

## MEMBERSHIP APPLICATION AND ADVANCEMENT SCORING FORM

Points are attributed as follows:

<b>12 points</b>	Required to attain Associate Fellow membership
<b>25 points</b>	Required to enter the Fellowship Program after being accepted and joining as an Associate Fellow. Note that there is a minimum requirement of 1 point in Section 5
<b>45 points</b>	Required for consideration of ALTERNATIVE PATHWAY to Fellowship after being accepted as an Associate Fellow.

<b>Prefix</b> (MR/MRS/MS/DR/PROFETC)	<b>FIRST NAME</b>
<b>MIDDLE NAME</b>	<b>LAST NAME</b>
<b>Current Role / Position</b>	
<b>Organisation</b>	
<b>Email</b>	
<b>Mobile</b>	
<b>Address (for correspondence)</b>	
<b>Country</b>	<b>Postcode</b>

The information contained in this application will be kept strictly confidential.

## **Employment experience – Section 1 and 2**

The most important thing to note here is that a job role can only be listed once, at either Section 1 or Section 2. In these sections we are only interested in roles where you have been an executive / leader / manager of a **health** entity

**Section 1** – list executive roles, with dates, where you have been in one of the top 3 levels of a very large, multi-site health entity OR at the top (ie CEO or equivalent) level of a smaller organization (>\$25m operating budget).

**Section 2** – list all other **health** leadership or management roles in this section. Note that these roles must be ones in which you manage or lead others. At a minimum the roles listed in Section 2 would demonstrate one of the following:

1. A health / aged / community care manager has direct management supervision over others and has control over resources.
2. A health management academic teaches and/or conducts research in health service management.
3. Policy Advisors must have a track record of providing strategic advice to Boards of Directors and/or Governments
4. Consultants must have a successful track record of achievements in health service management.
5. Clinicians need to ensure that the years of experience they are claiming, are for appointment to positions that have a direct management responsibility as defined above and must be reflected in the Curriculum Vitae.

## **Board Experience – Section 3**

Have you sat on a Board of a health entity? The entity should be listed on ASIC or ACNC and you may not list points for internal committees or where you have attended a Board Meeting as part of your employment.

## **Health Professional or other business Experience – Section 4**

This section aims to recognize clinical experience (4.1) and business support experience where the business support role has been within the health sector (4.2). 4.1 is the appropriate place to record points if you have clinical experience prior to or contiguous to management experience. 4.2 is for professions such as accounting, IT, HR, architecture or similar where the experience indicated and points claimed have been in the health sector specifically.

## **Education in Health Management / Management – Section 5**

Please **ONLY** list a qualification that is in either health management / other management / business management.

To apply for Fellowship you must show a minimum of ONE point in this section. do NOT list a qualification that is not in either health management / other management / business management.

You may list and record the points for ONE qualification only.

Accepted qualifications range from Diploma (Australian Qualifications Framework Level 5) through to post graduate doctorate level. Qualifications such as Public Health may meet the requirements however a transcript indicating units completed will be required for assessment). The points for a Doctorate must have contributed to the body of health service management and evidence will need to be submitted to support this.

## **Contributions to the Health Management profession – Section 6**

Please read the instructions carefully as all questions relate to research or published public reports or activities (outside paid employment) that **support the health management profession**. For example, published research papers on a clinical subject are not accepted at 6.1 nor internal organization major reports undertaken as part of your employment at 6.2.

## **You MUST provide a comprehensive CV (and short form CV for Fellowship)**

As part of your application for membership please provide a comprehensive CV that clearly describes at some point the points claimed in this application. For Fellowship applications you must also provide a short form CV that highlights areas where all points are claimed, deleting extraneous roles and information.

## Section 1 EXECUTIVE LEVEL Experience

Position Title	Organisation	CV page ref.	Full Years	Points Claimed	Office Use
<b>Total Points Claimed</b>					

*Years of Service listed above can only be claimed once in this application*

Points calculation:      Less than 2 years                      = 1 point  
    ➤ 2 years                                      = for every year add 2 points  
*i.e. . 3 years = 3 points, 4 years = 5 points, 5 years = 7 points*      **MAXIMUM = 30 POINTS**

**Comments:**

ACHSM Chief Executive / Chief Examiners' Notes:

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## Section 2 Business / Management / Leadership Experience

Position Title	Organisation	CV page ref.	Full Years	Points Claimed	Office Use
<b>Total Points Claimed</b>					

*Years of Service listed above can only be claimed once in this application.*

Points calculation: 1 point for every **full year** in this category to a **maximum of 25 points**

**Comments:**

ACHSM Chief Executive / Chief Examiners' Notes:

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### Section 3 BOARD MEMBER EXPERIENCE

Board Member participation is considered only for those Boards or equivalent that oversee a registered health service or health policy / regulator entity – **REGISTERED WITH ASIC OR ACNC**.  
**DO NOT include internal organization committees or attendance at employing organization Board meetings**

Name of Board	Organisation	CV page ref.	Number of years as a full member	Points Claimed	Office Use
<b>TOTAL POINTS CLAIMED:</b>					

Points calculation:

Less than 1 year	= 0 points
1 to 3 years	= 2 points
More than 3 years	= <b>4 points (maximum points)</b>

**Comments:**

ACHSM Chief Executive / Chief Examiners' Notes:

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## Section 4 HEALTH PROFESSIONAL AND OTHER BUSINESS EXPERIENCE

4.1 Are you a qualified **health professional / scientist / clinician** with some years of practice?

NO ☐

Please state: \_\_\_\_\_

YES ☐

Points Calculation:

< 5 years of practice (after registration or completion of qualifications) = 1 point

5 – 10 years of practice = 3 points

> 10 years of practice = 5 points

Total Points Claimed (Maximum 5 Points)

Your score

Office Use

4.2 Are you qualified in a **health support profession** with some years of practice (e.g. IT, Accounting, Architect, Engineer)

Please state your professional qualification: \_\_\_\_\_

Years of practice in this profession: \_\_\_\_\_

Points Calculation:

Less than 5 years = 1 point

5 -10 years of practice = 2 points

> 10 years of practice = 3 points

Points Claimed: **(Maximum 3 points)**

Your Score

Office Use

**Comments:**

ACHSM Chief Executive / Chief Examiners' Notes:

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## Section 5 Education and knowledge of the healthcare environment

Do you have a recognised qualification in health management or management ?

YES

☐

NO

☐

What is your highest level of **health management / management** qualification?  
You may only claim points for ONE qualification.

	Health Management qualification certified by ACHSM	Health Management qualification NOT certified by ACHSM	Other Management qualification
<b>Doctorate / PhD</b>	8 points	7 points	4 points
<b>Masters</b>	7 points	5 points	3 points
<b>Graduate Diploma</b>	6 points	4 points	2 points
<b>Graduate Certificate</b>	5 points	3 points	1 point
<b>Bachelor's Degree</b>	4 points	2 points	1 point
<b>Diploma, Advanced Diploma or Associate Degree</b>	3 points	2 points	1 point

Total Points Claimed (**Maximum of 8 points**)

Office Use

**Comments:**

ACHSM Chief Executive and Chief Examiners' Notes:

## Section 6 Contributions to the Profession

- 6.1 Have you been an **author or co-author** of an article that contributed to the knowledge of **health service management, aged care management or community care management, health service management policy or health service management** research published in a peer reviewed publication in the past five years?

YES ☐ NO ☐ If yes, score = 5 points

Include full reference below:

\_\_\_\_\_

Date of publication: \_\_\_\_\_

Total Points Claimed		Office Use	
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**Note:** You must be one of the first five authors and the article must be accessible by standard search methods (e.g. PubMed or Medline).

- 6.2 Have you completed and authored or co-authored a major published report on health, aged or community health care management or related issues in the past five years?

YES ☐ NO ☐ If yes, score = 5 points

Include full reference below:

\_\_\_\_\_

Date of publication: \_\_\_\_\_

Web address where the paper can be accessed: \_\_\_\_\_

Total Points Claimed		Office Use	
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**Note:** Major published reports include those contracted by government, your or another organisation, that are publicly available (e.g. be accessible through Google Scholar or similar search engine) and **contribute to major funding, regulatory, organisational or policy changes**.



6.3 Have you participated in health, aged or community management profession activities in addition to your management role in the past five years?

YES ☐ NO ☐ If yes, score = 5 points

Please describe:

Total Points Claimed		Office Use	
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**Note:** Health management profession activities include participating on ACHSM committees, acting as a mentor in a formal mentor program, participation as an accreditation standards assessor or substantial and continuing casual teaching in a health/aged care management program at a university or in other academic programs.

6.4 Are you a FELLOW of another Profession Organisation? *i.e. RACMA*

YES ☐ NO ☐

Please state:

There are no points for 6.4 however you may be eligible for Fellowship after joining ACHSM and meeting the criteria for Associate Fellow.

**Comments:**

ACHSM Chief Executive / Chief Examiners' Notes:

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### Total Points (please complete)

	Your Points	CEO	CE (For Fellowship Only)
Section 1 (maximum 30 points)			
Section 2 (maximum 25 points)			
Section 3 (maximum 4 points)			
Section 4			
➤ 4.1 (maximum 5 points)			
➤ 4.2 (maximum 3 points)			
Section 5 (MINIMUM 1 point and MAXIMUM 8 points)			
Section 6			
➤ 6.1 (maximum 5 points)			
➤ 6.2 (maximum 5 points)			
➤ 6.3 (maximum 5 points)			
<b>Total Points</b>			