

## Check list for practitioners applying or reapplying for credentialing and scope of clinical practice.

Part 1: Applying to be credentialed in a new role		
1.1	Registration	<input type="checkbox"/> Evidence of current registration with relevant national board, including undertakings, conditions or notations that could limit a clinician filling the position
1.2	Education, qualifications and formal training	<p>For overseas graduates:</p> <input type="checkbox"/> Verified copies formal qualification recognised by the relevant national board
		<input type="checkbox"/> Verified copies of certificates of completed higher education and advanced training, accredited training programs relevant to the position
		<p>For new graduates:</p> <input type="checkbox"/> Copies of the competencies and learning objectives of completed training programs from course documents or website of training provider
1.3	Previous experience	<input type="checkbox"/> Evidence of relevant clinical activity and experience in similar settings to the scope of clinical practice being proposed
		<input type="checkbox"/> Statement of length and recency of practice at a recognised facility or a facility relevant to the position
		<p>For international graduates:</p> <input type="checkbox"/> Evidence of assessment of the equivalence of training and experience by an appropriate training entity or national board
		<input type="checkbox"/> Compliance with a plan to assess and/or attain equivalence of experience in Australia, if relevant
1.4	Professional indemnity insurance	<input type="checkbox"/> Evidence of current, appropriate professional indemnity insurance, if required by the health service organisation
1.5	Other documentation and pre-employment checks	<input type="checkbox"/> Current curriculum vitae
		<input type="checkbox"/> Authorisation to contact previous facilities or organisations where the applicant has been employed or engaged
		<input type="checkbox"/> Explanation of gaps in employment, if relevant
		<input type="checkbox"/> Proof of identity using 100-point identity check
		<input type="checkbox"/> Completed application for police check applications, if required

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Completed application for working with children, if required</li> <li><input type="checkbox"/> Other documentation requested by organisation</li> <li><input type="checkbox"/> For international applicants, verified copies of passport and relevant visas</li> </ul>
1.6	References	<ul style="list-style-type: none"> <li><input type="checkbox"/> At least two recent references, one of which must be: <ul style="list-style-type: none"> <li>For a new graduate: <ul style="list-style-type: none"> <li>• supervisor of training or director of a program where the applicant completed their final year of training</li> </ul> </li> <li>For all other applicants: <ul style="list-style-type: none"> <li>• the head of the specialty or equivalent at the institution where the applicant most recently practiced</li> <li>• clinician with direct experience of the applicant within or directly relevant to the field of practice in which the applicant will practice</li> </ul> </li> </ul> </li> </ul>
1.7	Continuing education (CPD)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of compliance with continuing professional development requirements of the relevant national board and if applicable, a relevant college or professional body</li> <li><input type="checkbox"/> Evidence of continuing education related to the role and scope of clinical practice of the position</li> <li><input type="checkbox"/> Completion of the organisation's mandatory training specified by the health service organisation in line with the NSQHS Standards</li> </ul>
1.8	Peer-review processes	<ul style="list-style-type: none"> <li><input type="checkbox"/> For renewal or changes to scope of clinical practice</li> <li>Report from peer-review activity relevant to the position</li> </ul>
1.9	Overseas graduates	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of additional training or supervised period completed recognised by local authority</li> </ul>
<b>Part 2: Responsibilities of the role</b>		
2.1	Core scope of clinical practice	<p>Confirm the position responsibilities includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Admitting patients</li> <li><input type="checkbox"/> On-call</li> <li><input type="checkbox"/> Consulting</li> <li><input type="checkbox"/> Conducting pre- and post-admissions</li> <li><input type="checkbox"/> Consulting on outpatients</li> <li><input type="checkbox"/> Operating theatre procedures</li> <li><input type="checkbox"/> Participating in continuous quality improvement</li> <li><input type="checkbox"/> Completing mandatory training</li> </ul>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> Teaching</li> <li><input type="checkbox"/> Researching</li> <li><input type="checkbox"/> Supervising</li> <li><input type="checkbox"/> Participation in safety and quality activities, including routine submission of data into clinical quality registers, peer review of clinical performance</li> </ul>
2.2	Expanded scope of clinical practice	<ul style="list-style-type: none"> <li><input type="checkbox"/> Detail of expanded scope of clinical practice being sought, for example a new procedures, technologies, equipment or treatments</li> </ul>
<b>Part 3: Review and renewing scope of clinical practice</b>		
3.1	Core scope of clinical practice	<ul style="list-style-type: none"> <li><input type="checkbox"/> Confirmation registration by the relevant national board is held without restrictions or with restriction that will not limit performance of the position</li> </ul>
		<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of maintenance of continuing professional development</li> <li><input type="checkbox"/> Evidence of ongoing competent clinical practice demonstrated by clinical audit data, peer review, complaints, compliments and incident reports</li> <li><input type="checkbox"/> Confirmation of participation in documented performance reviews and clinical meetings</li> <li><input type="checkbox"/> Continued professional indemnity insurance coverage</li> </ul>
3.2	Expanded scope of clinical practice	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of current clinical activity in the area of expanded scope of clinical practice, such as in a log book or patient lists</li> <li><input type="checkbox"/> Participation in clinical audit of the area of expanded scope clinical practice</li> <li><input type="checkbox"/> Evidence of continuing professional development, training or education in the expanded scope of clinical practice</li> <li><input type="checkbox"/> Participation in relevant sub-specialty societies or professional groups related to the expanded scope of clinical practice</li> <li><input type="checkbox"/> Participation in quality and safety activities, including morbidity, mortality, and clinical incident reviews</li> <li><input type="checkbox"/> Performance review of clinical practice</li> </ul>
<b>Part 4: Supervision</b>		
4.1	Supervision	<ul style="list-style-type: none"> <li><input type="checkbox"/> Supervising clinicians have a scope of clinical practice appropriate to the procedure being supervised</li> </ul>

#### Part 5: Scope of clinical practice – monitoring compliance

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| Monitoring compliance | <input type="checkbox"/> Clinician to be informed the health service organisation will monitor the practitioner's compliance with their approved scope of clinical practice |
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#### Part 6: Changing scope of clinical practice

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| 6.1 | Updating of scope of clinical practice at request of clinician | <input type="checkbox"/> Comply with policy and procedures on how and when changes to a scope of clinical practice can occur |
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#### Part 7: Mutual recognition of credentials

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| Mutual recognition of credentials | <input type="checkbox"/> If mutual recognition is permitted comply with policies and procedures on how recognition of credentialing can occur across facilities or health service organisations |
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#### Part 8: The credentialing

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| Clinical support | <input type="checkbox"/> Organisations should make available clinical performance data and support to review this data against relevant external comparison measures, benchmarking against best practice outcomes where available |
|                  | <input type="checkbox"/> Access to the organisation's appeals processes in relation to decisions made about credentialing and scope of clinical practice  |