

Credentialling Prioritisation Tool

This tool was developed by Credentialling Committee and endorsed by Ministry of Health. It is applied when demand exceeds capacity of the interview panel, and a maximum candidate number must be achieved.

	Criterion principle	Criterion	Score	Weighting
1.	Equity: by geographical location	Others credentialled already in district for applicant's procedures?	Regional • Yes = 0 • No = 1	× 2 (30%)
			Tertiary centre • Yes = 0 • No = 1	× 1.5 (20%)
2.	Access: moving towards lifting of pause	Category of procedures	• SUI included = 1 • POP only = 0	× 2 (30%)
3.	Procedure type and number of procedures applied	Rare procedure (few surgeons can do it)	Burch Colposuspension = 1 No Burch Colposuspension = 0	× 1 (10%)
		Applying for multiple procedures	3 or more procedures • ≥ 3 or more = 2 • 2 procedures = 1 • 1 procedure = 0 • Revisions only = 0	× 1 (10%)

Notes:

- Consideration for regional over tertiary will need to take into account the number of candidates who achieved procedures in previous rounds i.e. what will the total number of candidates be for that locality by procedure type, and what existing arrangements does that locality have with other centres in the region or from tertiary centres to provide treatment options.
- Where demand exceeds capacity, the following additional criteria will be used. Candidates who meet criteria from points 1-3 who are not offered an interview should be offered the option to be on the short list in the event identified candidates with draw or fail to meet the submission deadline.

4.	Additional criteria if points 1-3 do not yield applicant numbers within panel capacity * Only use if number exceeds capacity by ≥10%	Clarity and professionalism of application	• Well formatted, easy to follow, professional = 1 • Poorly organised, difficult to follow, information unclear = 0	× 1 (10%)
Total including Additional Criteria 110%				

Note: Prioritisation Tool modified by HNZ August 2024: to include MoH additional criteria and HNZ shortlist option.