



Association of Child Life Therapists Australia (ACLTA)

Accreditation Committee Guidelines 2014

ACLTA Child Life Therapists Association Accreditation Committee (ACLTA-AC) Guidelines

Composition of the ACLTA-AC

Accreditation Committee members shall include three Accreditors, and the Professional Development (PD) Coordinator from the ACLTA Executive.

The Committee's three volunteer Accreditors are expected to be:

- Current Accredited Child Life Therapists (in the first years of the process they must instead be working toward their Accreditation in a timely fashion);
- Current full members of ACLTA;
- Have worked within the profession of Child Life Therapist for a minimum of 3000 hours within the past five years;
- Where possible appointments will include members from a variety of clinical settings and/or states and territories.

When a new committee is appointed one member of the previous committee may continue to serve as an advisor to new committee for a period of one year to ensure continuity and consistency.

There shall be provision to appoint an external adviser to the ACLTA-AC, for a specified time, as approved by Executive. The purpose of such an appointment would be to provide expert advice to the committee on issues such as moderation of applications, and to participate in interview of applicants where this was felt to be necessary. Such an appointment would be made by the ACLTA Executive, on the recommendation of the Professional Development Coordinator and ACLTA-AC.

Accreditor Application Process

Vacant positions on the Accreditation Committee shall be advertised through the ACLTA website, Facebook page, and via email through the ACLTA newsletter. Applicants for appointment to the ACLTA-AC apply via email during the application process, attaching a CV. These self-nominations shall be considered by the full Executive Committee, both on merit and taking into consideration representation from a variety of sites. Accreditor selections will be announced first via email to applicants, and then biennially at ACLTA Annual General Meetings.

Appointment to the ACLTA-AC as an Accreditor shall be for tenure of two years. Accreditors may serve two consecutive terms. Those Accreditors seeking reappointment for a second consecutive term shall be considered alongside other applicants.

No Accreditor shall serve longer than four years consecutively. However, they may be reappointed at a future date. Should a member need to resign from the committee throughout the tenure, the ACLTA Executive will consider additional appointments.

ACLTA Professional Development Coordinator Responsibilities

The ACLTA PD Coordinator will be responsible for:

- Receiving and allocating applications;
- Checking all forms are provided;
- De/re-identifying applicants;
- Collating marked responses and written feedback, passing onto applicants where applicable and/or storing securely;
- Referring to a third maker in case of $\geq 20\%$ difference in any component;
- Passing results onto both applicants and the ACLTA Executive at monthly meetings.

The Accreditation Marking Checklist for PD Coordinator form later in this document is provided to assist with this process, and should be maintained securely for each applicant.

The PD Coordinator should advise the ACLTA Executive immediately should it appear necessary to revoke an individual's Accreditation (after consultation with Accreditors if necessary), as per Section 5 in the Accreditation Guidelines.

Accreditor Responsibilities

- Consider and approve or reject applications for Accreditation, using the process outlined below.
- It is expected that each Accreditation application will be considered by a minimum of two Accreditors
- The ACLTA Professional Development (PD) Coordinator will send members of the Accreditation committee assessable sections of applications (via registered post)
- Accreditors will then be responsible for reading and marking applications, and providing feedback to the ACLTA PD Coordinator within 4 weeks.
- The Accreditation Marking Checklist for Accreditors form later in this document is provided to assist with this process, and should be provided to the PD Coordinator as a record of their assessment.

From time to time, Accreditors may also be called upon to assist with promoting the process of Child Life Therapist Accreditation to relevant employing hospitals.

Complete Accreditation Marking Checklist for PD Coordinator

Applicant Name:

Date Received:

Date Posted to Accreditors:

Date Received Back from Accreditors:

a) / b)

Date Result Due to Applicant
(±6 weeks from submission):

Date result sent to Applicant:

Forms in secure storage: YES / NO

- Full member of ACLTA
- Completed application form
- Fee has been deposited (email Treasurer)
- Evidence of current employment as a Child Life Therapist in Australia (Statement of service(s) or statutory declaration)
- ACLTA Professional Development Record for past three years, with evidence of at least 20 hours of professional development per year
- Accredited copies of certificates of relevant vocational or tertiary qualification/s
- Two professional references, completed on the appropriate form
- Signed Agreement to abide by the ACLTA Code of Ethics
- Consent Forms for Accreditation activities

For copying, stapling and posting to 2 x Accreditors (ensuring Applicant Code is only identifier):

- Two Article Review Forms
- Two Case Studies
- Written observation of three healthcare play/preparation sessions
- A Procedural Support Critical Self-Reflection
- Self-Care Plan

(continued)

Results of Marked Items

NOTE: You must refer an item to a third marker in case of $\geq 20\%$ difference in any component. For an applicant to pass, average the scores of the two markers; each item should be 75% or higher.

Two Article Review Forms

1. PASS/FAIL

2. PASS/FAIL

Two Case Studies

1.				
%Marker 1 %	Marker 2	(%Marker 3)	%Average	
_____	_____	_____	_____	

Pass($\geq 75\%$)?	PASS/FAIL
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2.				
%Marker 1 %	Marker 2	(%Marker 3)	%Average	
_____	_____	_____	_____	

Pass($\geq 75\%$)?	PASS/FAIL
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(continued)

Written observation of three healthcare play/preparation sessions

1.

%Marker 1 %	Marker 2	(%Marker 3)	%Average
_____	_____	_____	_____

Pass($\geq 75\%$)? PASS/FAIL

2.

%Marker 1 %	Marker 2	(%Marker 3)	%Average
_____	_____	_____	_____

Pass($\geq 75\%$)? PASS/FAIL

3.

%Marker 1 %	Marker 2	(%Marker 3)	%Average
_____	_____	_____	_____

Pass($\geq 75\%$)? PASS/FAIL

A Procedural Support Critical Self-Reflection

%Marker 1 %	Marker 2	(%Marker 3)	%Average
_____	_____	_____	_____

Pass($\geq 75\%$)? PASS/FAIL

Self-Care Plan PASS/FAIL

(continued)

Response to Applicant

- Letter/email to confirm Accreditation sent with Accreditor feedback OR

- Letter/email to advise of Accreditation not passed, with options listed and Accreditor feedback

Complete Accreditation Marking Checklist for Accreditors

Accreditor Initials:

Date Forms Received:

Date Result Due to PD Coordinator
(±4 weeks from submission):

Please send this cover sheet with marked forms once complete.

DO NOT COPY applicant-submitted forms; return to PD Coordinator by registered post for secure storage.

Please write any written feedback to the applicant regarding content on the following pages.

Marking Summary (PLEASE CIRCLE RESULTS):

Two Article Review Forms

a) PASS / FAIL

b) PASS / FAIL

Two Case Studies (Pass indicated by 75% mark or higher)

a) PASS / FAIL - Score %: _____

b) PASS / FAIL - Score %: _____

Written observation of three healthcare play/preparation sessions (Pass indicated by 75% mark or higher)

a) PASS / FAIL - Score %: _____

b) PASS / FAIL - Score %: _____

c) PASS / FAIL - Score %: _____ (continued)

One Procedural Support Critical Self-Reflection (Pass indicated by 75% mark or higher)

PASS / FAIL - Score %: _____

Self-Care Plan - PASS / FAIL

Accreditor Feedback to Applicant
(write any feedback here)