Membership Application and Advancement Scoring Form

Points are attributed to each section:

12 total points are required to attain Associate Fellow membership.

20 total points are required to enter Fellowship Program after being accepted and joining as an Associate Fellow. You must have a minimum of 1 point from Section 4 to undertake Fellowship.

45 points are required for consideration for direct pathway to Fellowship level membership after being accepted as an Associate Fellow.

The following application form is divided into five categories:

1. Business and management experience
2. Leadership experience
3. Health profession and/or other business experience
4. Education and knowledge of healthcare environment
5. Contributions to the profession
Section 1: Business and management experience

1. Are you currently, or have been, a health, aged or community care manager or health management academic, policy advisor or consultant? See note below for definitions.

Please complete the table below with your roles that meet the criteria below.
If less than two years = 0 points. 2 points for two years experience and 1 point for every year after that up to a maximum of 10 points.

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<th>POINTS (MAXIMUM OF 10 POINTS)</th>
<th>YOUR SCORE:</th>
<th>ACHSM SCORE:</th>
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Notes
1. A hospital/health/aged/community care manager has direct management supervision over others and has control of resources. A health/aged/community care manager may work in a provider, government, professional services or academic organisation, provided it is predominately concerned with care, monitoring or prevention.

2. A health management academic teaches and/or conducts research in health service management areas. Policy advisors must have a successful track record of providing strategic advice to government. Consultants must have a successful track record of achievement in health services management.

   NB: a. Where your roles have changed add your total years of experience in roles that meet these criteria.
   b. Years of management can only be counted once for questions 1, 2 and 3, i.e. each year you have worked as a manager can only be allocated points at either question 1, 2 or 3.
   c. Your CV must contain sufficient details to support your claim that you have experience as a manager in teaching health services management or as a policy adviser or consultant.
   d. Clinicians need to ensure that the years of experience they are claiming are for appointment to positions that have a direct management responsibility as defined above and this must be reflected in the attached CV.
   e. A current organisational chart must be attached showing your position (International applicants only).

<table>
<thead>
<tr>
<th>JOB TITLE (AS SHOWN IN CV)</th>
<th>ORGANISATION</th>
<th>FULL YEARS</th>
<th>CORRESPONDING PAGE IN YOUR CV</th>
<th>POINTS CLAIMED</th>
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Section 2: Leadership experience

2. In addition to any years at manager level, are you currently, or have been, a senior health, aged or community care manager or health management academic, policy advisor or consultant?

Please complete the table below with your roles that meet the criteria below.

Years included in this category should be in addition to the years indicated at Section 1 above. You receive 1 point for every year in this category to a maximum of 15 points.

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<th>POINTS (MAXIMUM OF 15 POINTS)</th>
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Notes

1. A senior hospital, health or aged or community care manager, senior academic, policy advisor or consultant holds a position between manager and general manager/CEO, supervises other managers and has control of resources. A health/aged care manager may work in a provider, government, professional services or academic organisation, provided it is predominately concerned with care, monitoring or prevention.

NB: a. Notes for question 1 also apply for this question.

b. Make sure that you CV has sufficient details to support your claim that you were APPOINTED to a position that supervised other managers and has control of resources.

c. Clinicians should particularly make sure that their CV reflects their management responsibilities and not just clinical supervision.

d. Claims for consultant, academic, research and policy experience also need to clearly indicate the responsibility for supervising other managers.

e. A current organisational chart must be attached showing your position (International applicants only).

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<tr>
<th>JOB TITLE (AS SHOWN IN CV)</th>
<th>ORGANISATION</th>
<th>FULL YEARS</th>
<th>CORRESPONDING PAGE IN YOUR CV</th>
<th>POINTS CLAIMED</th>
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3. In addition to years at manager or senior manager level, are you currently or have you been, an executive health, aged or community care leader? See note below for definitions. If no, go to question 4.

Please complete the table below with your roles that meet the criteria below.

Years included in this category should be in addition to the years indicated at Sections 1 and 2 above. Less than two years = 1 point. After one year, for every year add 2 points to a maximum of 30 points.

POINTS (MAXIMUM OF 30 POINTS) =

Notes
1. An executive hospital/ health/ aged/community care manager holds a position at one of the top three levels (reporting to the governing entity). If you are the CEO or equivalent most senior executive this must be of an organisation with a total operating budget of $25m or more. For positions other than CEO this must be within organisations with a total operating budget of more than $50 million.

2. Please ensure that your CV contains sufficient details to support your claim that you were APPOINTED to a position at the top three levels reporting to the governing body and that the organisation had the operating budget of sufficient size to support any claim for points in this question.

3. To assist in completing your points for the above three questions please list, in the following grid, all your past roles that meet the criteria above.

4. A current organisational chart must be attached showing your position (International Applicants only)
4. Do you sit, or have you sat as a **Board Member** of a hospital or health organisation (see Note 1) in the past 10 years on a board which is collectively responsible for decisions on organisational resources and performances? Please indicate below. If no, go to question 5.

Less than one year = 0 points. One to three years = 2 points. More than three years = 4 points.

POINTS (MAXIMUM OF 4 POINTS) =

Notes
1. **For Australia and New Zealand Member**: Board participation is considered only for those Boards or equivalent that oversees a registered health services or health policy entity/organisation (registered with ASIC or ACNC). Please count the years of experience where you are or have been a full member (not administrative support or in attendance as an Executive) to those Boards.

2. **For International Member**: Board participation is considered only for those Boards or equivalent that oversees a registered health services or health policy entity/organisation. Please count the years of experience where you are or have been a full member (not administrative support or in attendance as an Executive) to those Boards.

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<tr>
<th>NAME OF BOARD/S</th>
<th>NUMBER OF YEARS EXPERIENCE AS A FULL MEMBER</th>
<th>CORRESPONDING PAGE IN YOUR CV</th>
<th>POINTS CLAIMED</th>
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Section 3: Health professional and other business experience

5. Are you a qualified health professional/scientist with some years of practice? If no, go to question 6.

If you are currently or have been a health professional (e.g. medical practitioner, nursing professional, allied health professional or health scientist) with some years of practice, please add points for years of practice.

Less than five years of practice (after registration or completion of qualifications) = 1 point. Five to 10 years of practice = 3 points. More than 10 years of practice = 5 points.

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<tr>
<th>POINTS (MAXIMUM OF 5 POINTS)</th>
<th>YOUR SCORE:</th>
<th>ACHSM SCORE:</th>
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6. Are you qualified in a health support profession with some years of practice? (e.g. IT, accounting, architect, engineer etc.) If no, go to question 7.

If you are currently or have been employed in a health support profession – e.g. IT, accounting, architect – and have a professional qualification in this profession, please add points as per years of practice.

Less than five years = 1 point. Five to 10 years of practice = 2 points. More than 10 years of practice = 3 points.

<table>
<thead>
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<th>POINTS (MAXIMUM OF 5 POINTS)</th>
<th>YOUR SCORE:</th>
<th>ACHSM SCORE:</th>
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Notes

1. Please supply appropriate documentation to support your claim for professional qualifications and ensure that the years of service are included in your CV.
Section 4: Education and knowledge of healthcare environment

7. Do you have a recognised post school qualification in health management or management? If no, go to Question 8.

Notes

1. Please record points for only one qualification (the highest accepted qualification you have achieved.) Accepted qualifications range from Diploma (Australian Qualifications Framework level 5) through to post graduate doctorate level. (Qualifications such as in Public Health may meet requirements but a transcript indicating units completed will be required for assessment.)

2. All qualifications fall into 3 categories:

   • Health management qualifications accredited by ACHSM as listed on the ACHSM website. This list is available on our website at https://www.achsm.org.au under Education/ University Programs
   • Health management qualifications not certified by ACHSM.
   • Management (but not health management) qualifications.

3. To qualify for the points for a PHD the degree must have contributed to the body of knowledge of health services management and evidence will need to be submitted to support this.

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<tr>
<th></th>
<th>HEALTH MANAGEMENT QUALIFICATION CERTIFIED BY ACHSM</th>
<th>HEALTH MANAGEMENT QUALIFICATION NOT CERTIFIED BY ACHSM</th>
<th>OTHER MANAGEMENT QUALIFICATION</th>
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<tbody>
<tr>
<td>PHD</td>
<td>8 POINTS</td>
<td>7 POINTS</td>
<td>4 POINTS</td>
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<tr>
<td>GRADUATE DIPLOMA/MASTER</td>
<td>7 POINTS</td>
<td>5 POINTS</td>
<td>3 POINTS</td>
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<tr>
<td>BACHELOR DEGREE OR GRADUATE CERTIFICATE</td>
<td>6 POINTS</td>
<td>4 POINTS</td>
<td>2 POINTS</td>
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<tr>
<td>DIPLOMA, ADVANCED DIPLOMA OR ASSOCIATE DEGREE</td>
<td>5 POINTS</td>
<td>3 POINTS</td>
<td>1 POINT</td>
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What is your highest level health management/management qualification? PLEASE WRITE IN THE BOX BELOW:

Using the grid above how many points for this qualification?

POINTS (MAXIMUM OF 8 POINTS) = YOUR SCORE: ACHSM SCORE:
Section 5: Contributions to the profession

8. Have you been an author or co-author of an article that contributed to knowledge of health services management, aged care management or community care management, health service management policy or health service management research published in a peer reviewed publication in the past 10 years?

If yes, add 5 points in the box over the page in question 10.

Include the full reference to this publication in the box below:

Notes

1. You must be one of the first five authors and the article must be accessible by standard search methods (e.g. PubMed or Medline etc.).

2. For questions 8 and 9 please provide sufficient details to enable the College to determine that this publication is in the field of management (health, aged or community) either in this box or your CV. If you rely on your CV to support this claim for points then reference the page number of your CV where these details can be found. This is particularly important for publications in the areas of public policy, public health, clinical services, clinical care etc.

9. Have you completed and authored or co-authored a major published report on health, aged or community care management or related issues in the past 10 years?

If yes add 5 points in the box over the page in question 10.

Include the full reference to this publication in the box below:

Notes

1. Major published reports include those contracted by government, your, or another, organisation, that are publicly available (e.g. be accessible though Google Scholar or similar search engine) and contribute to major funding, regulatory, organisational or policy changes.

2. See note 2 in question 8.

3. Please include a web address where this paper can be publicly accessed.
10. Have you participated in **health, aged or community management** profession activities in addition to your management role in the past 10 years?

**Health management profession** activities include: participating on ACHSM college committees, acting as a mentor in a formal mentor program, participated as an accreditation standards surveyor or auditor, substantial and continuing casual teaching in health/aged care management at a university or other academic program.

If yes add 5 points in the box below.

Please provide brief details in the box below of your professional activities and reference the page in your CV where further details can be found. NB this experience must be to support the profession of health service management, aged care management or community care management and NOT your own professional development activities.

ADD YOUR POINTS FOR QUESTIONS 8 TO 10: (MAXIMUM OF 15 POINTS) =

11. Are you a **Fellow** of another appropriate Profession

[ ] YES  [ ] NO

**Notes**

1. Examples of an ‘appropriate Professional Organisation’: Royal Australian College of Medical Administrators/Canadian College of Health Service Executives/Institute of Managers and Leaders/Institute of Healthcare Management. IF YES you may be eligible for Fellowship after joining and meeting criteria for Associate Fellow.

Please state what you are a Fellow of:

TOTAL YOUR POINTS

PLEASE TOTAL ALL YOUR POINTS FROM ALL THE BLUE BOXES ABOVE IN THIS ACHSM MEMBERSHIP APPLICATION AND ADVANCEMENT SCORING GRID AND PUT THE TOTAL NUMBER IN THE BOX ABOVE.

You will need to submit this form and supporting documentation including a copy of your current CV and proof of completed qualifications if applicable (testamurs or certificates).

By EMAIL:

Email a single continuous PDF document (this form plus supporting documentation) to Membership@achsm.org.au

If the file is greater than 5MB please separate into files no greater than 5MB and send in separate emails.

THANK YOU