

AOB STATE CONVENOR LIST OF DUTIES

Last updated: APRIL 2017

RESPONSIBILITIES:

1. Receives applications for certification and recertification from the ASO Membership Manager admin@aso.org.au
2. Arranges for Certification and Recertification records to be assessed.
3. Advises Membership Manager, ASO Inc., when cases have been assessed.
4. Returns records to the candidate.

RESOURCES:

All on AOB website

Convenor to download two documents:

State Convenor Log [SCL]

Convenor Notification Form [CNF]

PROCEDURE, MEMBERSHIP CERTIFICATION 1ST STAGE:

1. ASO Inc. sends Form 1 to Convenor
2. Convenor starts a SCL for candidate
3. When records arrive from the candidate you:
4. a) Check that the records comply. b) Ensure the anonymity of the records [patient initials, AOB number only]. Word documents may require editing to remove name of author.
5. Find your first assessor, download an assessment form and send records. You may need to repack the records to ensure they remain undamaged.
6. When Assessor 1 returns the records find a second assessor and send records as in 3.
7. When records are returned from Assessor 2:
 - a) Return records and assessment forms to candidate
 - b) Complete CNF and send to Membership Manager.
8. Retain copies of the CNF, Form 1 and assessment sheets.
9. Record all of the above on your SCL.

PROCEDURE, MEMBERSHIP CERTIFICATION 2ND STAGE:

Same procedure as Certification 1st Stage with the following additions:

1. Form 3 to be included
2. CPD form to be attached
3. Candidate may have substituted one or both cases using a backup case[s]. You ensure that the backup case[s] is listed in Form 1 and there is an explanation about why this has happened. Back up cases must be fully documented.

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PROCEDURE, CERTIFICATION STUDENT CATEGORY:

Similar procedure as Member Certification, both stages, but the assessment procedure is modified as follows:

1. One assessor only
2. Records usually not sent to the convenor but retained by the School Liaison Person
3. School Liaison Person is responsible for identifying the assessor and arranging for the assessment of the cases for both stages.
4. A CPD log is not a requirement for Certification 2nd Stage.

PROCEDURE, CERTIFICATION SENIORS CATEGORY:

1. Applicant must be have completed certification process at least twice
2. Age 55 or older
3. Applies to Membership Manager ASO, for Seniors Category on Form 4
4. Attaches an AOB CPD log
5. Membership Manager forwards Form 4 and CPD log to convenor
6. Convenor approves application
7. Not eligible for CPD points
8. Recertification to be commenced after five years
9. If members wish to recertify and gain CPD hours they are welcome to re-do Stages 1 and 2

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