

# Certification Policy

## INTRODUCTION

The Australian and New Zealand College of Perfusion (ANZCP) is the peak body for Clinical Perfusionists in Australia and New Zealand.

“Certification” is the process of recognising that a Clinical Perfusionist has met the qualification, experience and other standards for practice set by the Australian and New Zealand Board of Perfusionists (on behalf of the ANZCP) for practice as a Clinical Perfusionist in Australia or New Zealand.

The Australian and New Zealand Board of Perfusion (ANZBP), is established by but independent of the ANZCP, and is also delegated responsibility from the ANZCP<sup>1</sup> for making an initial decision on whether a Clinical Perfusionist meets the required standards certify or re-certify a Clinical Perfusionist. These decisions are ratified by the ANZCP, which will not overturn a decision by the ANZBP unless the ANZCP is concerned that due process has not been followed.

## Overview of the certification standards and assurance measures

Clinical Perfusionists and the ANZCP are committed the safety of the community that they provide services to and the standing of the profession. Accordingly, in addition to being required to demonstrate academic qualifications and clinical experience necessary to achieve Certification in the first instance, the ANZCP has also taken steps to ensure that Certified Clinical Perfusionists provide safe, high quality perfusion services that the employers and the public can trust. These include requiring Certified Clinical Perfusionists at initial Certification and re-Certification to declare any matter which may be relevant to their fitness to practice (e.g. criminal history) and agree to comply with ANZCP standards for conduct and practice such as:

- the Code of Ethical Conduct and Professional Standards, ensuring that certified Clinical Perfusionists always act with the highest standards of ethical and professional behaviour;
- continuing to maintain their practical skills by meeting practice hour benchmarks set by the Recency and Resumption of Practice Policy; and
- completing a minimum level of professional development, as required by the Continuing Professional Development Program.

A variety of assurance processes, including audits, and the options of serious non-compliance to be referred to the Complaints Procedure, work together to assure these standards continue to be met. There are a range of potential impacts for a Clinical Perfusionist who is certified, or one seeking certification, for failing to meet the standards including issues loss of Certification, reclassification to “Provisionally Certified” (see below), requirement to complete professional development, or work under mentorship for a period or disciplinary action.

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<sup>1</sup> Rule 80 of the “Rules of The Australian and New Zealand College of Perfusionists Incorporated”, available from <https://anzcp.org/professional-standards/>

## What are the types of certification?

Certification as a certified Clinical Practitioner includes:

- Certification through the Australian and New Zealand pathway described in this document; and
- Certification as an Overseas Trained Perfusionist (OTP), eligibility for which is described in the Overseas Trained Perfusionist Policy, with Certification occurring in accordance with this document.

Both of the above Certification types are unconditional – the Clinical Perfusionist has met the standards for Certification – and regardless of which of the above pathways they took to Certification, they have been assessed as meeting the ANZCP’s practice and other requirements for Certification.

There is a third type of certification, being ‘provisionally certified’. This is where a Clinical Perfusionist has not met all of the requirements of Certification, or has ceased to meet them at some point while certified. For example, if a certified Clinical Perfusionist failed to meet CPD or recency of practice requirements they can be granted provisional certification.

## How do I know a Clinical Perfusionist is certified?

The names of certified Clinical Perfusionists are recorded in the [Register of Perfusionists](#) available on the ANZCP website. Clinical Perfusionists named listed with:

- CCP have been certified by the ANZCP under this Certification Policy, or otherwise under the ANZCP Rules prior to this Policy; and
- OTP have been certified by the ANZCP under this Policy based on their eligibility under the Overseas Trained Perfusionist Recognition Policy.

Provisionally Certified Clinical Perfusionists are not entitled to indicate that they are Certified Clinical Perfusionists or to use postnominals associated with Certification but are included in the Register of Perfusionists, marked with a (P) to indicate that they are not fully Certified but are on the pathway to Certification.

## How is membership of the ANZCP different to certification?

ANZCP is the peak body representing the profession of Clinical Perfusionists in Australia and New Zealand. ANZCP has a range of membership types, including a category “Fellow of the College” which is only available to certified Clinical Perfusionists. Membership is voluntary.

Certification is separate to membership. Certification is an assessment of whether the Clinical Perfusionist meets the standards set by the ANZCP for practice. A Clinical Perfusionist can be certified and not be a member of the ANZCP.

## CERTIFICATION POLICY AND PROCEDURE

### DEFINTIIONS

1. Where a term is defined in Clause 2 of this Policy as having a particular meaning, other parts of speech and grammatical forms of that word or expression have a corresponding meaning.
2. In this the following definitions apply:
  - (a) **ANZBP** means the board established by the Executive Committee of the ANZCP, under rule 80 of the ANZCP Rules;
  - (b) **ANZCP** means the means the Australian and New Zealand College of Perfusion (also known as The Australian and New Zealand College of Perfusionists) ABN 59 896 655 656;
  - (c) **ANZCP Rules** means the “Rules of The Australian and New Zealand College of Perfusionists Incorporated”\*, as approved by the ANZCP on 20 November 2020, or any subsequent superseding document by that name;
  - (d) **Business Day** means a day which is not a Saturday or Sunday, or a public holiday in Victoria in Australia;
  - (e) **Certification** means the process of becoming certified by the ANZCP against the standards described in the Certification Policy;
  - (f) **Certified Clinical Perfusionist** means a Clinical Perfusionist who is Certified by the ANZCP;
  - (g) **Certified Copy** means a copy which is certified by a person authorised to take a statutory declaration in the jurisdiction in which the documents are certified, and in accordance with the requirements for that certification;

*Note: The ANZCP uses, for documents certified:*

- i. In Australia - the Commonwealth list of authorised witnesses (see <https://www.ag.gov.au/legal-system/statutory-declarations/who-can-witness-your-commonwealth-statutory-declaration#list>) and Commonwealth requirements for certification;*
  - ii. In New Zealand – the New Zealand list of authorised witnesses (see <https://www.govt.nz/browse/law-crime-and-justice/making-a-statutory-declaration/>) and New Zealand requirements for certification; and*
  - iii. In any other country – the authorised witnesses and certification rules of that country, which must be advised to the ANZCP by way of a web link or supporting documentation from the jurisdiction in question, provided that the certification includes:*
    - A. a statement that describes what the authorised witness has done, for example ‘witnessed a signature’ or ‘certified a true copy’;*
    - B. the authorised witness’ name and signature, and seal or stamp, if relevant;*
    - C. a statement of the date and place at which the document was certified; and*
    - D. makes it clear the authorised witness has seen all the pages in a document.*
- (h) **Clinical Perfusionist** means a member of the clinical perfusion profession;

- (i) **Clinical Perfusion Traineeship** means a traineeship established in accordance with Clauses 5-6, and subject to the requirements of Clause 7, of this Policy;
- (j) **Clinical Supervision Guidelines** means the ANZCP document by that name;
- (k) **Code of Ethical Standards and Professional Conduct** means the ANZCP code of that name\*;
- (l) **Competency Standards** means the ANZCP Competency Standards\* set by the ANZCP for the purpose of determining the combination of skills, knowledge, attitudes, values and abilities that underpin effective performance as a Clinical Perfusionist and which form the basis for determining competency for the purposes of Certification and Re-Certification;
- (m) **Complaints Procedure\*** means the ANZCP procedure of that name;
- (n) **CPD Program** means the ANZCP Continuing Professional Development Program\*;
- (o) **Initial Certification** means the process of becoming certified as a Clinical Perfusionist by the ANZCP in accordance with the Certification Policy\*;
- (p) **Mandatory Declarations** means the declarations required by the Mandatory Declarations Policy\*;
- (q) **Mandatory Declaration Thresholds** means the thresholds described in Annexure A, for assessing whether a Clinical Perfusionist meets the threshold for Initial Certification or Re-Certification;
- (r) **OTP Policy** means the ANZCP's Overseas Trainer Practitioner Equivalency Recognition Policy\*;
- (s) **Provisionally Certified** refers to the status of a Provisional Clinical Perfusionist;
- (t) **Provisional Clinical Perfusionist** means a Clinical Perfusionist who has not met the standards for Certification and has been Provisionally Certified under this Certification Policy, or any other policy or document of the ANZCP providing for a classification of Provisional Clinical Perfusionist;
- (u) **Recency and Resumption of Practice Policy** means the ANZCP policy of the same name\*;
- (v) **Register** means the register described in the ANZCP Rules of Clinical Perfusionists who are currently Certified by the ANZCP;
- (w) **Re-Certification** means the process of being re-certified by the ANZCP against the standards described in the ANZCP's Certification Policy. This may be for a Clinical Perfusionist who is seeking to move from Provisional Clinical Perfusion status to unconditional Certification, or for a Clinical Perfusionist who is fully Certified at the time of the application; and
- (x) **Trainee Clinical Perfusionist** is someone subject to a Clinical Perfusion Traineeship, or who has recently successfully completed a Clinical Perfusion Traineeship and is not yet Certified.

\*Documents marked with an asterisk in the above list are located on the ANZCP's website at <https://anzcp.org/professional-standards/>

## PURPOSE AND APPLICATION

3. This Policy outlines the credentialing standards, application process and requirements for Initial Certification and Re-Certification with the ANZCP.

## SUBMISSION OF DOCUMENTS TO ANZBP

4. Any reference in this Policy to an obligation on a Clinical Perfusionist to providing notice, or submitting documents or information, means emailing that notice/document/information to the ANZBP at the below email address, unless otherwise stated:

[admin@anzcp.org](mailto:admin@anzcp.org)

## CLINICAL PERFUSION TRAINEESHIP

5. A Clinical Perfusionist seeking to apply for Initial Certification under Clause 5 of this Policy must complete a Clinical Perfusion Traineeship in Australia or New Zealand, approved by the ANZBP, which meets the requirements set out in the Clinical Supervision Guidelines and includes no less than 200 clinical perfusion cases with a hospital. Under the Clinical Perfusion Traineeship:
  - (a) The Clinical Perfusionist maintains a log book of their clinical perfusion cases;
  - (b) Progress reports are submitted through to ANZBP through the student portal following the completion of every 50 cases:
    - i. in the form published on the ANZCP website from time to time; and
    - ii. are signed by the Clinical Perfusionist and the clinical supervisor prior to submission; and
  - (c) At the completion of the Clinical Perfusion Traineeship, the logbook is submitted to the ANZBP through the student portal, signed by the clinical supervisor attesting that the clinical supervisor believes that the Clinical Perfusionist meets the Competency Standards and is suitable, in their opinion, to work in an unsupervised manner.
6. To be eligible for a Clinical Perfusion Traineeship, an applicant must:
  - (a) Submit evidence that they have completed at least a Bachelor's degree (Australian Qualifications Framework level 7) qualification in a field relevant to perfusion science, as supported by a Certified Copy of their qualification and a Certified Copy of their academic transcript;
  - (b) Agree to comply with a modified form of the Mandatory Declarations required for Certification, including but not limited to agreeing to comply with the Code of Ethical Standards and Professional Conduct; and
  - (c) Enrol in or agree to enrol in a course leading to a perfusion qualification of at least a Master's degree level (Australian Qualifications Framework level 9) accredited or recognised by the ANZBP as leading to outcomes required to meet the Competency Standards.
7. The ANZBP will monitor progress of the Clinical Perfusion Traineeship through the progress reports submitted under Clause 5(b) and may request remedial action, such as additional supervision, if it is concerned about the safety of Clinical Perfusionist practice or that inadequate progress is being made towards competency as defined in the Competency Standards.

## INITIAL CERTIFICATION

8. Subject to Clause 11, in order to be eligible for Initial Certification, a Clinical Perfusionist must meet the eligibility requirements described in:
  - (a) Clause 9 of this Policy; or
  - (b) The OTP Policy.
9. A Trainee Clinical Perfusionist is eligible for Initial Certification if they submit the following evidence:
  - (a) Certified Copy of the tertiary qualification and associated academic transcript for the perfusion course described in Clause 6(c) of this Policy; and
  - (b) The logbook completed as described in Clause 5, with final cases and sign off dated no more than 12 months prior to application.

## OTHER REQUIREMENTS FOR INITIAL CERTIFICATION

10. Clauses 11 and 12 apply to all applications for Initial Certification, whether the Clinical Perfusionist is eligible to apply under Clause 8(a) or 8(b) of this Policy.
11. To be eligible for Initial Certification a Clinical Perfusionist must:
  - (a) Provide a Certified Copy of their proof of identity, in any form required by the ANZCP in the relevant application form;
  - (b) Provide a Certified Copy of change of name documents, if any document supplied as evidence for Initial Certification is in a different name to the name in which Certification is being applied for;
  - (c) Pay for and successfully complete the ANZCP entrance exam;  
*Note: applicants are not allowed to take the examination more than three times without submitting a supporting application from the perfusionist Head of Unit and subsequent approval from ANZBP.*
  - (d) Make the declarations required by the Mandatory Declarations Policy;
  - (e) Pay any fee set by the ANZCP for Certification; and
  - (f) Provide any other information or documents reasonably required by the ANZCP.
12. Any document supplied in support of an application for Initial Certification which is not in English, in both the original language and translated into English in accordance with the Translated Documents Policy (and provided as Certified Copies, where required by this Policy).

## RE-CERTIFICATION

13. Certification lasts a maximum of 12 months, with the Certification year running from 1 July of one year to 30 June of the following year.
14. To be eligible for Re-Certification, a Certified Clinical Perfusionist or Provisional Clinical Perfusionist must:
  - (a) Provide a Certified Copy of change of name documents, if they are seeking Re-Certification in a different name to the name in which they hold Certification or Provisional Clinical Perfusionist status;
  - (b) Submit a copy of their continuing professional development log showing evidence they have complied with the CPD Program;

- (c) Make the Mandatory Declarations required by the Mandatory Declarations Policy;
- (d) Pay any fee set by the ANZCP for Re-Certification; and
- (e) Provide any other information or documents reasonably required by the ANZCP.

## **DECISIONS ON AND OUTCOMES FROM CERTIFICATION AND RE-CERTIFICATION APPLICATIONS**

15. The ANZBP will consider whether the application for Certification or Re-Certification and supporting documents provided establish that the Clinical Perfusionist meets the Competency Standards and other requirements set by the ANZBP and will make a preliminary decision on whether the Clinical Perfusionist should be:
- (a) Certified, meaning the Clinical Perfusionist has met the standards for Certification;
  - (b) Provisionally Certified, meaning the Clinical Perfusionist has not met the standards for Certification but will be given a maximum 12 month period to meet those standards, in accordance with Clauses 21-23 of this Policy; or
  - (c) Not Certified, meaning the Clinical Perfusionist has not met the standards for Certification.
16. In deciding to Re-Certify under Clause 15(a), the ANZBP may allow a grace period of not more than 3 months for a Clinical Perfusionist found not to comply with all of the requirements for Certification, after which the Certified Perfusionist must demonstrate that submit evidence to the ANZBP showing that they have met all requirements to be Certified. If granted a grace period under this Clause 16 and failing to demonstrate compliance with the Certification requirements after the end of the grace period, the ANZBP must decide whether to award Provisional Certification status or a status of Not Certified, the Register will be updated to remove the Clinical Perfusionist's name and the Clinical Perfusionist will no longer be eligible to any entitlements under Clauses 19 or 20 of this Policy.
17. Decisions of the ANZBP under Clause 15 will be ratified by the Executive Committee. The Executive Committee will not overturn a decision by the ANZBP unless it is concerned that due process has not been met.
18. The Clinical Perfusionist will be notified of the decision on their application within 10 Business Days of the decision which will include, for decisions not to Certify and decisions to Provisionally Certify, the reasons for the decision.

## **CONSEQUENCES OF CERTIFICATION**

19. Upon being Certified, a Clinical Perfusionist covered by:
- (a) Clause 8(a) of this Policy will be entitled to:
    - i. Use the title ANZCP Certified Clinical Perfusionist;
    - ii. use the post-nominal CCP(ANZ);
  - (b) Clause 8(b) of this Policy will be entitled to:
    - i. Hold themselves out publicly as Certified by the ANZCP; and
    - ii. Use the post-nominal OTP(ANZ).
20. Upon being Certified, a Certified Clinical Perfusionist is:
- (a) Entitled to be listed in the Register; and
  - (b) Eligible for membership of the ANZCP as a Fellow of the College, subject to the payment of any fee set by the ANZCP for membership.

## **CONSEQUENCES OF BEING PROVISIONALLY CERTIFIED**

21. Upon being granted Provisional Clinical Perfusionist status under this Policy or any other ANZCP policy or document, a Provisional Clinical Perfusionist:
- (a) Will be informed in the notice of decision described in Clause 15 of this Policy (or other policy, if applicable) of the duration, which will not be longer than 12 months, and the terms of their Provisional Certification;
  - (b) Is not entitled to hold themselves out, in any way, as Certified, or to be listed in the Register (although the ANZCP may choose to allow Provisionally Certified Clinical Perfusionists to be included in the Register, marked with a (P)); and
  - (c) Must comply with the requirements stated in the notice of decision described in Clause 21(a) in order to maintain their Provisional Certification.
22. The ANZBP may impose any terms it believes are reasonably necessary on Provisional Certification and which should, if complied with, mean that the Clinical Perfusionist meets the Competency Standards and other requirements for Certification at the end of the period of Provisional Certification.
23. At end of period of Provisionally Certified status specified in the notice of decision, the Provisional Clinical Perfusionist must demonstrate to the ANZBP that they have met the requirements of their Provisionally Certified status. If the Provisional Clinical Perfusionist has met those requirements, they are eligible to apply for or be granted Re-Certification provided they meet all of the requirements for Re-Certification.

## **CONSEQUENCES OF NOT BEING CERTIFIED**

24. A Clinical Perfusionist who is not Certified is not entitled to hold themselves out as Certified, use post-nominals indicating that they are Certified or to be listed in the Register.

## **CERTIFIED CLINICAL PERFUSIONIST WHO IS NOT RE-CERTIFIED**

25. A Clinical Perfusionist who was Certified at the time of the decision to grant them Provisional Certification or not to Re-Certify them will retain the rights they held under Clauses 19 and 20 of this Policy, until the expiration of the appeal period described in Clause 28 or the date on which the decision, if appealed and not upheld, is made, whichever is later.

## **CONSEQUENCES OF NOT APPLYING TO BE RE-CERTIFIED**

26. A Certified Clinical Perfusionist has until 30 September immediately following a period of Certification, to apply for Certification for the Certification year. If they fail to do so by that date, they will be:
- (a) removed from the Register;
  - (b) not entitled to use the title or post-nominals described in Clauses 19 and 20,
- within 5 Business Days of that date.
27. A Clinical Perfusionist who was once Certified with the ANZCP but has not been for a period of a year or more can apply for Re-Certification under the Resumption of Practice Policy.



## APPEAL PROCESS

28. A Clinical Perfusionist who receives notice under Clause 15 or Clause 21 of this Policy that they have not been Certified or have been Provisionally Certified will have 15 Business Days from the date of the notice to appeal the decision. The appeal must be in writing, setting out the grounds for appeal and any relevant information, and sent to the Executive Committee at:

[admin@anzcp.org](mailto:admin@anzcp.org)

29. On receipt of an appeal under Clause 28, the Executive Committee will appoint:
- (a) an appeal panel of three (3) persons who were not a part of the body which made the original decision, to reassess the application against the relevant requirements and make a recommendation to the Executive Committee; and
  - (b) appoint one member of the appeal panel convened in accordance with Clause 29(a), as chair of the appeals panel.
30. The appeal panel may seek information from the unsuccessful applicant, ANZBP or any other third party to assist with its role.
31. The appeal panel will decide whether the appeal is overturned or upheld. On receipt of the recommendation from the appeal panel, the Executive Committee may decide to uphold or overturn the original decision.
32. The applicant will be notified in writing of the decision, within 40 Business Days of receipt of the appeal.
33. If relevant, the Registration Board will update the Register within 15 Business Days of a decision to overturn the original decision and to Certify the Clinical Perfusionist.