

Nursing Credentialing Committee Terms of Reference

Purpose

Nursing Credentialing committee focuses on the process by which an individual Registered Nurse, Enrolled Nurse, Nurse Assistant or Clinical Support Worker are granted privileges to perform a particular procedure or clinical service that is outside their identified scope of practice or position description. It does not include Credentialing of a department.

- Ensure nursing leadership for the co-ordination of a consistent Credentialing process that is robust, evidenced based, minimises risk and espouses quality patient care.
- Uphold nursing’s effective contribution professionally, clinically and strategically within the services of CMDHB.
- Provide support and clear communication for clinical teams that are participating in the Credentialing process.


Team Expectations

Uphold the CMDHB values in all activities and as an approach to guide consensus decision making which is supportive and respectful of all team members.
All group members are to make every effort to attend each meeting and actively participate.

Objectives

The objectives of the Nursing Credentialing Committee are to uphold a robust nursing Credentialed process as follows:

1. Identify nursing practice that is beyond the specifications of the scope of normal practice, including that which is outlined by positions descriptions and organisational requirements, which will require a Credentialing process. This includes new practices or the reallocation of activities to nurses or clinical support workers.
2. Authorise the required; knowledge and / or expertise derived through experience, education and competency assessments to ensure that individuals have the required clinical competence thereby minimising risk to patients within CMDHB and professional practice requirements.
3. Endorse appropriate documentation required to determine competence, included in this will be audit requirements, in some cases clinical measures and reporting lines.
4. Ensure consultation has occurred with other relevant health professionals.
5. Endorse Standing Orders that are presented to the committee for approval.
6. Maintain a central register of Credentialed responsibilities.
7. Review and evaluate annually all privileges awarded to determine whether the activity is now within normal scope of practice and no longer will require Credentialing.
8. Enable applicants to have the right of appeal to the Director of Nursing.
9. Report to Clinical Board (as per timetable) all approved Credentialed privileges.

 Terms of Reference	Authorised by : Director of Nursing	Approval Date: September 2007
	Nursing Credentialing Committee	Review Date:: September 2008

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Membership

The committee consists of the Clinical Nurse Directors, Nurse Leader for Education, Nurse Co-ordinator PDRP and Professional Development, Primary, Maori and Pacific Nurse Leaders.

Ex officio members will be utilised when the committee is formally Credentialing: Legal, External Reviewer, Consumer representation, Chief Medical Officer, Director of Nursing and Director of Allied Health.

Divisions will present to Committee, this includes the following persons: Lead person – nominated by area, Nurse Manager / Charge Nurse Manager, Medical Clinical Leader or Director of Service and Nurse Educator.

Meetings:

Meetings will be held two monthly and minutes maintained or as determined by the Chair in accordance with organisational Credentialing demand.


An agenda will be established before each meeting and circulated one working day prior to the meeting.

Quorum

Four members, inclusive of the Chair or their nominee.

Minute Distribution

All members of the committee
Director of Nursing
Chief Medical Officer
CEO

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