health. (2010). The credentialing framework for New Zealand health professionals. Wellington: Author.

Ministry of Health. (2002). Toward clinical excellence: An introduction to clinical audit, peer review and other clinical practice improvement activities. Wellington: Author.

New Zealand Nurses Organisation. (2009). Nurse credentialing position statement. Wellington: Author.

The latest version of this document is available on the CDHB intranet/website only.

Printed copies may not reflect the most recent updates.

Nursing Council of New Zealand, (2011). Guideline: Expanded practice for registered nurses. Wellington: Author.

Procedure Owner	Nurse Manager Professional Practice Development
Procedure Authoriser	Executive Director of Nursing
Date of Authorisation	25/11/2013

**The latest version of this document is available on the CDHB intranet/website only.
Printed copies may not reflect the most recent updates.**