



Step-by-step guide to named provider applications for Neuropsychological Assessment Services

This information is to help applicants complete a full or provisional named provider application for the Neuropsychological Assessment Services contract.

Section 1 – General Information

The general information section of the application must be completed by suppliers.

Service provider details (membership)

For this section, you will need to have membership evidence for the applicant and attach it to their application.

Evidence will include:

- a copy of the applicants current Annual Practising Certificate with the New Zealand Psychology Board; and
- evidence of current membership with either the New Zealand College of Clinical Psychology or New Zealand Psychological Society, or an international professional body acceptable to ACC.

Adverse Findings

Applicants must declare all past adverse findings. This helps us ensure the safety of our kiritaki (clients).

Supervision

Suppliers are required to provide us with the applicant's supervision arrangements, including contact details and qualifications.

A letter of support or agreement from the supervisor must be included as part of the application.

The supplier must ensure that all supervisors providing clinical supervision to any named service provider will meet and maintain the following:



- demonstrate a minimum of 48 months' full-time equivalent post qualification experience in supervised clinical practice which includes an equivalent of at least 24 months' fulltime experience in neuropsychological assessments and rehabilitation
- demonstrate knowledge of, and competency to use and interpret neuropsychological tests and have an appropriate knowledge of the relevant neuroscientific foundations of neuropsychological assessment; and
- have arrangements in place for ongoing supervision with an appropriately qualified and experienced supervisor.

Provisional service provider

A provisional service provider may provide services under one supplier only.

They will be working under the direct supervisory authority of a neuropsychologist or clinical psychologists who is a named service provider on the Neuropsychological Assessment Services contract.

A provisional named provider's letter of support, from their supervisor, will include the agreement to supervise and understanding of the following expectations:

- Have 1 in 5 assessments undertaken directly observed by the supervisor to ensure correct and competent test administration skills
- Discuss all cases with the supervisor prior to the assessment, whether or not the supervisor observes the assessment
- Engage in fortnightly one on one supervision with the supervisor
- Maintain a supervision log which outlines the cases discussed and provides a summary of issues and recommendations for each case
- Have each assessment report completed read and co-signed by the supervisor.
- Engage in at least one neuropsychology specific workshop / conference / course annually.

A final supervision report from the supervisor will be required by ACC once the criteria to work as a named service provider have been met. This supervision report and supervision log should be received by ACC within 36 months of approval of provisional status.

Section 2 – Qualifications and Experience

Suppliers are required to collaborate with the service provider to fulfil this section. However, if the service provider is already approved under another supplier's contract, this section will not be necessary.



Qualifications & Service Schedule Requirements

Applicants need to have completed a university graduate or postgraduate course in clinical neuropsychology.

We require a copy of the service provider's academic transcript or certificate, showing successful completion of such a course.

Experience & Professional Development

The applicant's CV and application must be current, reflecting all relevant experience and competencies.

To qualify as a full named provider, the applicant needs to show they have:

- a minimum of 24 months' full-time equivalent post qualification experience in supervised neuropsychological assessments and rehabilitation
- knowledge of and competency to use and interpret neuropsychological tests and have an appropriate knowledge of the relevant neuroscientific foundations of neuropsychological assessment
- evidence of attendance at courses, conferences, training, or study on an annual basis
- details of the Service Providers relevant work experience.

If a clinical psychologist or neuropsychologist has completed the training requirements to be a neuropsychologist but does not yet have the 24 months full time equivalent experience to be approved in full, that person can apply to provide services as a provisional service provider, until the required amount of experience has been gained.

Section 3 – Declaration

Suppliers and service providers must complete and sign to certify the accuracy of all provided information. It also allows us to make an informed decision about the applicant. It must be:

- signed by the applicant (service provider), and
- signed by the supplier (if you are both the Service Provider and the Supplier, please sign both declarations).