Letter of Agreement between
the Department of Human Services (DHS)
and the Allied and Scientific Health Office (ASHO) of SA Health
for the provision of a mutual recognition of credentials for DHS staff
attending joint sessions at SA Health sites

Effective Period: 1 July 2018 to 31 December 2019

Agreement
This letter sets forth the agreement between the Department of Human Services (DHS) and the Allied and Scientific Health Office (ASHO) of SA Health, for the mutual recognition of credentials of DHS Allied Health Professionals (AHPs) who are attending joint sessions with SA Health AHPs at SA Health sites.

Background to the agreement
A mutual recognition process began in January 2016 and has been evaluated as being successful with no issues identified.

Type of Service and Responsibilities Covered by this Agreement
SA Health’s mutual recognition of the credentials of DHS AHP staff attending joint therapy, assessment or case management sessions with SA Health AHPs at SA Health sites.

Specified duties and responsibilities of each agency and individual staff are outlined below.

DHS will:
- Take full responsibility for the credentialing/re-credentialing of DHS staff to the levels required by SA Health as mandated to meet both the National Safety and Quality Health Services Standards and the EQuIP National Guidelines. This includes maintenance of registration and criminal history checks.
- Ensure that DHS staff are up to date with relevant mandatory training, including code of conduct, manual handling and fire safety.
- Take full responsibility for the provision of indemnity insurance to an equivalent level as SA Health requirements.
- At the commencement of this agreement and annually for the duration of the agreement, provide a list to SA Health of credentialed AHPs who may visit SA Health sites.
- Provide evidence of DHS AHP credentials, if requested, as part of the ASHO evaluation of this agreement.
- Ensure DHS staff abide by SA Health policies and directives while onsite.

DHS AHPs will:
- When they arrive onsite, report to the SA Health AHP with whom they will be conducting the joint session.
- Have a visible identity badge at all times while attending the SA Health site.
- Conduct the joint session with the SA Health AHP. If the DHS AHP is of a different profession to the SA Health AHP, then the DHS AHP will supply a summary of their involvement (assessment/consultation/intervention) to the SA Health AHP within a week.
- Follow emergency instructions from SA Health staff if required.
SA Health AHPs will:
- Provide relevant site orientation, including relevant SA Health policies and directives.
- Document the session in the client’s SA Health medical records, noting the presence of the DHS staff member. An example of this wording is “SAH AHP (self) and DHS AHP (name and discipline), attended a joint visit to (purpose of visit - assess/consult/discharge planning meeting) for (patient). This occurred at (time) on (date). The agreed outcomes were… OR The DHS clinician will be providing a summary of their involvement (assessment/consultation/intervention) to self within the next week.”
- File any additional summary information provided by the DHS AHP in the client’s medical record.

ASHO will:
- Communicate continuation of this initiative, commencing 1 July 2018, to SA Health Allied Health Executive and associated credentialing committees.
- Evaluate the implementation and outcomes of this continuation in December 2019.

**Reportable Patient Incident/Events**
In the event of a reportable patient incident/event involving a visiting clinician, both the SA Health Safety Learning System (SLS) reporting system and the DHS Integrated Incident Reporting System (IIRS), also known as ‘Riskman’, will be utilised as per each agency’s protocols.

These systems will be used by the respective managers to review/investigate the incident and make recommendations, as per usual practice.

**Handling Complaints**
In the event of an issue arising concerning a clinician’s scope of practice or competency, this will be addressed as per section 2.3 Changes to Clinical Credentials and Scope of Practice of the *Authenticating SA Health Allied Health Professional Credentials Including Access Appointments* policy.

This document describes the process to be followed if it is believed that a clinician has breached their professional standards of practice. It also sets out AHPs’ requirement to inform their employer of any complaint or investigation made against them. It is then the responsibility of the associated Allied Health Manager to limit the clinician’s scope of practice in accordance with the recommendations of the relevant Registration Board.
Execution:
The undersigned have read and agreed with the contents of this agreement. This letter of agreement shall remain in effect until 31 December 2019.

Gerrie Mitra  
Executive Director, Disability SA  
Department of Human Services

Signature

Date 6 / 8 / 18

Signature of witness

Date 6 / 8 / 18

Melanie Cunningham-Clark  
Full Name (Print)

EXECUTIVE ASSISTANT

Catherine Turnbull  
Chief Allied and Scientific Health Officer  
SA Health Education Lead  
Office for Professional Leadership  
SA Health

Signature

Date 1 / 8 / 18

Signature of witness

Date 1 / 8 / 18

Ben Thomas  
Full Name (Print)

SENIOR POLICY ADVISOR

Position
Ms Gerrie Mitra  
Executive Director, Disability SA  
Department of Human Services  
Riverside Centre, North Terrace  
ADELAIDE SA 5000  
Email: gerrie.mitra@sa.gov.au

Dear Ms Mitra

LETTER OF AGREEMENT FOR MUTUAL RECOGNITION OF CREDENTIALS

I write regarding the agreed process between SA Health and the Department for Human Services (DHS) for the joint recognition of Allied Health Professionals' (AHPs) credentials, which enables AHPs employed by DHS to attend joint assessment, therapy or case management sessions (inpatient or outpatient) in conjunction with SA Health AHPs at SA Health sites.

This process has been in place since January 2016 and, following its evaluation, I attach for your signature a letter of agreement for it to continue until 31 December 2019.

The responsibilities of each agency and individual staff members are outlined in the attached letter. The outcomes of the process will be evaluated in December 2019.

Once signed, this letter of agreement will replace the need to follow the Access Appointment process for DHS AHPs attending joint sessions at SA Health sites, along with the subsequent data entry into the SA Health credentialing database.

The Access Appointment process will still need to be followed for DHS clinicians conducting individual sessions with clients at SA Health sites.

I would be grateful if you could please sign the letter attached letter at your earliest convenience and return to Mr Ben Thomas, Senior Policy Advisor in my office, at ben.thomas@sa.gov.au.

Yours sincerely

Catherine Turnbull  
Chief Allied and Scientific Health Officer  
SA Health Education Lead

1/8/2018