

Credentialing Checklist for health service organisations

Section	Action required	New Appointment	Change scope of clinical practice	Re-Credentialing	Temporary Credentialing	Emergency credentialing
1.1	<p>Registration</p> <p>Check public register at www.ahpra.gov.au for</p> <ul style="list-style-type: none"> • Current registration with relevant National Board • Type of registration (general, specialist, limited – area of need) • Endorsements, conditions, undertakings, notations, reprimands restriction 	Required	Required	Required	Required	Required
1.2	<p>Qualifications and formal training</p> <p>If required by the position, obtain evidence of:</p> <ul style="list-style-type: none"> • Post graduate awards, certificates or other relevant training in addition to qualifications required for registration • Completed supervised units from relevant college, association or training institution 	Required if essential for the position New graduates – successfully completed supervised training units	Required if essential for the position	Required if essential for the position	Not required	Not required
1.3	<p>Previous experience</p> <ul style="list-style-type: none"> • Current relevant clinical activity or previous clinical appointments held in the past five years • Recent practice, at an appropriate level and relevant area of practice • Academic appointments, teaching and/or supervisory experience • Participation in quality activities, including benchmarking, contributing to clinical quality registries, meetings reviewing patient care, clinical review, review of clinical audit data, monitoring clinical variation <p><i>International graduates</i></p> <ul style="list-style-type: none"> • If new to the Australian health system, information on the depth of their experience and the context in which that experience was gained 	Required	Required	Not required if evidence on file	Required	Required as soon as practical
		Required	Required	Not required if evidence on file	Required	Required
		Required if essential for the position	Required if essential for the position	Required if essential for the position	Required if essential for the position	Not required
		Required	Required	Required	Required	Required as soon as practical
		Required	Not required	Not required	Required	Required as soon as practical

1.4	Professional indemnity insurance <ul style="list-style-type: none"> ONLY where, in addition to professional indemnity insurance required for registration, a specific scope or level of coverage is required by the organisations 	Required only if additional to registration requirements	Required only if additional to registration requirements	Required only if additional to registration requirements	Required only if additional to registration requirements	Required only if additional to registration requirements, as soon as practical
1.5	Other documentation and employment checks <ul style="list-style-type: none"> Current curriculum vitae Declaration conditions, restrictions, finding or unprofessional or competency to practice Proof of identity Criminal record check International criminal record check Working with children or young people check Background web search Confirmation of published material <i>International graduates</i> Visa category and conditions 	Required Required Required Required only if state/territory or organisational condition Required in contact with children Recommended Required	Not required Required Not required Not required. Not required. Not required Not required	Not required Required Not required Required only if state/territory or organisational condition Required only if state/territory or organisational condition Recommended Required	Required Required Required Required only if state/territory or organisation condition Required in contact with children Recommended Required	Required Required Required Required only if state/territory or organisation condition, as soon as practical Required in contact with children, as soon as practical Recommended Required
1.6	Clinical references and referee checks <ul style="list-style-type: none"> Minimum two recent references related to clinician's current or recent practice 	Required	Not required	Required	Required, at least one professional referee and contact with senior manager from current or most recent clinical role	Required, at least one professional referee and contact with senior manager from current or most recent clinical role
1.7	Continuing professional development <ul style="list-style-type: none"> Only required if the organisation sets CPD requirements that are additional to those required for registration 	Required only if additional to registration requirements	Required only if additional to registration requirements	Required only if additional to registration requirements	Required only if additional to registration requirements	Required only if additional to registration requirements, as soon as practical
1.8	Peer review	Recommended if available current clinical role	Required	Required	Recommended if available current clinical role	Recommended if available current clinical role, as soon as practical