

SA Health Allied and Scientific Health Professionals' Re-Credentialing Application

This form is to be used by allied and scientific health professionals (ASHPs) employed by SA Health who have been previously credentialed in accordance with the *Credentialing and Defining Scope of Clinical Practice for Allied and Scientific Health Professionals Policy* (including registered and self-regulated professions).

PART 1 – APPLICANT DETAILS	
Title : _____ Surname: _____ Middle Name/s: _____ Date of Birth: ____ / ____ / ____ Email: _____	SA Health Employee: YES First Name: _____ Previous Name/s: _____ Phone: _____
Job Title & Profession: _____ Clinical Service: _____	
Have you previously been credentialed within a Local Health Network (LHN)/Clinical Service of SA Health? <input type="checkbox"/> Yes – specify: _____ <input type="checkbox"/> No – do not use this form. Complete Initial Application.	
REQUESTED LHNS FOR CREDENTIALING <input type="checkbox"/> CALHN <input type="checkbox"/> NALHN <input type="checkbox"/> SALHN <input type="checkbox"/> WCHN <input type="checkbox"/> Regional LHNS <input type="checkbox"/> SCSS <input type="checkbox"/> DHW	
PART 2 – PROFESSION & SCOPE OF CLINICAL PRACTICE <i>(complete section A, B or C as relevant)</i>	
A. REGISTERED PROFESSION	Manager Sign Off
Profession: _____ Registration Number: _____ Expiry Date: / / Registration Type: _____ Conditions: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify: _____ Do you hold AHPRA endorsement in a specific area of practice? <input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, please specify _____ Evidence of Continuing Professional Development (CPD) as required by registration type: <input type="checkbox"/> Attached Do you hold any qualifications or training that permits advanced or extended scope of practice? <input type="checkbox"/> No <i>(scope of clinical practice is Profession as listed above)</i> <input type="checkbox"/> Yes - advanced scope – please specify training/qualification and scope: _____ <input type="checkbox"/> Yes - extended scope – please specify training/qualification and scope: _____ Are you required to undertake an advanced or extended scope in your current role? <input type="checkbox"/> No <input type="checkbox"/> Yes – if yes, manager must approve for current role Are you applying for endorsement as an allied health advanced clinical practitioner? <input type="checkbox"/> No <input type="checkbox"/> Yes Medical Radiation Professions Only: LSPN: _____ EPA radiation licence number/s: _____ Expiry Date/s: / /	<input type="checkbox"/> Registration (+/- endorsement) details sighted on Board website Date sighted: <input type="checkbox"/> Evidence of CPD received Scope of practice in current role: <input type="checkbox"/> Standard scope (profession) <input type="checkbox"/> Advanced scope <input type="checkbox"/> Extended scope <input type="checkbox"/> Allied Health Advanced Clinical Practice Credentialing Portfolio (if applicable) Date sighted: <input type="checkbox"/> Licence details sighted Date sighted:

B. SELF-REGULATED PROFESSION**Manager Sign Off**

Profession: _____

Evidence of primary and/or postgraduate qualification from an accredited/
recognised university training program

- held on SA Health Credentialing & Scope of Clinical Practice System (CSCPS)
 attached

Professional Association: _____

Eligible for Membership Yes NoAre there any restrictions or special conditions placed on your professional
association membership/eligibility? Yes No

If yes, please specify: _____

Do you hold formal accreditation? Yes NoIf yes, please specify accrediting body, type/title, number & date of expiry of
accreditation: _____Evidence of participation with Continuing Professional Development (CPD) Self-managed portfolio in accordance with guidelines set by Professional Assoc OR Accredited/formal CPD program with specified points/hours Confirmation of appropriate recency of practice for the profession and role to be
undertaken (recent SA Health role or CV or referee checks) Do you hold any qualifications or training that permits advanced or extended scope
of practice? No (*scope of clinical practice is Profession as listed above*) Yes - advanced scope – please specify training/qualification and scope: Yes - extended scope – please specify training/qualification and scope:

Are you required to undertake an advanced or extended scope in your current role?

 No Yes (*if yes, manager must approve for current role*)

Are you applying for endorsement as an allied health advanced clinical practitioner?

 No Yes**Medical Radiation Professions Only:** LSPN: _____

EPA radiation licence number/s: _____ Expiry Date/s: / /

Qualification confirmed:

- on CSCPS OR
 original provided

 Eligibility for
membership confirmed Evidence of
accreditation sighted

Date sighted:

 Evidence of CPD
received Appropriate recency
of practice confirmedScope of practice in
current role:

- Standard scope
(profession)
 Advanced scope
 Extended scope
 Allied Health
Advanced Clinical
Practice Credentialing
Portfolio (if applicable)
 Licence details sighted

Date sighted:

PART 3 – CONDUCT DECLARATIONHave you ever been denied accreditation/professional association membership? Yes NoHave any claims, investigation or malpractice lawsuits been made against you? Yes NoHas your scope of clinical practice and/or appointment at any health service been
reduced, suspended or revoked or have you had any conditions attached to your
appointment for any reason? Yes NoDo you have any other information regarding your ability to practise to declare? Yes No

If yes to any of the above, please submit details with this application.

PART 4 - NATIONAL CRIMINAL HISTORY SCREENING	Manager sign off
<p>The type of criminal history check(s) required varies based on the nature of the work undertaken and the client type. Applicants should confirm with their line manager as to what checks are required for the role(s).</p> <p>Criminal history screening and information about these requirements is available via the SA Health Criminal and Relevant History Screening Policy.</p>	
<p><i>Complete details for all criminal history checks you hold.</i></p> <p>National Police Clearance (NPC) noting unsupervised contact with vulnerable groups</p> <p>Date of issue: / /</p> <p>Issuing Company: _____</p> <p>Reference Number: _____</p> <p>DHS Criminal History Screening</p> <p>Working With Children Check (WWCC)</p> <p>Date of issue: / / Reference Number: _____</p> <p>NDIS Worker Check</p> <p>Date of issue: / / Reference Number: _____</p> <p>Vulnerable Person-Related Employment Check</p> <p>Date of issue: / / Reference Number: _____</p> <p>Aged Care Sector Employment Check</p> <p>Date of issue: / / Reference Number: _____</p> <p>General Employment Probity Check</p> <p>Date of issue: / / Reference Number: _____</p>	<p><input type="checkbox"/> Evidence sighted</p> <p>Date sighted: _____</p> <p>OR</p> <p><input type="checkbox"/> N/A</p> <p>(if service does not require renewal of criminal history screening or previous screenings remain in-date)</p>

PART 5 – MONITORING CLINICIAN PERFORMANCE	Manager sign off
<p>Under the National Safety & Quality Healthcare Standards (Version 2), SA Health is required to monitor clinicians' performance to ensure the delivery of safe, quality care in all health services. This monitoring is undertaken via clinical governance policies and procedures, including requirements under the SA Health Allied Health Professional Supervision Framework and Performance Review & Development policies.</p>	
PROFESSIONAL SUPERVISION	
<p>Consistent with the SA Health Allied Health Professional Supervision Framework, I receive regular professional supervision from a suitably qualified and experienced allied health professional.</p> <p>Date of most recent supervision session: _____</p>	<p><input type="checkbox"/> Regular participation confirmed (via discussion with supervisor or review of supervision log)</p>
PERFORMANCE REVIEW AND DEVELOPMENT (PR&D)	
<p>I participate in six-monthly PR&D process, consistent with the SA Health Performance Review & Development (PR&D) Policy Directive.</p> <p>Date of last PR&D: _____</p>	<p><input type="checkbox"/> Confirmed</p>

PART 6 – DECLARATION BY APPLICANT

To the best of my knowledge, the information provided in this application is true and correct. I understand that any incorrect statement may result in refusal in granting or the withdrawal of existing credentials. I authorise my professional discipline manager or senior allied health professional to seek information relating to my credentials and experience as relevant to my application.

I undertake to inform my employer of any complaint made about my professional conduct or of any change in registration/professional membership status.

I understand that information given in this application will be entered into the SA Health Credentialing and Scope of Clinical Practice System (CSCPS) Database that is accessed by my professional discipline manager/senior allied health professional or allied health director and the Chief Allied and Scientific Health Officer or delegate.

Signature: _____ Date: / /

PART 7 - DECLARATION BY PROFESSION MANAGER / SENIOR ASHP

I am satisfied that the applicant has the appropriate credentials to undertake the position for which they are being employed within SA Health.

Identified scope of clinical practice (as per Part 2):* _____

If applicable: Advanced scope area: _____

Extended scope area: _____

Advanced clinical practitioner discipline & clinical service area: _____

Restrictions or Limitations (as per Part 2): N/A or Specify _____

Signature: _____ Date: / /

Name of Profession Manager/Senior ASHP: _____

Position Title: _____ Division/Program: _____

Credentialing Committee: _____

Date of Credentialing Approval	/ /	<i>(Date signed by Manager/Senior ASHP)</i>
Credentialing Expiry Date:	/ /	

*If scope of clinical practice includes advanced or extended scope of practice, additional documentation, evidence and monitoring of competency will be required according to the specific scope and LHN procedures.

On completion, please provide applicant with a copy of the signed credentialing application.

All details from this form, along with a copy of the application form and transcript/parchment of relevant qualifications for self-regulated professions and CV should be uploaded to the relevant fields into the SA Health Credentialing and Scope of Clinical Practice System for Health Practitioners (CSCPS) database. Application form and copies of supporting evidence should also be submitted to HR/kept on secure file by Manager as per local procedures. Original criminal history clearance documents and Board registration certificates should be returned to the applicant and copies disposed of confidentially once data has been entered into the database.

OFFICE USE ONLY:	Application details entered into CSCPS	Date: / /
Name:	Position:	
Signature:		