

# **Australian Association of Nurse Surgical Assistants - Certified Perioperative Nurse Surgeons' Assistant (CPNSA)**

## **Rules of Certification**

A Certified Perioperative Nurse Surgeons Assistant (CPNSA) is a Specialist Registered Nurse certified by the Australian Association of Nurse Surgical Assistants Inc. (AANSA) as qualified and competent to provide primary surgical assisting services to surgeons' and their patients.

These Rules set out the requirements that must be met by an applicant and the ongoing standards that must be maintained in order to use the Certification Mark.

The Certification Mark may not be used or applied except as set out in these Rules.

## **1. Definitions**

In these rules, the following terms have the following meanings:

**Approved Association** means the associations listed in Schedule 3;

**Approved User** means a candidate who has received Certification;

**Candidate** means an applicant for Credentialing/Certification mark;

**Credentialing** means the candidate/approved user has met the minimum and ongoing education requirements to receive the Certification;

**Certification** means the right to use the Certification Mark as set out in these Rules;

**Certification Mark** means the logo set out in Schedule 1;

**Certification Pack** means the policy and procedure documents as listed on the Australian Association of Nurse Surgical Assistants Inc. Website ([www.aansa.org.au](http://www.aansa.org.au)). These rules must be complied with in order to receive and maintain Certification;

**Rules** means the rules set out in this document;

**AANSA** means Australian Association of Nurse Surgical Assistants Incorporated Australian Business Number (ABN) 23 141 725 126;

Australian Company Number (ACN) 104 153 460 trading as Australian Association of Nurse Surgical Assistants Inc.

**AANSA Executive** means the authority established pursuant to the AANSA Incorporated Rules of Operation and Governance consisting of 13 executive positions, of which a majority shall be representatives of AANSA and its members.

**AANSA Website** means the website at the domain address:

<https://www.aansa.org.au/cpnsa/>

**Member** means a registered, financial member of AANSA Inc;

**Relevant Qualifications** means any of the following qualifications;

### **Southern Cross University Courses**

- (1207180) Master of Advanced Health Practice - PNSA;
- (1207165) Master of Clinical Science - PNSA;
- (1207180) Master of Clinical Practice - PNSA
- (1107179) Graduate Diploma of Advanced Health Practice - PNSA;
- (1107164) Graduate Diploma of Clinical Science - PNSA
- (1107179) Graduate Diploma of Clinical Practice - PNSA
- (10057060) Graduate Certificate of Health Science - PNSA
- (1007178) Graduate Certificate of Advanced Health Practice - PNSA
- (1007163) Graduate Certificate of Clinical Science - PNSA
- (1007178) Graduate Certificate of Clinical Practice - PNSA

### **La Trobe University Courses**

- (HMN) Master of Nursing: Advanced Clinical Practice (NSM5APA/NSM5APB); Advanced Practice Roles (PNSA1, PNSA2)
- any other qualification as approved by the AANSA Executive Committee as reviewed from time to time.

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## **2. The Certification Mark**

The Certification Mark is a designation for individuals who have been certified in accordance with these Rules.

### **3. Certification requirements**

In order to receive Certification, an candidate must:

- 3.1 be a Member, meet the requisite AANSA membership requirements as set out in Schedule 2 and comply with the policies, procedures and documents contained in the Certification Pack;
- 3.2 provide proof they have received one of the Relevant Qualifications;
- 3.3 pay the prescribed certification fee to AANSA; and
- 3.4 obtain written acceptance from AANSA that they have received Certification.

### **4. Certification process**

- 4.1 The AANSA Executive will grant Certification to the candidate once it has:
  - (a) obtained proof the candidate has received one of the qualifications as set out in Rule 3.2 above;
  - (b) obtained proof the candidate has in force, the policies, procedures and documents contained in the Certification Pack;
  - (c) received the prescribed certification fee from the candidate.
- 4.2 The candidate has a maximum of nine (9) months to complete the certification process outlined in Rule 4.1. If the process is not completed within this period, the application is deemed rejected and the candidate must submit a new application including re-application fees.
- 4.3 A decision to grant Certification to an candidate will be made by the Executive, by way of a majority vote. A quorum for this vote shall consist of at least half the number of appointed members of the Executive.

## **5. Maintenance of Certification**

Once Certification has been granted, it will be valid for a period of three years. In order to maintain Certification, the Approved User must renew the Certification every three years and must:

- 5.1 remain a financial member of AANSA;
- 5.2 submit documents and meet the criteria for re-credentialing as a CPNSA;
- 5.3 pay the re-certification fee to AANSA; and
- 5.4 notify AANSA of any changes to their details or circumstances as relevant to Rule 6 below.

## **6. Withdrawal**

AANSA reserves the right to withdraw Certification from an Approved User and retain any paid certification fees in the event the Approved User:

- 6.1 is dismissed from their employment or is otherwise found to have breached AANSA's Code of Ethics and Standards of Practice, Guide for the Prevention and Mismanagement of Sexual Misconduct or Constitution, as contained in the Certification Pack;
- 6.2 misuses or misappropriates the Certification Mark for any use other than those conferred by these Rules;
- 6.3 voluntarily withdraws from being either a Member or a Certified PNSA.
- 6.4 fails to pay AANSA Membership fees or the certification fee.

## **7 Use of the Certification Mark**

An Approved User may use the Certification Mark by:

- 7.1 calling themselves a Certified PNSA of their particular speciality set out in the Approved User's Certification;
- 7.2 attaching the Certification Mark to any official paperwork bearing the Approved User's name or the name of the Approved User's business; and
- 7.3 displaying the Certification Mark in any form of advertising in association with the Approved User's name or business.

## **8. Ownership**

- 8.1 AANSA is the sole owner of the Certification Mark. An Approved User is entitled to use the Certification Mark in accordance with these Rules, but does not have any entitlement to any rights or ownership in the Certification Mark.
- 8.2 All original and copies of documents and certificates provided by AANSA to an Approved User remain the property of AANSA and must be returned to AANSA upon request.

## **9. Register**

AANSA will keep a register of Approved Users which shall include the names, contact details, qualifications and date of Certification of each Approved User.

## **10. Notices**

Any notice, consent or communication that AANSA may be required or may wish to give an Approved User under these Rules shall be given in writing, and may be given:

- 10.1 by handing it to the Approved User in person; or
- 10.2 by sending it by post or e-mail to the Approved User at the address as shown in the register, or the address supplied to AANSA in the application for certification

Any notice, consent or communication shall be deemed to have been received by the Approved User:

- 10.3 sent by post, properly addressing, pre-paying and posting a letter containing the notice, on the second day after posting;
- 10.4 sent by e-mail, on the day after it was sent.

## **11. Schedule of fees**

- 11.1 The fees referred to in these Rules are in Australian dollars and are set out in Schedule 5 and on the AANSA Website.
- 11.2 AANSA reserves the right to amend these fees periodically at its own discretion. If AANSA amends its fees it will provide notice that it is doing so on the AANSA Website.

## **12. Dispute resolution**

If there is any dispute between AANSA, a candidate or an Approved User concerning these Rules, the parties must attempt to resolve any such dispute by the dispute resolution procedure set out below before resorting to alternative avenues, including litigation.

The dispute resolution procedure is as follows:

- 12.1 if a party believes that a dispute has arisen, that party must notify the other party in writing, setting out in sufficient detail, the matter in dispute;
- 12.2 in the case of a dispute against AANSA, the dispute notice must be sent to AANSA's email address membership@aansa.org.au;
- 12.3 upon receipt of a notice, both parties must seek to resolve the dispute within 14 business days of receipt of the dispute notice;
- 12.4 if the dispute is not resolved in accordance with Rule 12.2 above, the parties may jointly request appointment of a mediator; and failing an agreement to that within 10 business days, either party may apply to the Law Institute or Society within the State local to where the dispute has arisen, to appoint a mediator;
- 12.5 once the mediator has been appointed, the parties will comply with the mediator's instructions;
- 12.6 such mediation shall take place in a place and a manner convenient to both parties (the manner could include telephone or internet conference facilitation);
- 12.7 the mediation is confidential and statements may be made by the mediator or the parties, as well as discussions between the participants to the mediation, cannot be used in any legal proceedings;
- 12.8 the mediator may fix charges for the mediation which must be paid equally by the parties;
- 12.9 if the dispute is settled, all parties must sign the terms of agreement and those terms are binding on the parties;
- 12.10 if the dispute is not resolved within 30 days of the appointment of the mediator, or any other period agreed by the parties in writing, the mediation ceases;
- 12.11 it shall be a term of the engagement of the mediator that the parties release the mediator from any court proceedings relating to the dispute or a mediation.

## 13. Amendment

These Rules may be amended at any time by AANSA, subject to the provisions of the *Trade Marks Act 1995* (Cth) and approval by the Australian Competition and Consumer Commission.

### Schedule 1 – Certification Mark

(a) Certification Mark:





**(b) List of relevant certified specialties:**

The following is a list of the areas of particular specialities that will appear as words below the Certification Mark, and may be used by an Approved User as relevant to that individual and set out in the Certification:

- i. Perioperative Nurse Surgeons' Assistant
- ii. Certified Perioperative Nurse Surgeons' Assistant
- iii. Surgical First Assistant
- iv. Nurse First Assistant
- v. Registered Nurse First Assistant
- vi. Registered Nurse Surgical Assistant
- vii. Advanced Perioperative Practitioner
- viii. Nurse Assistant Surgeon
- ix. Advanced Practice Nurse Assistant
- x. Advanced Perioperative Nurse Assistant
- xi. Nurse Assistant
- xii. Specialist Surgical Nurse Assistant
- xiii. Surgical Assistant Practitioner
- xiv. Surgical First Assistant
- xv. Surgical Care Practitioner
- xvi. Physicians Surgical Assistant
- xvii. Professional Surgical Assistant Nurse

The list may be amended from time to time and an updated list will be set out on the AANSA Website.

## Schedule 2 – AANSA Membership Requirements

An Applicant is required to be a member of AANSA to be granted Certification. All Applicants must meet the following AANSA Membership Requirements in order to receive Certification.

To become a member of AANSA a person must be currently enrolled in or hold one of the Relevant Qualifications from the approved University lists identified in section 1 above.

AANSA does not accept overseas qualifications.

When lodging an application, Candidates must provide:

- a copy of a certificate or relevant documentation and full academic transcript showing enrolment in or completion of one or more of the Relevant Qualifications; and
- a certificate of currency for professional indemnity insurance as a PNSA showing that the Candidate has a minimum of AUD\$20 million in public and product liability insurance and malpractice liability insurance; and
- a copy of current Certificate as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA)

Upon joining AANSA and to receive the certification mark, members are required to apply to Credentialing for Nurses (C4N) [www.c4n.org.au](http://www.c4n.org.au) as a CPNSA.

It requires the following documents to be provided for **initial credentialing**:

- a copy of a certificate or relevant documentation and full academic transcript showing enrolment in or completion of one or more of the Relevant Qualifications; and
- a certificate of currency for professional indemnity insurance as a PNSA showing that the Applicant has a minimum of AUD\$20 million in public and product liability insurance and malpractice liability insurance;
- current resumé

- a copy of current Annual Basic Life Support (BLS) or Advanced Life Support (ALS Certificate)
- evidence of Continuing Professional Development (CPD) points for the period of 12 months, 20 CPD points as Registered Nurse
- 2 written referee reports from colleagues that observe the Applicant performing the role of the PNSA in the clinical setting

For **re-credentialing** as a CPNSA, **every 3 years**; it requires the following documents to be provided to Credentialing for Nurses (C4N) [www.c4n.org.au](http://www.c4n.org.au):

- copies of Certificate as a Registered Nurse with the Australian Health Practitioner Regulation Agency (AHPRA) for each of the 3 years
- Document evidence of annual CPD points for each of the 3 years, 20 CPD points as a Registered Nurse and 10 CPD points for surgical assisting
- a certificate of currency for professional indemnity insurance as a PNSA showing that the Applicant has a minimum of AUD\$20 million in public and product liability insurance and malpractice liability insurance for each of the 3 years;
- copies of Annual Basic Life Support (BLS) or Advanced Life Support (ALS Certificate) for each of the 3 years

The Applicant is required to pay the initial and re-credentialing fee direct to Credentialing for Nurses (C4N) organisation. This fee will be determined and controlled by the Credentialing for Nurses (C4N) organisation and fees may alter under the discretion of the C4N organisation and out of the control of AANSA.

### **Schedule 3 – Approved Associations**

Members of the following associations are eligible to apply for Certification by AANSA:

- **Australian College of Nurse Practitioners (ACNP)**

## Schedule 4 – Fees

### Certification fees

\* AANSA reserves the right to amend the fees periodically with such amended fees to be outlined on the AANSA Website.

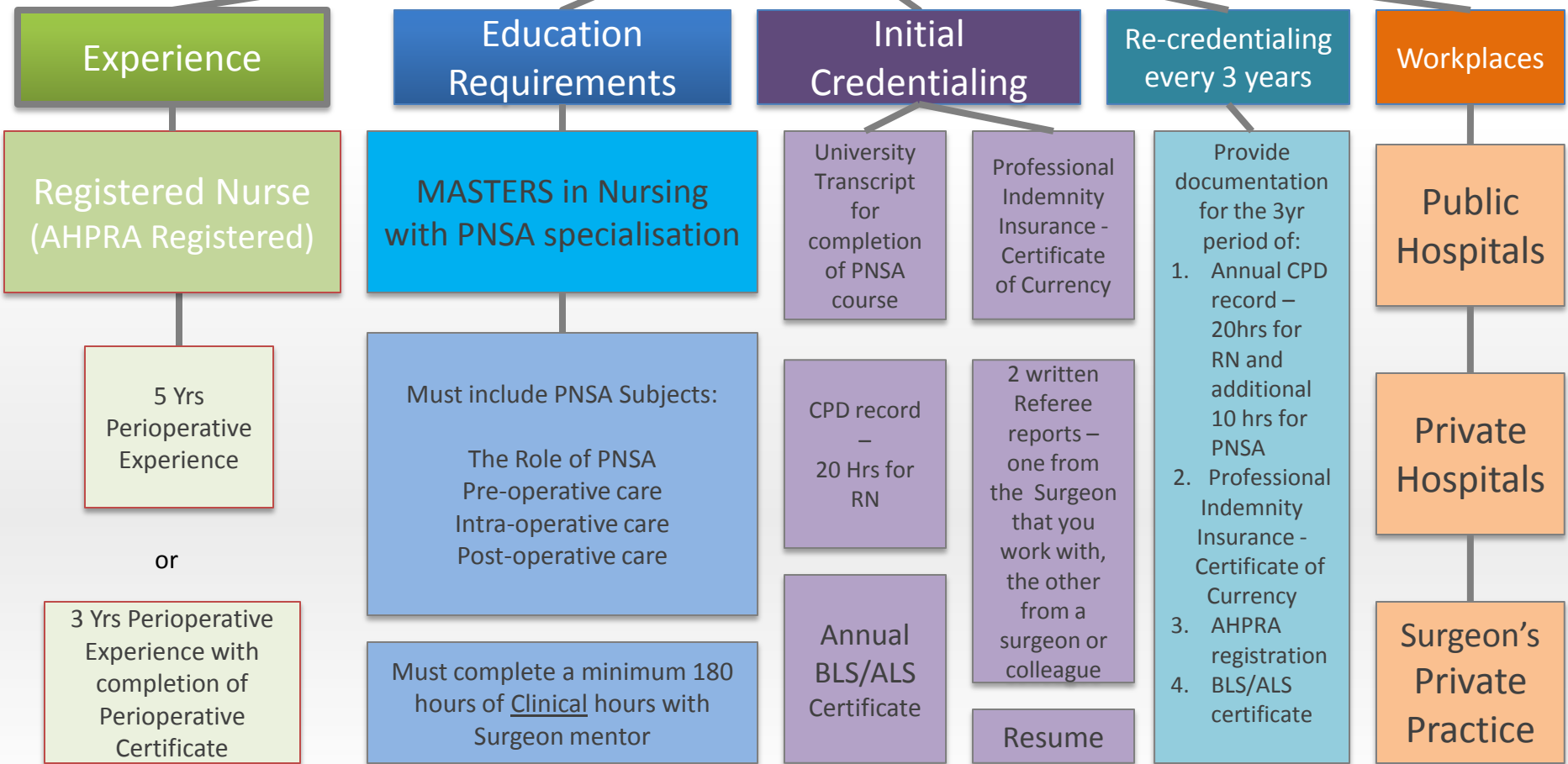
<b>Application Cost</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Total cost over 3 years</b>
	\$40.00* inc GST	\$40.00* inc GST	\$40.00* inc GST	\$120.00* inc GST



# CPNSA Pathway



CREDENTIALLED  
Perioperative Nurse Surgical Assistant



## Experience

## Education Requirements

## Initial Credentialing

## Re-crediting every 3 years

## Workplaces

Registered Nurse (AHPRA Registered)

**MASTERS** in Nursing with PNSA specialisation

University Transcript for completion of PNSA course

Professional Indemnity Insurance - Certificate of Currency

- Provide documentation for the 3yr period of:
1. Annual CPD record – 20hrs for RN and additional 10 hrs for PNSA
  2. Professional Indemnity Insurance - Certificate of Currency
  3. AHPRA registration
  4. BLS/ALS certificate

Public Hospitals

Private Hospitals

Surgeon's Private Practice

5 Yrs Perioperative Experience

or

3 Yrs Perioperative Experience with completion of Perioperative Certificate

Must include PNSA Subjects:  
The Role of PNSA  
Pre-operative care  
Intra-operative care  
Post-operative care

Must complete a minimum 180 hours of Clinical hours with Surgeon mentor

CPD record – 20 Hrs for RN

Annual BLS/ALS Certificate

2 written Referee reports – one from the Surgeon that you work with, the other from a surgeon or colleague

Resume