

REFEREE GUIDELINES

Introduction

Te Ao Māramatanga New Zealand College of Mental Health Nurses ('the College') is the professional body for mental health nurses in New Zealand. A key focus for the College is improving access to mental health and addiction treatment. The College sets standards for practice and provides an online environment within which credentialed nurses, and other registered nurses working in mental health, can share their knowledge and receive support.

A credential in mental health and addiction is available to registered nurses who meet the College criteria in terms of their knowledge and skill enhancement in mental health and addictions, within a specific practice setting. This does not mean that a credentialed nurse can practice as a mental health nurse without undertaking further specialised education at post-graduate level, but rather will have the necessary skills to meet the mental health and addiction needs of people in their communities.

Applicants for a mental health and addiction credential have to meet the following criteria:

- Hold an annual practising certificate in New Zealand
- Post-registration education in delivering mental health and addiction assessment and brief interventions within a defined practice setting (for example primary care, corrections, aged residential care)
- Be able to provide an Evidence-Based Record (or something similar that reflects learning)
- Be currently working in a defined practice setting (eg. Practice nursing for the MH Primary Care Credential), and using his or her mental health and addiction skills in practice.
- Is able to provide two referees (and one written reference) who are familiar with the applicant's practice and is aware of the application for credentialing.

Your role as a referee is important to the applicant. Applicants must provide full details of their referees and it is recommended that you take the time to read the application and supporting information before it is submitted.

As a referee, you may be contacted in relation to the application and asked to provide information within a defined period (usually 28 days).

The attached form is a guide only and includes a list of questions designed to assist you to provide a reference. You may also include additional, relevant information.

Information to be provided by referee:

Full name:

Position/title:

Employer:

Postal address:

Daytime phone contact:

Daytime email address:

Date:

Name of applicant:

Signature:

Guiding questions

- In what capacity do you know the applicant? (e.g.colleague, professional supervisor, peer, associated health professional)
- How long have you known the applicant?
- What comments and observations can you provide in relation to the practice and performance of the applicant?
- What do you know about the applicant's commitment to continuing professional education and practice development? Please give examples.
- Do you know of any information that may give rise to concern about the applicant's ability to work safely with people experiencing mental health or addiction issues?

Declaration

I declare that the information I am providing is accurate to the best of my knowledge. I have not omitted information relevant to the application, that if included may give rise to concerns within the community generally about the appropriateness of the applicant holding this credential or the integrity of the credentialing framework in general.