



## Credentialing Application Guidelines

### Mental Health and Addictions Credential

### In Primary Healthcare

These guidelines have been prepared to help you apply to have your skills and knowledge as a registered nurse working in primary care, formally recognised by Te Ao Māramatanga New Zealand College of Mental Health Nurses.

#### **What is credentialing?**

Credentialing is a process used to assign specific clinical responsibilities to health practitioners on the basis of their education. It commences on appointment and continues for the period of employment. It is a peer-led process and requires periodic re-credentialing in order to maintain the credential.

A credential recognises the knowledge, skills and experience of an individual to perform agreed clinical activities within a designated environment.

#### **Who can apply to be credentialed?**

Any registered nurse working in a primary health service, who has the knowledge, skills enhancement and experience to apply mental health and addiction assessment, referral and interventions in a primary care setting. The requirements for credentialing, including post-registration education, are determined by Te Ao Māramatanga.

#### **Does this mean I will be a mental health nurse?**

No. Mental health nursing is a specialist branch of nursing and requires post-graduate education. For more about this exciting nursing specialty, contact your local nursing education provider (nurse providers can be located at [www.nurseducation.org.nz](http://www.nurseducation.org.nz) )

#### **How do I apply?**

You can apply online at [www.nzcmhn.org.nz](http://www.nzcmhn.org.nz) , using the 'credentialing' link. This will take you to the credentialing page and enable you to access a range of information about credentialing

## **Application Process**

1. Check that you meet the criteria for credentialing
2. Complete the online application form by loading the following information:
  - a) A current New Zealand registered nurse annual practicing certificate (please upload both sides of practicing certificate)
  - b) Post-registration education in delivering mental health and addiction assessment and brief interventions within a primary care setting (the Evidence Base Record provides four categories of learning – see example on website)
  - c) Evidence Base Record (please review the example on the website)
  - d) Four written reflections on practice (application of learning in practice)
  - e) Evidence of supervision (this could be a signed attendance sheet or a letter of endorsement from a supervisor)
  - f) Confirmation you are currently working in a primary care setting, and using your mental health and addiction skills in practice.
  - g) You can provide two referees who are familiar with your practice and who are aware that you have made this application and support it. One written reference is required.
3. Check your application – make sure all questions are completed and you have all the necessary documents, signed where necessary.

If you need more information, please contact Lois Boyd [lois@loisboydconsulting.co.nz](mailto:lois@loisboydconsulting.co.nz)

## **Privacy statement**

We collect information about you to make sure our records are complete. This information will not be made available to any other person without your permission. We may also use the information you provide, in aggregated and anonymous form, to enable us to monitor and report against our activities.

In submitting an application, you agree to your referee and your employer being contacted for further information relevant to your application.