



Endorsement Information and Application Package

Professional events, educational activities and products

The Australian College of Mental Health Nurses (ACMHN) is the peak professional organisation for mental health nurses in Australia.

The ACMHN supports quality education and ongoing professional development relevant to all nurses practising in mental health. Therefore the ACMHN has established a service to endorse professional events, educational activities and products deemed to be appropriate for nurses practising in mental health.

Web: www.acmhn.org

What is endorsement?

Endorsement is a process by which professional events, educational activities and products are assessed and given recognition by the ACMHN.

The aims of endorsement are:

- to ensure a minimum standard for Professional Development activities in mental health nursing are met;
- to allocate points consistently and equitably, reflecting the specialist or generalist value of the activity;
- to ensure the activities are relevant to the needs of the members as well as of employers, clients and the community;
- to provide feedback for the improvement of the educational and training value of the activities.

Endorsement is based on principles of adult learning and recognises the importance of different forms of teaching, different styles of learning and different professional needs. The criteria as outlined below are derived from empirically-based research into the effectiveness of Professional Development as a quality assurance mechanism.

Why does the ACMHN provide an endorsement service?

The ACMHN endorsement service provides mental health nurses with confidence that an educational event or activity meets the standard set by their professional body. Endorsed activities or events are assessed against criteria to establish that they are well organised, meet legal requirements, and are based on up to date evidence.

Endorsement may also enhance the marketing of professional events, educational activities and products. The ACMHN maintains a list of all endorsed products on our website so you also receive additional marketing exposure for your product.

Levels of Endorsement

There are two levels of endorsement.

Level 1 Endorsement applies to all educational events, products and materials of relevance to mental health nursing, including but not limited to:

- short courses
- workshops
- conferences
- clinical manuals
- multi-media products

Level 1 Endorsement is provided to events, products and materials that are demonstrated to be relevant to the MHN audience and of high quality.

Level 2 Endorsement applies to events, products and materials (as outlined above) that are targeted toward and prepared specifically for mental health nurses. This content would be presented at a postgraduate level and would be deemed suitable Professional Development activities for Credentialed Mental Health Nurses.

How to apply?

Fill in the Endorsement Application form – either Level 1, or, for Level 2 complete both Level 1 and Level 2 criteria. Attach all required information and documentation.



Submit your application by email or in hard copy. Applications must be accompanied by the non-refundable administration fee: Level 1 - \$50.00, Level 2 - \$75.00.

Who are the assessors?

Endorsement assessors are members of the ACMHN with expertise in their field of specialisation, education and the endorsement principles.

What is the assessment timeframe?

Assessors undertake this important work on a voluntary basis, in addition to the responsibilities of their employment. Provided an application is correctly completed and includes all the necessary supporting documentation, notification of an outcome would ordinarily be received within 6 weeks of an application being submitted.

What happens once an endorsement application has been assessed?

Following completion of an endorsement application, the applicant will receive notification of the outcome from the ACMHN.

If your product is endorsed, you will be required to pay the endorsement fee. You will be able to provide a short description of the product for the ACMHN website, e-newsletter. Applicants will also

be given advice regarding the use of the specific wording/logo to be used in promotional and marketing material.

For how long is endorsement valid?

Activities and other products can be endorsed for a period of 1, 2 or 3 years. In the case of educational products and materials, a change in content of more than 10% will require the submission of a new application for endorsement.

Endorsement for events (such as a conference) is for the duration of that event and lapses once the event has taken place.

The ACMHN reserves the right to deny endorsement at Level 1 or Level 2 should it be considered that requirements for endorsement have not been met. In addition, endorsement may be withdrawn at any time should it be considered that the educational event, product or materials being delivered have been substantially altered so as not to be consistent with the original application under which endorsement was awarded.

Further information

For further information, please contact the Australian College of Mental Health Nurses
Telephone: 1300 667 079
Email: enquiries@acmhn.org

Disclaimer

The ACMHN takes care in its endorsement service to review any applications for endorsement according to the criteria set. To the extent permitted by law, the ACMHN expressly disclaim all and any liability related to any information presented in any event, educational products or materials endorsed by the ACMHN and for the results for any actions taken on the reliance of that information and are not responsible for any error or omission from the information.

ENDORSEMENT APPLICATION FORM

1. TITLE:	<i>Title of professional event, educational activity or product:</i>
2. PROVIDER DETAILS:	<i>Name, description and postal address of the organisation/s providing the professional events, educational activities and products</i>
3. CONTACT PERSON	Contact Name:
	Telephone:
	Fax:
	Email:

4. CONTENT AND DELIVERY

<p>4.1 Outline the main purpose of the professional events, educational activities and products:</p>
<p>4.2 Provide a brief description of the content of the professional events, educational activities and products (maximum 250 words):</p>
<p>4.3 Briefly outline the intended audience for the professional event; the educational activities and products; the anticipated learning outcomes and assessment (if applicable).</p>
<p>4.4 Provide details of the qualifications and relevant professional experience of the person/s involved in developing and/or delivering the professional events, educational activities and products. <i>(You may attach CVs).</i></p>
<p>4.5 Provide details of the venue where the short course, workshop, or conference is to be conducted, the number of times the event will be offered per calendar year and how many hours of direct learning the activity, event or product provides.</p>
<p>4.6 Will those participating in or using the professional events, educational activities and products receive formal certification of attendance or completion? <i>(provide details):</i></p>

4.7 Indicate the period of endorsement required:

- Once only event
- Event to be conducted once or more during the period of 1 year from date of endorsement.
- Event to be conducted once or more during the period of 2 years from date of endorsement.
- Event to be conducted once or more during the period of 3 years from date of endorsement.

4.8 Indicate the Level of endorsement required:

- Level 1 Endorsement*
- Level 2 Endorsement*

5. CRITERIA AND INDICATORS FOR ENDORSEMENT

CRITERIA AND INDICATORS LEVEL 1 & 2 ENDORSEMENT

The following criteria and indicators are provided to assist in the development of applications for endorsement. Please ensure sufficient information is provided to enable the application to be assessed against these criteria.

Educational Standard: *Level 1 Endorsement is provided to events, products and materials that are demonstrated to be relevant to the mental health nursing audience and of high quality.*

Complete Criterion 1 & 2 for Level 1 and Level 2 applications

Criterion 1: The professional event/educational activity/ product is being staged or has been produced by a reputable provider	
INDICATORS	EVIDENCE
1.1 The provider conducts their business according to current legal requirements and has public liability insurance and/or professional indemnity insurance. Please provide a copy of your compliance certificate.	<i>Please provide a short statement to address each indicator and attach evidence where required.</i>

<p>1.2 The provider operates according to a relevant code of practice, standards or guidelines for the delivery of educational services. Please outline.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>1.3 Provider's ABN included in the application. Please provide.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>Criterion 2: The professional event/educational activity/ product is of high quality and is being staged or has been produced by providers with appropriate background and expertise to do so</p>	
<p>INDICATORS</p>	<p>EVIDENCE</p>
<p>2.1 Evidence that the title and aims of the event/activity/product are in line with the specific content area. Please provide an overview/outline of the event/activity/product.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>2.2 Learning experiences and teaching methodologies enable achievement of event, activity or product objectives.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>

<p>Please provide overview.</p>	
<p>2.3 Includes an evaluation measure that reflects the aims and objectives of the content area. Please provide.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>2.4 Authors/providers/presenters are appropriately qualified and experienced to produce and deliver the educational material. Please provide overview and attach a brief resume of the person(s) most responsible for developing, providing/hosting and delivering the product.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>

ADDITIONAL CRITERIA AND INDICATORS
LEVEL 2 ENDORSEMENT
 (Application must meet all of **Level 1** and **Level 2** criteria)

Educational Standard: *Level two endorsement is relevant to programs that are targeted towards and prepared for practitioners at postgraduate level and would be suitable professional development for Credentialed Mental Health Nurses.*

Complete Criterion 3 - 5 for Level 2 applications only

Criterion 3: The professional event/educational activity/educational product is current and evidence based and is consistent with contemporary mental health practice, issues and trends	
INDICATORS	EVIDENCE
3.1 The supporting evidence base is current and clearly documented. Please provide reference list of a minimum of five key references supporting the contemporary nature of the material.	<i>Please provide a short statement to address each indicator and attach evidence where required.</i>
3.2 The topic and content of the activity and the expected learning objectives are relevant, useful and important for mental health nurses.	<i>Please provide a short statement to address each indicator and attach evidence where required.</i>

<p>3.3 Authors/providers are appropriately qualified and experienced to produce and deliver the educational material to postgraduate mental health nurses. Please provide summary biography and attach CV of key presenters.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>3.4 Authors/providers demonstrate that mental health nurses have been substantially involved in the planning, development and/or delivery of the event/activity/program/product, or that the event/activity/program/product would be of professional relevance/benefit to Mental Health Nurses. Please provide evidence.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>Criterion 4: The content and mode of delivery of the professional event/educational activity/educational product is appropriate to mental health nurses with postgraduate qualifications</p>	
<p>INDICATORS</p>	<p>EVIDENCE</p>
<p>4.1 Learning objectives/content/layout/organisation demonstrates an appropriate standard that supports the learning of participants.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>

<p>Please provide content outline and learning objectives.</p>	
<p>4.2 The materials are straight forward to use and appropriate for mental health nurses with postgraduate qualifications.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>4.3 Material demonstrates content expertise and pedagogical expertise. Please provide content outline and address pedagogy in application.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>Criterion 5: Learning outcomes are reflected in the assessment/evaluation</p>	
<p>INDICATORS</p>	<p>EVIDENCE</p>
<p>5.1 There is evidence provided that the quality of the learning experience will be evaluated in an appropriate manner. Please provide a copy of the evaluation.</p>	<p><i>Please provide a short statement to address each indicator and attach evidence where required.</i></p>
<p>5.2 How many CPD points are you applying for? 1 point = 1 contact hour. Do not include meals, breaks or social engagements. Please provide a copy of the program within times for verification.</p>	

6. FEE FOR ENDORSEMENT APPLICATIONS

Payment of the Non-Refundable Application Fee must be made at the time of the application or your application will not be considered.

LEVEL 1 ENDORSEMENT FEES

Non-Refundable Application Fee
(must be paid with application) \$75.00 + GST

Level 1 Approved Endorsement Fees

Once only event	\$125.00 + GST
Event to be conducted once or more during the period of 1 year from date of endorsement.	\$225.00 + GST
Event to be conducted once or more during the period of 2 years from date of endorsement.	\$250.00 + GST
Event to be conducted once or more during the period of 3 years from date of endorsement.	\$350.00 + GST

LEVEL 2 ENDORSEMENT FEES

Non-Refundable Application Fee
(must be paid with application) \$100.00 + GST

Level 2 Approved Endorsement Fees

Once only event	\$250.00 + GST
Event to be conducted once or more during the period of 1 year from date of endorsement.	\$300.00 + GST
Event to be conducted once or more during the period of 2 years from date of endorsement.	\$350.00 + GST
Event to be conducted once or more during the period of 3 years from date of endorsement.	\$400.00 + GST

Successful applications will be invoiced the applicable fee upon notification of the outcome of the application. Payment details are on page 15.

6.1 ADVERTISEMENT AND MEDIA KIT

As part of the endorsement package, your event will advertise on our website on the [endorsed events](#) page for the duration of the paid endorsement period. You will receive a once off post in our College Connections e-newsletter, and across our social media channels (Facebook, Twitter, and LinkedIn) when your endorsement is first approved. This will reach over 2600 members through the e-newsletter, and over 9500 followers through our social media channels. For additional advertising of your endorsement, please consult our [media kit](#).

7. TERMS AND CONDITIONS

Endorsement by the Australian College of Mental Health Nurses is only valid if the information provided in the application for endorsement is correct.

Endorsement is for up to three (3) years or a lesser period as specified by the ACMHN. Endorsement is invalidated if the content or organizational aspects of the event, activity or product change by 10% or more.

Applicants and the organisations they represent may not advertise that the event, activity or product is endorsed, or use the ACMHN logo without the expressed permission of the Australian College of Mental Health Nurses.

8. DECLARATION

I wish to apply for Level 1/Level 2 endorsement of the professional event/ educational activity/product (circle as appropriate) by the Australian College of Mental Health Nurses and I declare that the information provided in this application and attachments is correct.

If this professional event/educational activity/educational product receives endorsement by the Australian College of Mental Health Nurses, I agree to the terms and conditions laid down by the Australian College of Mental Health Nurses for the Endorsement.

Signed:	Date:
_____	_____
Name (please print):	Position:
_____	_____

ENDORSEMENT APPLICATION FEE PAYMENT

Australian College of Mental Health Nurses
ABN 754 928 375 66

Direct Deposit

BSB: 112-908

Account: 473484527

Payee: Australian College of Mental Health Nurses Inc

**Please ensure you include your name/name of organisation
applying for endorsement and “endorsement” in the reference.**

Credit Card Payment

Mastercard or Visa (select one)

Amount: \$

Card Number: ____/____/____/____

Expiry date: __/ __

Cardholder name:

Signature: