



Drug and Alcohol Nurses of Australasia Incorporated (DANA)

# RE-CREDENTIALLING APPLICATION PACKAGE

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For the Credentialed Drug and Alcohol Nurse



## **DRUG AND ALCOHOL NURSES OF AUSTRALASIA INCORPORATED**

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*DANA gratefully acknowledges the help and support of the Australasian College for Infection Prevention and Control (ACIPC) in the development of the DANA Pathways to Credentialling Program.*

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### **Developed July 2016**

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### **Note: For Nurses wanting to register to work in New Zealand.**

Please note that a DANA credential alone will not guarantee work in Addiction Specialty Nursing (mental health and addictions) in New Zealand. Nurses must also meet the Nursing Council of New Zealand competencies (Nursing Council of New Zealand 2009).

### **Disclaimer**

The DANA Credential (CDAN) is awarded through assessment of self-reported information provided by applicants and their referees. Although DANA undertakes reasonable efforts to verify the accuracy of the information that has been provided through the Credentialling processes, DANA does not have the resources to do this comprehensively and does not certify the accuracy or the completeness of the material that has been submitted. DANA does not in any way endorse the individuals who have been Credentialed, nor does DANA verify qualifications, licenses, practice areas or suitability of the listed Credentialed Drug and Alcohol Nurses (CDAN). In no event shall DANA be liable for any decision made or action taken in reliance on the fact that a person has obtained the DANA Credential.

Where a person falsely claims to have obtained the DANA Credential, DANA would appreciate being contacted about that person so that it can take appropriate steps

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# Part 1: CDAN Re-Credentiaing Guidelines

## PREAMBLE

Congratulations on choosing to re-credential as a DANA Credentialed Drug and Alcohol Nurse (CDAN). This action demonstrates your commitment to your own professional development and the professionalism of the specialist practice of Drug and Alcohol Nursing.

Credentiaing is the establishment of a self-regulatory process instituted by the appropriate professional body to determine and acknowledge that an individual has demonstrated the prescribe competence for specialist practice.

Credentiaing will:

- » Validate experience, knowledge and expertise;
- » Distinguish the nurse as an advanced specialist drug and alcohol nurse;
- » Enhance their professional confidence;
- » Retain a strong professional identity as a CDAN;
- » Enhance career opportunities;
- » Provide for a consistent standard of practice;
- » Contribute to better patient outcomes.

## ELIGIBILITY

To be eligible for re-credentiaing, you must meet the follow criteria:

- » Hold a current and unrestricted registration as a registered nurse in Australia;
- » Both DANA members and non-members are welcome to apply;
- » Be currently employed (full or part time) in the Drug and Alcohol area;
- » Hold current endorsement as a CDAN;
- » Demonstrate to the satisfaction of the DANA Credentiaing Advisory Committee that you have actively participated in professional development activities congruent with the specialist practice of Drug and Alcohol Nursing in the period since you were credentialed or re-credentialed.

## INSTRUCTIONS FOR APPLICANTS

For an application to be successful, CDANs must demonstrate active engagement in the specialty practice of Drug and Alcohol Nursing, and continuing professional development since their last credentiaing. Applicants are required to provide a variety of evidence to demonstrate these requirements, which the Credentiaing Advisory Committee will verify and assess. Re-credentiaing must occur within six (6) months of your previous credential expiring. Those who let their credential lapse more than six (6) months past the due date will be required to complete the entire credentiaing process.

Applications must consist of the following four (4) parts:

## PART A: REFLECTIVE NARRATIVE

As an applicant, you are required to submit one (1) reflective narrative that details your professional journey since your last credential. The purpose of the reflective narrative is to encourage you to observe your own experiences, analyse what happened and think about ways to use these experiences to improve and develop professionally. Please note, this is not an assessment of your writing ability, but of your professional development and learning progress because of your role within the event(s) you described.

Your reflective narrative must be a comprehensive example of reflective learning from your Drug and Alcohol Nursing practice and describe the strategies you used to achieve your learning objectives. Please write your reflective narrative in the first person.

Your example should describe:

- » What was the situation?
- » Why did you go about it that way?
- » Description of observations, thoughts and feelings;
- » What was the outcome?
- » What was done well and not so well?
- » Challenges and barriers;
- » Reflection of behaviours, interactions, feelings and thoughts;
- » Review of strengths and limitations;
- » What would you do differently next time?
- » What interventions have been put into place to prevent this from happening again?

(Word Count for Part A: 500-1000 words maximum)

## MARKING GUIDE

### Part A: Reflective Narrative

Have all of the following questions been included in the response?

- » What the applicant has learned about themselves
- » What led to this discovery
- » How the applicant's perspective has changed
- » How the applicant has/will respond to this change in perspective and any learning or development needs associated with this response

TOTAL

/25

## PART B: GIVING BACK

Please tell us how you have given back to DANA or the Drug and Alcohol specialty area. Five (5) examples must be provided.

For example:

- » Ongoing DANA membership;
- » Active participation in committees and working parties where your Drug and Alcohol specific knowledge is required;
- » Representation on the DANA Management Committee or working parties;
- » Mentoring of students and clinicians in the Drug and Alcohol area;
- » Provision of Clinical Supervision;
- » Presentation of papers or talks at Drug and Alcohol conferences or DANA sponsored events;
- » Representation on committees of partnered organisations with DANA (such as: APSAD, NZCMHN, DAPAANZ)

Please provide evidence of your active role in DANA or giving back to the Drug and Alcohol specialty field (such as a letter or statement of participation by the Committee Chair) in an appendix at the end of your application.

(Word Count for Part B: 1000 words maximum)

## MARKING GUIDE

Part B: Giving Back	
How many consecutive years has the applicant been a DANA member? » DANA Membership number provided? » Full marks for >3 years – partial marks for <3 years	5 marks awarded for each example
Evidence of committee / working party participation for which your Drug & Alcohol knowledge is required: » Description of role » Evidence provided in appendix	
Representation on DANA Management Committee or working parties: » Description of role » Evidence provided in appendix	
Mentoring students and clinicians in the Drug and Alcohol area » Description of role » Evidence provided in appendix	
Provision of Clinical Supervision » Description of role » Evidence provided in appendix	
Papers presented at Drug & Alcohol conferences or DANA sponsored events: » Description of presentation » Evidence provided in appendix	
Representation on committees of organisations who are partners of DANA: » Description of role » Evidence provided in appendix	
<b>TOTAL</b>	

## PART C: CURRICULUM VITAE (CV)

Provide a full and current curriculum vitae (CV). Your CV should address the following:

- » Professional Qualifications;
- » Awards;
- » Employment History (highlighting recent practice requirements);
- » Continuing Education and Other Courses;
- » Professional Activities;
- » Publications;
- » Education and Research;
- » Quality Improvement Activities;
- » Other Activities.

### Professional Qualifications (include tertiary courses and certificates)

Please list in reverse chronological order (most recent first) all relevant qualifications, including the following details: Name of course; Name of institution; Where course undertaken; Year undertaken; Duration of course; Year of completion. Include current studies and planned year of completion.

**Note:** Provide certified copies of any new qualifications gained since your last credential and a certified copy of your current practising certificate. They may be included in an appendix at the end of your application.

### Awards

List any relevant awards or grants you have received and include scanned certified copies of the awards / grants.

### Employment History

Please list in reverse chronological order, all relevant professional experience commencing with your current position. Please provide contact details for your current employer and referees to enable verification by DANA. Ensure that recency of practice requirements are evident.

### Continuing Education and Other Courses

Please list all relevant continuing education programs you have attended over the past three (3) years e.g. short courses, workshops, seminars and conferences. Include other generic courses which support your credentialing application such as completion of a certificate in research studies, a project management course etc.

### Professional Activities

Please provide a description of all professional activities in which you have been involved over the past three (3) years. Your description should include your level of involvement and the duration of your involvement at this level.

### Publications

Please provide details and references of all relevant publications.

### Education and Research

List and provide a brief description of your participation in any significant/relevant education or research endeavours over the past three (3) years. List all publications using a standard referencing format.

### Quality Improvement Activities

Please provide a brief description of any quality improvement activities you have implemented in your Drug and Alcohol Nursing role in the last three (3) years.

### Other Activities

List any other activities or achievements over the past three (3) years that you believe will support your application.

(Word Count for Part C: no length specified)

## MARKING GUIDE

Part C: Curriculum Vitae	
» Professional Qualifications;	
» Awards;	
» Employment History (highlighting recent practice requirements);	
» Continuing Education and Other Courses;	
» Professional Activities;	
» Publications;	
» Education and Research;	
» Quality Improvement Activities;	
» Other Activities.	
<b>TOTAL</b>	<b>/10</b>

## PART D: PEER REVIEW SUBMISSION

The purpose of this peer review is to provide support for your application to be Credentialed, and is a measure of your esteem in your clinical review. Specifically, the peer reviewer should be asked to provide comment on your *professional, clinical or management practices and interpersonal skills* by addressing the following points:

- » Your Drug and Alcohol clinical management skills assessed against the *DANA Specialist Nursing Standards and Competencies January 2012*.
- » Your participation in multidisciplinary committees; and one of the following:
  - » Your involvement in the management of clients with complex substance use issues and/or behaviour;
  - » Your experience with handling ethical issues that arise from Drug and Alcohol Nursing practice;
  - » Management of a specific Drug and Alcohol related project.

The applicant must identify a suitable Peer Reviewer, according to the essential criteria set out below, and request a confidential peer review be provided directly to the DANA Credentialement Advisory Committee. The Peer Reviewer should be provided with the **"Instructions for Peer**

**Reviewers"** and **Form 3 Peer Review**, which can be found in **Part 2** of this document.

### Essential criteria for Peer Reviewers:

- » A professional colleague, independent from you (i.e. not a family member or your partner);
- » Must have known the applicant in a professional capacity for a minimum period of twelve (12) months or preferably longer;
- » Must have worked directly with the applicant within the last twelve (12) months;
- » Must have managed the applicant or worked closely with the applicant, preferably in the clinical environment or on the same committee(s) or in the same workplace as the applicant;
- » Must handle all information associated with this application **in confidence**
- » Must be willing to be contacted by the DANA Credentialement Advisory Committee should clarification be necessary in relation to any information provided in the application.

If you are uncertain regarding the peer reviewer you have in mind, send an email to [mentor@danaonline.org](mailto:mentor@danaonline.org) for clarification, describing the issues.

(Word Count for Part D: 500 -1000 words maximum)

## MARKING GUIDE

Part D: Peer Review	
Participation in multidisciplinary committees	
Management of a client with complex substance use issues	
Ethical issues	
Management of a specific drug and alcohol project	
<b>TOTAL</b>	<b>/20</b>

## SUBMISSION REQUIREMENTS

- » Applicants must complete all four (4) parts of the re-credentialling process.
- » All applications, and supporting submissions, must be in either New Times New Roman or Arial 12 point font.
- » Ensure your name is on every page of your application.
- » A checklist is provided to ensure you have included all the required information, including the signed declaration form (see **Part 2** of this document).
- » Please observe and comply with the maximum word counts for relevant sections.
- » We request that you scan certified copies of your original documents into an electronic document that is to accompany your application as an attachment. Electronic submissions only are accepted. Please **DO NOT** mail original documents. We are not responsible for care or return of originals.

- » Applications must be scanned into one document and submitted electronically to the DANA secretariat via email at: [credential@danaonline.org](mailto:credential@danaonline.org)

## COSTS

DANA members will be able to participate in the DANA Re-Credentialing Process for a significantly lower cost than non-DANA members. To become a DANA member go to [www.danaonline.org](http://www.danaonline.org) and proceed to the 'join/renew' tab.

Your (non-refundable) payment is required at the time of your application. This payment can be made online via the DANA website, <https://www.danaonline.org/credentialling/credentialling-payment/> and it must be paid before your application will be assessed. Evidence of your payment needs to be included with your application.

## PAYMENTS

SAUD120 (including GST) for DANA members  
SAUD300 (including GST) for non-DANA members

The costs associated with re-credentialing pay for administration of the Credentialling Advisory Committee, including teleconferencing for meetings, stationary, postage and administrative processes. Please note that members of the DANA Credentialling Advisory Committee are not paid, and give their time generously as a contribution to the profession. Fees are kept to a minimum and are essential to maintaining the function of the committee.

## OUTCOME

- » The DANA Credentialling Advisory Committee will be responsible for assessing applications. The applicant will be identified to the Committee during the credentialling process.
- » The submitted evidence will be assessed in accordance with the criteria outlined in this document. The award of Credentialed Drug and Alcohol Nurse (CDAN) will be granted to those applicants who meet the requirements. The credential can only be awarded on the basis of the evidence supplied by the applicant.
- » DANA Credentialling Advisory Committee members will individually assess the application to ensure it meets all criteria and identify any areas where there is insufficient evidence to support the application.
- » Should any Committee Members require clarification of a point from the applicant's Peer Reviewer they will notify the Chairperson of the Credentialling Advisory Committee so that all points requiring clarification are addressed during one contact with the Peer Reviewer.
- » The final decision to award a credential will be made by the DANA Management Committee on the recommendation of the DANA Credentialling Advisory Committee.
- » While every attempt will be made to respond to

applications promptly, DANA is a voluntary non-profit organisation and has finite resources. We anticipate that realistically the timeline for responding to your application will be approximately ten (10) weeks. However, it may be possible that the process takes longer than anticipated, and we make no undertaking or guarantee that we are always able to meet the timelines promised.

## SUCCESSFUL APPLICATIONS

Successful applicants will receive an official notification from the President of DANA. A certificate will be posted to you, and you will be entitled to use the post-nominal of CDAN for another three (3) years.

A public database of Credentialed Drug and Alcohol Nurses (CDANs) will be maintained on the DANA website. Names will be removed from the database at the end of the three (3) year period of the credential, unless the re-credentialing process has been successfully completed. Credentialed Drug and Alcohol Nurses will be profiled in various DANA communications.

## UNSUCCESSFUL APPLICATIONS

An initial application for re-credentialing may be unsuccessful for two reasons:

### 1. Applications requiring clarification and resubmission

The DANA Credentialling Advisory Committee may need to seek clarification from you regarding one or more aspects of your application. The Chairperson of the DANA Credentialling Advisory Committee will notify you by email if components of your application require clarification. The correspondence will provide feedback detailing the areas of deficit and suggestions for how the application can be improved. You will be required to submit a response and/or revisions within a stated timeframe. If you do not submit the revised components within this timeframe your application will be deemed unsuccessful.

### 2. Applications deemed unsuccessful

If the DANA Credentialling Advisory Committee has assessed that the application has not demonstrated the requirements for credentialling, the Chairperson will notify you of this outcome by email. The correspondence will provide constructive feedback detailing the areas of deficit.

Unsuccessful applicants will receive an official notification from the President of DANA. If you wish to resubmit a full application within twelve (12) months there will be a resubmission cost. If you wish to appeal the decision follow the appeal process below.

## PROCESSES FOR APPEAL

Unsuccessful applicants are encouraged to review and reflect on the comments provided by DANA along with their application before commencing the appeal process. The applicant may initiate any discussion seeking additional clarification about why the application was unsuccessful

if required. It is expected that most objections to DANA's decision will be resolved in the first instance through discussion between the applicant and the Chairperson of the Credentialling Advisory Committee.

The applicant shall have grounds for appealing DANA's decision not to re-credential if they can demonstrate that:

- (i) the process for reviewing the application (as outlined in the marking guidelines) was not correctly followed; or
- (ii) the applicant is able to provide information indicating that not all the evidence supplied, that was in-line with the application guidelines, was considered in the marking process.

In the event that an unsuccessful applicant disagrees with DANA's decision not to re-credential, the following processes must be followed:

- » An appeal must be lodged with supporting evidence to the DANA President via the DANA Secretariat ([credential@danaonline.org](mailto:credential@danaonline.org)) within fourteen (14) working days of receiving written feedback from DANA outlining why the credential was not recommended, provided by the DANA Credentialling Advisory Committee Chairperson.
- » The DANA President shall acknowledge in writing, receipt of the appeal and request relevant documentation from the Chairperson of the DANA Credentialling Advisory Committee including the original (unmarked) copy of the application, and any other documents or correspondence with the applicant.
- » The DANA President shall convene an Appeal Tribunal comprising four members of the DANA Management Committee and the members of the DANA Credentialling Advisory Committee to hear the appeal. This meeting (by teleconference) shall be convened as soon as possible.
- » If the tribunal finds that the appeal does not meet the grounds for appeal the applicant's objection will be denied and the earlier decision will be upheld.
- » If the tribunal finds that the applicant's appeal is in accordance with the grounds for appeal, the objection will be upheld and the applicant will be invited to resubmit their application at no additional cost.
- » If the applicant is again unsuccessful, the applicant and the DANA President will be notified of the decision in writing.
- » The decision of the Appeals Tribunal is final.
- » The applicant will have only one opportunity for appeal. If the applicant is unsuccessful following appeal, their application for credential will not be awarded and the applicant will be excluded from reapplication for twelve (12) months before submitting a new application

## DANA PRIVACY STATEMENT

DANA is dedicated to keeping your details private. Any information we collect in relation to you is kept strictly secure. The information that we collect as a part of the DANA Re-Credentialling Process is made available to the DANA Credentialling Advisory Committee and the DANA Management Committee.

Information that is no longer required will be either shredded, or deleted from current computer records in the case of electronic files. We do not have any obligation to remove information from previous back up files made solely for computer maintenance purposes.



# Part 2: Application Forms

## FORM 1: DANA RE-CREDENTIALLING APPLICATION FORM AND DECLARATION

### PERSONAL INFORMATION

Title	Mr Mrs Miss Ms Prof Dr
First name(s) and Surname	
Name used for registration	<input type="checkbox"/> as above
Gender	male female
Work phone no:	
Mobile:	
Home phone no:	
Email address	
Date of birth	(day/month/year)
Residential address	
Postal address	<input type="checkbox"/> as above
Are you a DANA member?	No Yes Member Number:
Are you a member of any other professional organisations?	Yes No
If so, what organisation?	

## REGISTRATION STATUS

Current registration status (eg: RN or NP)	
AHPRA Registration number	
Expiry date of current registration	
Do you have any restrictions on your registration in place?	Yes No
Are you the subject of any enquiries?	Yes No
If 'yes' to either of the above please provide a brief explanation	

## DECLARATION MADE BY APPLICANT

I, ....., state that the information contained in this application and accompanying documentation is true and correct.

I am not currently subject to any outstanding legal or disciplinary actions associated with my professional practice or which might bring the DANA Credential into disrepute and will advise DANA within 21 days should this situation change while I hold the credential of CDAN®.

I understand that the information provided in this application may need to be verified by DANA and agree to DANA seeking further confidential information as required in support of this application from relevant third parties, including from my referees.

I understand that if any of the information provided by me or any referee is found to be untrue, or it is found that any referee is not independent of me (for example, by being a family member), my credential may be withdrawn.

I agree  / I do not agree  that my name and professional profile will be posted to the DANA website and profiled in DANA communications.

Signed.....

Date.....

## FORM 2: MARKING GUIDE

<b>Date:</b>				
<b>Applicant's name:</b>				
<b>Assessor's name:</b>				
<b>Conflicts of interest:</b>				
<b>Item</b>	<b>Mandatory Criteria</b>	<b>Points</b>	<b>Yes / No</b>	<b>Final points</b>
Part A	Reflective Narrative	25	Yes No	
Part B	Giving Back	25	Yes No	
Part C	Current Curriculum Vitae	10	Yes No	
Part D	Peer Review Submission	20	Yes No	
	<b>Total points must be at least 80</b>			
<b>Assessor Comments:</b>				

# RE-CREDENTIALLING ASSESSMENT CRITERIA

## MANDATORY CRITERIA

Part A: Reflective Narrative	TOTAL /25
<p>Have all of the following questions been included in the response?</p> <ul style="list-style-type: none"> <li>» What the applicant has learned about themselves</li> <li>» What led to this discovery</li> <li>» How the applicant's perspective has changed</li> <li>» How the applicant has/will respond to this change in perspective and any learning or development needs associated with this response.</li> </ul>	
Part B: Giving Back	TOTAL /25
<p>How many consecutive years has the applicant been a DANA member?</p> <ul style="list-style-type: none"> <li>» DANA Membership number provided?</li> <li>» Full marks for &gt;3 years – partial marks for &lt;3 years</li> </ul>	
<p>Evidence of committee / working party participation for which your Drug &amp; Alcohol knowledge is required:</p> <ul style="list-style-type: none"> <li>» Description of role</li> <li>» Evidence provided in appendix</li> </ul>	
<p>Representation on DANA Management Committee or working parties:</p> <ul style="list-style-type: none"> <li>» Description of role</li> <li>» Evidence provided in appendix</li> </ul>	
<p>Mentoring students and clinicians in the Addictions area</p> <ul style="list-style-type: none"> <li>» Description of role</li> <li>» Evidence provided in appendix</li> </ul>	
<p>Provision of Clinical Supervision</p> <ul style="list-style-type: none"> <li>» Description of role</li> <li>» Evidence provided in appendix</li> </ul>	
<p>Papers presented at Drug &amp; Alcohol conferences or DANA sponsored events:</p> <ul style="list-style-type: none"> <li>» Description of presentation</li> <li>» Evidence provided in appendix</li> </ul>	
<p>Representation on committees of organisations who are partners of DANA:</p> <ul style="list-style-type: none"> <li>» Description of role</li> <li>» Evidence provided in appendix</li> </ul>	
Part C: Current Curriculum Vital	TOTAL /10
<ul style="list-style-type: none"> <li>» Professional Qualifications;</li> <li>» Awards;</li> <li>» Employment History (highlighting recent practice requirements);</li> <li>» Continuing Education and Other Courses;</li> <li>» Professional Activities;</li> <li>» Publications;</li> <li>» Education and Research;</li> <li>» Quality Improvement Activities;</li> <li>» Other Activities.</li> </ul>	

Part D: Peer Review	TOTAL /20
Participation in multidisciplinary committees	
Management of a client with complex substance use issues	
Ethical issues	
Participation in multidisciplinary committees	
Management of a specific drug and alcohol project	

# INSTRUCTIONS FOR PEER REVIEWER

Peer review is a requirement of credentialling by DANA. The applicant may arrange for this peer review to be submitted to support their application.

To provide a peer review the reviewer must:

- » Be a professional colleague, and independent from the applicant (i.e. not a family member or partner);
- » Have known the applicant in a professional capacity for a minimum period of twelve (12) months;
- » Have worked directly with the applicant within the previous twelve (12) months;
- » Have worked closely with the applicant, preferably on the same committee(s) or in the same workplace as the applicant;
- » Handle all information associated with this application in confidence;
- » Be willing to be contacted by the Credentialling Advisory Committee should clarification be necessary in relation to any information provided in the application.

The written review should address the following criteria from:

- » Clarification that the essential criteria for a peer reviewer are met (see above).
- » Committee participation: Please provide details of the committee(s) on which you and the applicant sit, including a description of the applicant's contribution to the functioning and outcomes of the committee.

And **one of the following three options** with reference to the *DANA Specialist Nursing Standards and Competencies January 2012*:

- » **Involvement in drug and alcohol clinical issue:** Please describe how the applicant has demonstrated his/her knowledge of issues and his/her involvement in the management of these issues. Please also describe how the applicant's interpersonal skills have assisted in accordance with the above stated nursing competencies.
- » **Experience with ethical issues that arise from the practice of drug and alcohol nursing:** Please describe how the applicant has demonstrated competence and a high level of understanding of the ethical dilemmas in contemporary practice.
- » **Project Management ability and experience:** Please detail how the applicant has demonstrated skills and experience in managing a specific Drug and Alcohol related project.

(Word Count: 500 - 1000 words maximum)

Once the written review has been completed, please attach the completed reference and email both to [credential@danaonline.org](mailto:credential@danaonline.org)

While these documents must be sent independently of the applicant's submission for credentialling, it is important that they reach the DANA Secretariat at approximately the same time as the remainder of the application. The DANA Secretariat should receive your peer review submission no later than two (2) weeks after the receipt of the applicant's documents. Please discuss due dates and timelines, and any difficulties meeting this deadline, with the applicant.

# FORM 3: RE-CREDENTIALLING PEER REVIEW

The reviewer must send this form directly to the DANA Secretariat: [credential@danaonline.org](mailto:credential@danaonline.org)

Peer Reviewer's Name: .....

Position and Organisation:.....

Credentialling Applicant's Name: .....

What is your professional relationship to the applicant?

Serve on same committee   Applicant's Supervisor   Other (please specify):.....

How long have you known the applicant in a professional capacity?.....yrs/mths

In what capacity have you worked closely with the applicant?.....

.....

Please acknowledge your willingness to handle all information associated this application in confidence   Yes   No

## Committee Participation

How has the applicant contributed to the functioning and outcomes of the committee?

.....

Describe the interpersonal skills demonstrated by the applicant towards other members of the committee.

.....

How has the applicant demonstrated an understanding of, and personal commitment to, ethical practice during his/her committee participation?



And **one of the following questions** with reference to the applicant's ability to carry out clinical practice in accordance with the *DANA Specialist Nursing Standards and Competencies*, January 2012:

**1. Involvement in drug and alcohol clinical issue:**

How has the applicant demonstrated his/her knowledge?

.....  
Describe the applicant's level of involvement.

How has the applicant demonstrated his/her knowledge?

---

**2. Experience with ethical issues that arise from the practice of drug and alcohol nursing:**

How has the applicant demonstrated competence in dealing with ethical issues?

Describe the interpersonal skills and ethical practice demonstrated by the applicant

---

**3. Management of a Specific Drug and Alcohol related project:**

Describe the applicant's experience and demonstrated skills in managing this project.

Describe how the applicant demonstrated knowledge of, and a commitment, to ethical practice during the project management.

.....

Peer Reviewers Signature:

Date;

# FORM 4: APPLICATION CHECKLIST

Please complete the following checklist prior to submitting your application

	Name appears on every page of the application, including attachments.
	Application formatted in Times New Roman or Arial 12 point font
	Word limits adhered to for each part of the application
	Each item answered is clearly labelled throughout your application
	Current CV, certified copies of new qualifications since your last credential, current practising certificate and evidence to go with application (if applicable) provided in appendix at the end of the application
	Application includes all the elements required to achieve at least 80 points?
	Provide your peer reviewer with the appropriate documents for completion and ask the peer reviewer to submit the completed documents independently, within a specified timeframe to <a href="mailto:credential@danaonline.org">credential@danaonline.org</a> Inform your peer reviewer that they may be contacted by the DANA Credentialling Advisory Committee should clarification be required
	Print, sign and date the declaration. This declaration must be scanned in and included as a part of your application.
	Application fee paid online via DANA website <a href="https://www.danaonline.org/credentialling/credentialling-payment/">https://www.danaonline.org/credentialling/credentialling-payment/</a> Your receipt (proof of payment) must then be scanned in and included as a part of your application.
	All documents scanned into one attachment ready for submission electronically (Including your written application; appendix; certified copies of qualifications / practising certificate / evidence; signed declaration and proof of payment)
	Submit your full application electronically to: <a href="mailto:credential@danaonline.org">credential@danaonline.org</a>

## Office use only

Application number:

Date application received:

Applicant notified of receipt of application:

Date application distributed to the CAC:

Further communication with applicant required:    Yes    No

If 'yes', when:

DANA executive notified:

Final notice to applicant:

## REFERENCES

1. Coalition of National Nursing Organisations (CONNO) – National Nurse Credentialling Framework July 2011
2. Nursing and Midwifery Board of Australia - Recency of practice registration standard
3. Drug and Alcohol Nurses of Australasia Specialist Nursing Standards and Competencies January 2012
4. Australian College of Infection Prevention and Control <http://www.acipc.org.au/>
5. New Zealand Nurses Organisation Position Statement on Nurse Credentialing.
6. The Australasian College for Infection Prevention and Control Ltd. Re-Credentialling Application Package - Credentialed Infection Control Professional (CIPC) 2014
7. Nursing Council of New Zealand
8. Ng, S, Kinsella, E, Friesen, F & Hodges, B 2015, 'Reclaiming a theoretical orientation to reflection in medical education research: A critical narrative review', *Medical Education*, vol. 49, pp. 461-475
9. Pohlman, S 2013, 'Reading Ella: Using literary patients to enhance nursing students' reflective thinking in the classroom', *International Journal of Nursing Education Scholarship*, vol. 10, no. 1, pp. 283-291.
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# APPENDIX 1

## DRUG AND ALCOHOL NURSES OF AUSTRALASIA SPECIALIST NURSING STANDARDS AND COMPETENCIES

### Reference Guide for Peer Reviewers

This model encompasses the continuum of health. It includes assessment and relevant interventions. This document should be read in conjunction with the full Drug and Alcohol Nurses of Australasia Specialist Nursing Standards and Competencies 2012.

Missing from this document are the Foundation Nurse competencies as it is anticipated that only nurses who have reached the Specialist Nurse level and beyond would be applying for credentialling as a CDAN.

### DOMAIN 1: PROFESSIONAL PRACTICE

Relates to the professional, legal and ethical responsibilities which require demonstration of a satisfactory knowledge base, accountability for practice, functioning in accordance with legislation affecting nursing and health care, and the protection of individual and group rights.

### STANDARD 1 - DRUG AND ALCOHOL SPECIALIST NURSES WORK WITHIN THEIR RELEVANT LEGAL AND ETHICAL FRAMEWORK

**Intention** *Drug and alcohol* specialist nurses comply with, recognise and ensure the delivery of safe practice

#### Competencies 1

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Creates and maintains the environment that ensures the appropriate standards and codes of conduct are complied with</li> <li>» Guides and supervises team members' compliance of relevant legislation for the area of practice</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Ensures compliance with all legislation, regulations, professional standards and ethics relevant to their field</li> <li>» Contributes to and critiques the development, implementation and evaluation of national and local guidelines relevant to their field</li> </ul>

### STANDARD 2 - DRUG AND ALCOHOL SPECIALIST NURSES ADAPT THEIR PRACTICE IN THE CONTEXT OF THE DYNAMIC POLITICAL, ECONOMIC AND SOCIAL ENVIRONMENT

**Intention** *Drug and alcohol* specialist nurses advocate for and influence best practice, policy, standards and service development to meet the needs of the community

#### Competencies 2

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Contributes to and offers feedback on the development and review of policies, guidelines and practices</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Initiates, critiques and contributes to local and nationwide debate on the development of policies, guidelines and practices</li> </ul>

### STANDARD 3- CULTURAL SAFETY OF PEOPLE FROM CULTURALLY AND LINGUISTICALLY DIVERSE BACKGROUNDS IS INTEGRAL TO DRUG AND ALCOHOL SPECIALIST NURSING PRACTICE

**Intention** *Drug and alcohol* specialist nurses ensure people from culturally and linguistically diverse backgrounds are respected and culturally safe as clients, family members and communities.

#### Competencies 3

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Advocates for culturally and linguistically diverse individuals, families and groups</li> <li>» Ensures delivery of culturally safe drug and alcohol services for Individuals, families and communities from culturally and linguistically diverse backgrounds</li> <li>» Educates others about the needs, rights and expectations of people from diverse cultural backgrounds</li> <li>» Facilitates the inclusion of Elders, traditional healers, cultural advisors and language interpreters in the delivery of nursing care of people from culturally and linguistically diverse backgrounds</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Challenges and removes barriers to access to culturally safe drug and alcohol services for individuals, families and groups from diverse cultural backgrounds</li> <li>» Actively influences relevant policy and delivery of culturally safe drug and alcohol services for people from culturally and linguistically diverse backgrounds</li> <li>» Creates and uses opportunities and expertise to develop models of care relevant to people from culturally and linguistically diverse backgrounds</li> <li>» Identifies and ensures access to relevant drug and alcohol information and resources for people from culturally and linguistically diverse backgrounds</li> </ul>

### STANDARD 4- CULTURAL SAFETY OF INDIGENOUS PEOPLES IS INTEGRAL TO DRUG AND ALCOHOL SPECIALIST NURSING PRACTICE

**Intention** *Drug and alcohol* specialist nurses recognise that justice and recognition of Indigenous people's history are a requirement of reconciliation, and optimal physical, social and emotional well-being.

#### Competencies 4

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Advocates for culturally and linguistically diverse Indigenous people, families and groups</li> <li>» Ensures access to culturally safe Drug and Alcohol services for Indigenous people</li> <li>» Educates others about the needs, rights and expectations of diverse Indigenous peoples</li> <li>» Facilitates the inclusion of Elders, traditional healers, cultural advisors and language interpreters in the delivery of nursing care of Indigenous people</li> </ul>
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<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Challenges and removes barriers to culturally safe drug and alcohol services for Indigenous people, families and groups Actively influences relevant policy and delivery of culturally safe drug and alcohol services for Indigenous people</li> <li>» Creates and uses opportunities and expertise to develop models of care relevant to Indigenous people</li> <li>» Identifies and ensures access to relevant drug and alcohol information and resources for Indigenous people</li> </ul>
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<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Contributes to and critiques the development, implementation and evaluation of Vocational Education and Training (VET sector), undergraduate and post-graduate programs and curricula</li> <li>» Initiates and participates in research, publications, policies and education for professional development</li> <li>» As a leader, contributes expertise and guidance to the wider drug and alcohol nursing profession and other professional nursing bodies</li> </ul>
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## DOMAIN 2: CRITICAL THINKING AND ANALYSIS

This relates to self-appraisal, professional development, and the value of evidence and research for practice. Reflecting on practice, feelings and beliefs and the consequences of these for individuals/groups is an important professional benchmark.

### STANDARD 5- DRUG AND ALCOHOL SPECIALIST NURSES DELIVER BEST PRACTICE, INFORMED BY ADVANCED KNOWLEDGE AND SKILLS

**Intention** *Drug and alcohol* specialist nurses actively enhance and maintain specialist knowledge and skills by critical thinking, reflective practice and professional development.

#### Competencies 5

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Holds or working towards a relevant drug and alcohol post graduate qualification</li> <li>» Recency of relevant practice in the drug and alcohol Specialist Nursing field</li> <li>» Facilitates and supports the Foundation nurse in the acquisition and translation of new knowledge and skills in their practice</li> <li>» Uses and advocates for appropriate and available technology to enhance acquisition and use of specialist drug and alcohol knowledge and skills to reflect their wider scope of practice and quality of service provision</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Holds a relevant drug and alcohol post graduate qualification</li> <li>» Contributes to the evolution and application of technology to improve nursing care and service delivery</li> </ul>

### STANDARD 6- DRUG AND ALCOHOL SPECIALIST NURSES ACTIVELY ENGAGE IN CONTINUOUS QUALITY IMPROVEMENT OF SELF AND OTHERS THROUGH PROFESSIONAL DEVELOPMENT AND OTHER APPROPRIATE MEANS

**Intention** *Drug and alcohol* specialist nurses inform, provide and participate in professional development for best practice

#### Competencies 6

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Mentors nurses and others in applying new knowledge and skills into practice</li> <li>» Demonstrates currency in specialist Drug and Alcohol knowledge and skills</li> <li>» Critically analyses literature, practice, policies and education for their own and others professional development</li> </ul>
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### STANDARD 7- DRUG AND ALCOHOL SPECIALIST NURSES USE THE BEST AVAILABLE STANDARDS AND GUIDELINES TO EVALUATE NURSING KNOWLEDGE AND PERFORMANCE

**Intention** *Drug and alcohol* specialist nurses recognise the evolving nature of their specialist practice through reflection and clinical supervision

#### Competencies 7

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Identifies the need and contributes to the development and application of improved models of care</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Develops, implements and evaluates strategies for best practice within nursing, multidisciplinary teams and programs</li> </ul>

## DOMAIN 3: PROVISION AND COORDINATION OF CARE

This domain relates to the coordination, organisation and provision of nursing care that includes the assessment of individuals/groups, planning, implementation and evaluation of care.

### STANDARD 8- DRUG AND ALCOHOL SPECIALIST NURSES APPLY THEIR SPECIFIC KNOWLEDGE AND SKILL EFFECTIVELY IN NURSING CARE

**Intention** *Drug and alcohol* specialist nurses systematically assess, plan, implement and evaluate nursing care over a diverse scope and depth of practice

#### Competencies 8

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Employs a wide range of contemporary interventions, including medication management, to meet the needs of a diverse range of individuals and families</li> <li>» Implements and advocates for the coordination and sharing of care for individuals and families with drug and alcohol problems and complex needs</li> <li>» Educates colleagues, individuals, families and the community about the wide range of drug and alcohol related interventions</li> <li>» Identifies and responds to protective and risk factors and responds appropriately according to the needs of individuals and families</li> <li>» Draws on the diversity of knowledge, practice and experience of the Foundation nurse entering the field in order to enrich drug and alcohol knowledge and practice</li> </ul>
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<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Produces and applies clinical evidence to build capacity in service provision</li> <li>» Initiates and undertakes research</li> <li>» Disseminates research findings and integrates outcomes and recommendations into service provision</li> <li>» Creates opportunities to strengthen planning and implementation of relationships for service provision</li> </ul>
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### STANDARD 9- DRUG AND ALCOHOL SPECIALIST NURSES BUILD AND MAINTAIN PARTNERSHIPS IN TEAMS, ACROSS SERVICES AND IN THE COMMUNITY, TO DELIVER BEST PRACTICE

**Intention** *Drug and alcohol* specialist nurses build relationships to coordinate and share the care of individuals and groups affected by drug and alcohol related problems

#### Competencies 9

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Identifies referrals in a broader health framework</li> <li>» Seeks, receives and negotiates referrals according to client need</li> <li>» Develops and maintains partnerships relevant to the delivery of best practice</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Leads, negotiates and influences models of care, service design and delivery</li> <li>» Facilitates professional development opportunities</li> </ul>

### DOMAIN 4: COLLABORATIVE AND THERAPEUTIC PRACTICE

This relates to establishing, sustaining and concluding professional relationships with individuals/groups. This also contains those standards and competencies that relate to the nurse understanding their contribution to the interdisciplinary health care team.

### STANDARD 10- DRUG AND ALCOHOL SPECIALIST NURSES CONTRIBUTE TO HEALTH PROMOTION, EARLY INTERVENTION AND SERVICE DELIVERY FOR DRUG AND ALCOHOL ISSUES

**Intention** *Drug and alcohol* specialist nurses establish, maintain and appropriately conclude therapeutic relationships between the community and other service providers

#### Competencies 10

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Uses a systemised approach to the care of a diverse range of individuals and families with complex care needs</li> <li>» Participates in providing health promotion to individuals and families with complex care needs</li> <li>» Supervises foundation drug and alcohol specialist nurses, students and graduate nurse programs</li> <li>» Collaborates with other service providers</li> <li>» Practices in community and inpatient care settings under the supervision and support of advanced specialist drug and alcohol nurses</li> </ul>
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<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Provides clinical supervision for Foundation and Specialist Drug and Alcohol specialist nurses, new graduates and students</li> <li>» Participates in policy development and strategic action across diverse settings in relation to health promotion and drug and alcohol service provision</li> </ul>
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### STANDARD 11- DRUG AND ALCOHOL SPECIALIST NURSES PROVIDE LEADERSHIP FOR BEST PRACTICE

**Intention** *Drug and alcohol* specialist nurses provide vision and pathways to support the ongoing development of best practice through nursing and other peak bodies

#### Competencies 11

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Incorporates the spectrum of drug and alcohol interventions when working within a variety of settings</li> <li>» Assesses individual and family needs and appropriately collaborates with other specialist and service providers</li> <li>» Identifies risk and responding to crisis appropriately</li> <li>» Advocates widely for the safe and appropriate care of individuals and families with drug and alcohol issues</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Influences policy development, research, education and practice relevant to the drug and alcohol nursing field and interdisciplinary health team</li> </ul>

### STANDARD 12- DRUG AND ALCOHOL SPECIALIST NURSES RECOGNISE THE IMPORTANCE OF CONSUMER GROUPS AND OTHER STAKEHOLDERS AS KEY PARTNERS

**Intention** *Drug and alcohol* specialist nurses regard the contribution from consumer groups and stakeholders as integral to drug and alcohol treatment and service

#### Competencies 12

<b>Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Collaborates with relevant specialists and service providers in the assessment, planning and delivery of complex care</li> <li>» Involves consumer groups and other stakeholders in service delivery</li> <li>» Case coordination and sharing care of individuals with complex needs</li> <li>» Uses professional leadership to effectively advocate with other service providers to meet the complex needs of individuals and families</li> </ul>
<b>Advanced Specialist Nurse</b>	<ul style="list-style-type: none"> <li>» Consults and collaborates with a wide range of key stakeholders to address the social determinants of drug and alcohol use and related problems</li> <li>» Designs individual and family care, collaborating within the interdisciplinary team and other service providers</li> <li>» Creates pathways and mechanisms for the contribution of consumer groups for research and program development</li> </ul>

# TERMINOLOGY

The DANA Specialist Nursing Standards uses an incremental model to inform the increasingly complex scope and depth of expertise required of specialist drug and alcohol nurses. These levels are termed Foundation, Specialist and Advanced Specialist.

**Foundation** has been selected, rather than 'beginner' or 'novice', to denote the standards required of a registered nurse new to the field. This recognises that this nurse may not yet have acquired all of the specialist drug and alcohol qualifications, knowledge and skills on entry to the field. It is recognised that they have a range of other qualifications, knowledge and expertise from which to build on, and that their previous knowledge and experience can further enrich the field.

**Specialist** denotes the standards required of a registered nurse who has already been working in the field, and has acquired the necessary specialist drug and alcohol qualifications, knowledge and skills that support their particular scope and depth of practice.

**Advanced Specialist** denotes the standards required of a registered nurse who has already been working in the field, and has acquired all of necessary advanced specialist drug and alcohol qualifications, knowledge and skills that support their particular scope and depth of practice. This is considered to be the basis on which the Drug and Alcohol Nurse Practitioner Standards will be built from in the near future.

**Competency** refers to the combination of skills, knowledge, attitudes, values and abilities that underpin effective and/or superior performance in a professional area (ANMC, 2006).

**Competent** refers to the person having competence across all the domains of competencies applicable to the clinician, at a standard that is judged to be appropriate for the level of nurse being assessed (ANMC, 2006).

**Standard** refers to a desired and achievable level of performance against which a nurse or midwife's performance can be compared (ANMC 2006).



Drug and Alcohol Nurses of Australasia Incorporated (DANA)