



Self Regulating Health Profession Peak Bodies Processes Guide

Background

The National Alliance of Self Regulating Health Professions (NASRHP) is committed to providing assurance to consumers, government and other entities regarding the safety and quality of self-regulating health services, through an evidence-based national framework of regulatory standards. Regular membership ensures that the commitment has been translated into practice. It is an opportunity for NASRHP and Professional Bodies to communicate openly on issues relevant to self regulating health professions.

Membership Status

As outlined in the NASRHP standards document, there will be two forms of membership available.

Full membership is where a professional body meets all standards at 100% level.

Provisional membership is where the association is demonstrating substantial work toward meeting all standards during the first three (3) years of the program, but meeting 100% of the standards will be expected in order to achieve full membership in the fourth and ensuing years.

Membership/Re-joining is current for five (5) years, with annual reporting requirements. To be eligible for re-joining, the Professional Body is required to demonstrate continued compliance with the NASRHP membership standards and re-joining application requirements.

For professions not deemed to meet full membership, a review of the decision can be requested through the Appeals and Complaints process.

Agreement

By submitting an application for membership, the Professional Body enters into an agreement to participate and engage with NASRHP in the membership assessment process. This agreement gives both parties responsibilities for completing various stages of the membership process in a timely manner. Once the process is initiated in writing by the Professional Body, all time lines for membership and requests for documentation will be provided in writing to the Professional Body by NASRHP.

Submission Deadlines

Membership reviews can only be completed by NASRHP in the minimum period if all the required evidence is submitted with the Professional Body's membership application form and no major issues are identified in the assessment process.

NASRHP does not accept responsibility if Professional Bodies fail to transition from provisional to full membership, or achieve re-joining status before the expiration of a current membership period, if the time lines and standards for membership provided by NASRHP are not met by the Professional Body. Minimum periods and evidence requirements are clearly documented at the beginning of the membership process to facilitate a timely outcome. A visual representation of the steps in a membership application is provided in the flow chart below.

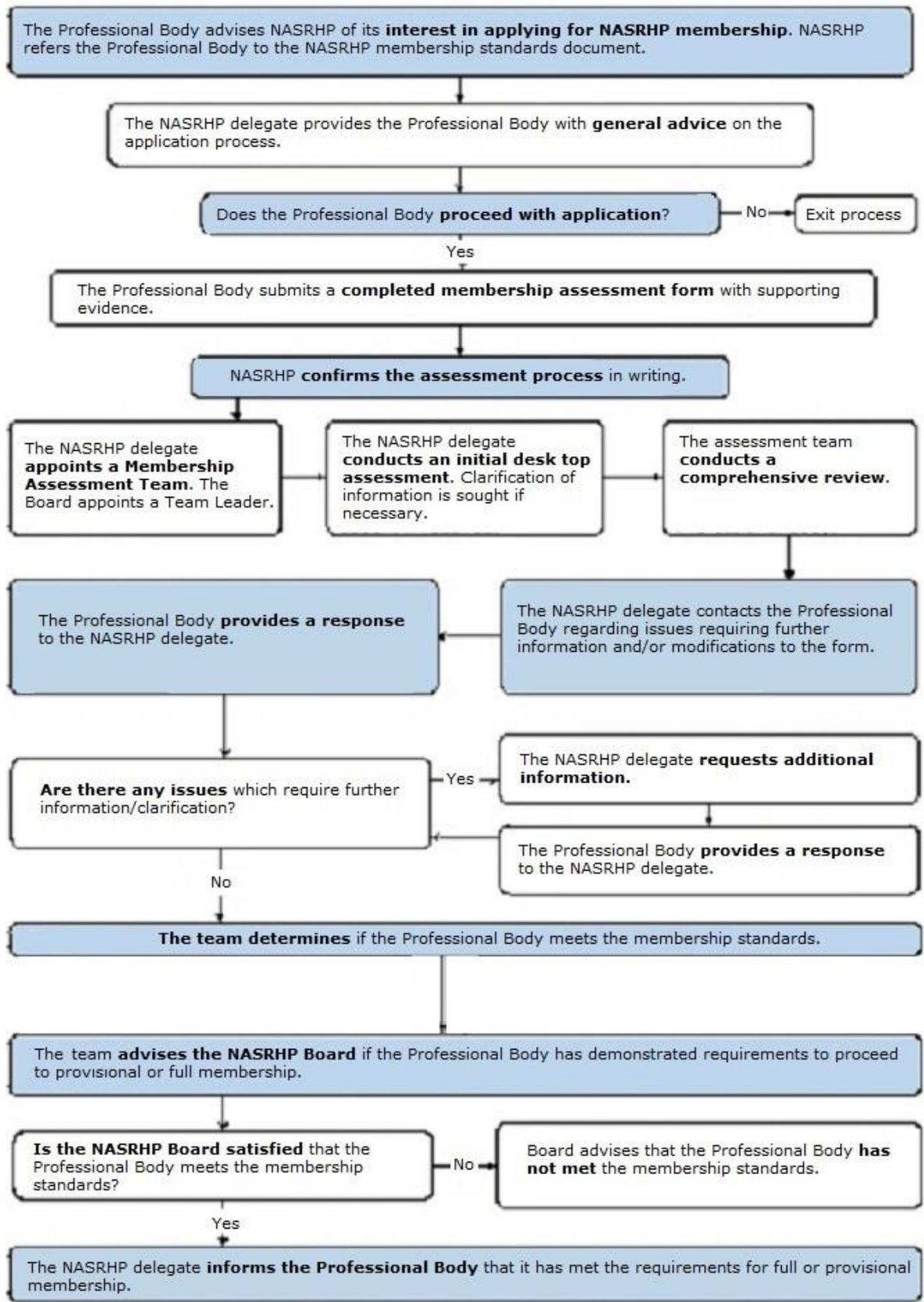
Stages of Membership Process

Stage	Action	Related documents
1. Indication of interest in applying for NASRHP membership	<p>The Professional Body advises NASRHP in writing of its interest in applying for NASRHP membership.</p> <p>NASRHP refers the Professional Body to the NASRHP membership standards.</p> <p>NASRHP recommends that the Professional Body undertakes a comprehensive review of the standards, before paying the initial assessment fees, to ensure they will either meet the criteria for provisional or full membership.</p>	NASRHP's Self Regulating Health Profession Peak Bodies Membership Standards
2. Initial membership application	<p>The Professional Body pays the non-refundable initial assessment fee and submits their completed application form to the NASRHP delegate. The NASRHP delegate will perform an initial desk top assessment, and request further information/evidence if required.</p> <p>The Membership Assessment Teams will undertake a comprehensive review of the membership application form and evidence. The NASRHP delegate will liaise with the Professional Body on requirements to engage further in the membership process.</p> <p>Membership will only be approved if all stages of the assessment process are completed satisfactorily and provisional membership payment is received.</p> <p>If a Professional Body is unsuccessful the Assessment Fee will not be refunded.</p>	NASRHP membership application form must be submitted to NASRHP.
3. Provisional Membership	<p>If approved for provisional membership, the Professional Body can include the statement 'Approved for NASRHP membership' on their website and in all relevant documentation.</p> <p>The sections or specific questions marked as Category 1 represent the NASRHP membership standards which must be met in order to qualify as a NASRHP member (either full or provisional).</p> <p>The sections or specific questions marked as Category 2 represent the NASRHP membership standards which can be demonstrated over a three year period under NASRHP provisional membership.</p>	<p>NASRHP membership application form must be submitted to NASRHP.</p> <p>Provisional NASRHP members must submit the Transition to full membership form to NASRHP at least 2 month before the expiration of</p>

	<p>Failure to meet 100% of the standards (Category 1 and 2) by the end of the third year may result in suspension or loss of membership. The Professional Body will have an opportunity to rectify any identified issues within a timeframe as determined by the NASRHP Board.</p>	provisional membership.
4. Full Membership	<p>Membership will only be approved if all stages of the assessment process are completed satisfactorily and full membership payment is received.</p> <p>If approved for full membership, the Professional Body can include the statement 'Approved for NASRHP membership' on their website and in all relevant documentation.</p> <p>To become a NASRHP full member, 100% of the NASRHP membership standards (Category 1 and Category 2) must be met.</p>	As above.
5. Re-joining	<p>Re-joining is required every 5 years as determined by the NASRHP standards. Flexibility with this time line may be negotiated with NASRHP to, where possible, align with the organisations review processes and to align the membership of multiple self regulating health professions.</p> <p>To enable ongoing full membership with NASRHP, the Professional Body must continue to meet 100% of the standards (Category 1 and Category 2) and demonstrate compliance with the re-joining application requirements.</p> <p>Membership will only be approved if all stages of the assessment process are completed satisfactorily and re-joining payment is received.</p> <p>If approved for re-joining, the Professional Body can continue to include the statement 'Approved for NASRHP membership' on their website and in all relevant documentation.</p> <p>Failure to meet a Category 2 standard may result in a Professional Body returned to provisional membership and failure to meet a Category 1 standard may result in an unsuccessful re-joining application. The Professional Body may have the opportunity to rectify any identified issues within a timeframe as determined by the NASRHP Board.</p>	NASRHP re-joining form must be submitted to NASRHP at least 2 months before the expiration of the current membership period.

<p>6. Annual Reporting</p>	<p>An annual report using the NASRHP template is required for the following:</p> <ul style="list-style-type: none"> • To notify NASRHP of progress made by the Professional Body towards achieving full membership. Provisional members must demonstrate they have met 100% of the NASRHP standards by the third year of membership. • To notify NASRHP of any changes to the Professional Body that may impact on their NASRHP membership status. • A complaints register must be maintained and de-identified data must be reported to NASRHP on an annual basis. • To declare that the Professional Body continues to meet membership requirements and/or are working towards meeting re-joining requirements. <p>Failure to notify of significant changes may result in withdrawal of membership.</p>	<p>A NASRHP annual reporting form must be submitted to NASRHP on an annual basis. The form is due two months prior to membership joining date.</p> <p>The Professional Body is encouraged to approach NASRHP at any stage to discuss possible changes to the organisation.</p>
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Figure 1: Membership process



Key Phases of Membership Assessment

1. The NASRHP delegate performs a preliminary desk top assessment. The delegate may seek clarification or further evidence if required.
2. The Membership Assessment Team considers the findings of the preliminary desk top assessment and undertakes a comprehensive assessment.
3. The team discusses the outcomes of the assessment. The NASRHP Delegate may contact the Professional Body regarding issues identified. The team will then consider any additional documentation provided by the Professional Body.
4. The Leader will report the outcome to the Board.
5. The Board ratifies the membership. The Board will have a role in determining whether correct process has been followed but has no role in the determination of the outcome of an assessment.

Membership Fees

The membership fees are based on a cost-recovery model. Any membership fees received by NASRHP are used for membership related activities/services only. Membership fees are reviewed annually. Professional Bodies should budget for increases in line with the annual consumer price index.

The assessment of membership application forms will not begin until payment has been received. If an invoice must be raised, Professional Bodies may wish to request an invoice prior to submitting a membership application.

Membership fees are utilised for the following:

- Assessing membership application documentation
- Teleconferences and other communication expenses
- NASRHP general operating costs
- Development of resources required for membership processes.

Current fee schedule

Membership	Fee (ex GST)	GST	Total Fee
Initial assessment (non-refundable)	\$2,000	\$200	\$2200
Provisional Membership	\$2,000	\$200	\$2200
Full Membership	\$3,000	\$300	\$3300
Transition from Provisional to Full Membership (payable on transition to full membership)	\$1,000	\$100	\$1100
Re-joining	\$4,000	\$400	\$4,400
Annual Review (payable each year once a member)	\$3,200	\$320	\$3,520
Additional services that are beyond the scope of a standard assessment.	To be determined by the NASRHP board according to requirements.		

Preparation of Membership Applications

To provide NASRHP with the required information, the membership forms are formatted as a series of questions for which a relatively succinct answer can be provided, and cross-referenced to further detail or evidence in other documentation provided as attachments. The questions have been modelled on the NASRHP standard headings and sub-headings for ease of use.

Copies of the Professional Body's forms will go to the members of the NASRHP appointed Membership Assessment Teams.

Report format and presentation

NASRHP requires that usual academic standards are applied to the presentation of all membership applications, including clearly labelled figures and tables and definitions of abbreviations. Statements need to be supported by evidence. Sufficient detail is required to enable a reviewer who is not familiar with the profession to read and understand the material provided. Information and data should be summarised succinctly.

Membership documentation

A Microsoft Word version of each form is available for completion. Evidence guidelines are provided in each form to clarify the nature of the documentary evidence required. Failure to supply all the required evidence with the membership form can lead to lengthy delays that may affect the membership status of the Professional Body.