

Credentiailling and Scope of Clinical Practice System for Medical and Dental Practitioners

Credentiailling Officer – User Manual
Version 2



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Purpose of this document

This document is intended to provide guidance for the use of the SA Health Credentiailling and Scope of Clinical Practice System (CSCPS). It is intended for users of the system that have Credentiailling Officer level access for medical/dental practitioners.

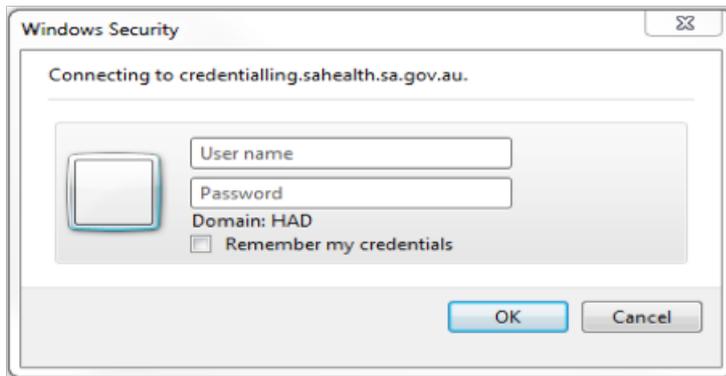
It is not intended to provide LHN guidance regarding the credentiailling process. For information on process please refer to local policy or the Policy for Credentiailling and Defining the Scope of Clinical Practice for Medical and Dental Practitioners.

System overview

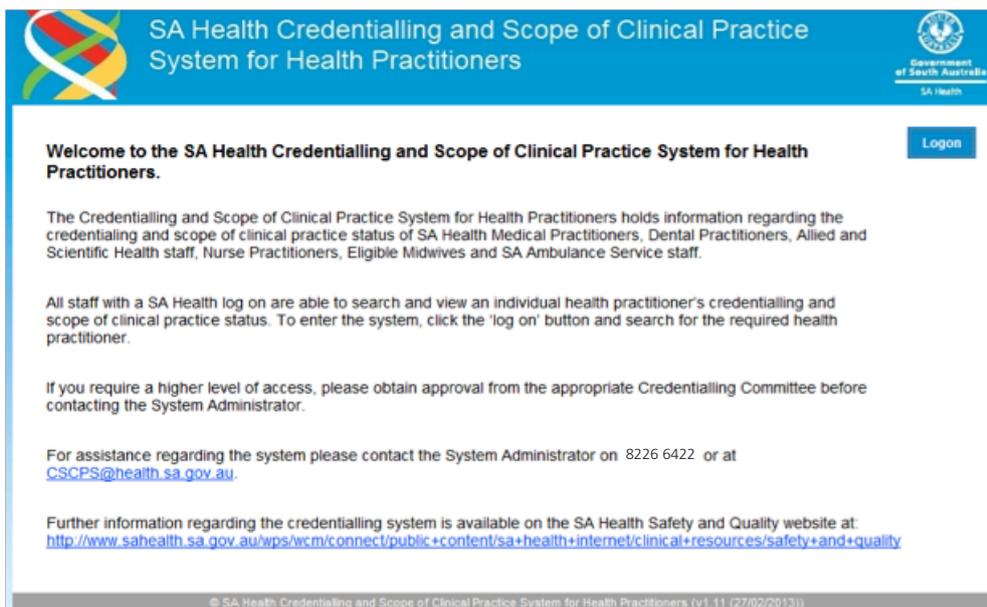
The Credentiailling and Scope of Clinical Practice System (CSCPS) is a web based application that is used to maintain a consistent, secure and centralised data set of information pertaining to Health Practitioners Credentials and Scope of Clinical Practice.

System access and log in

The CSCPS is available from the SA Health intranet via Corporate Programs. Once you click on the link, you will be asked to enter your usual computer user name and password. Remember to enter **had** before your user name (for those not on Windows 7).

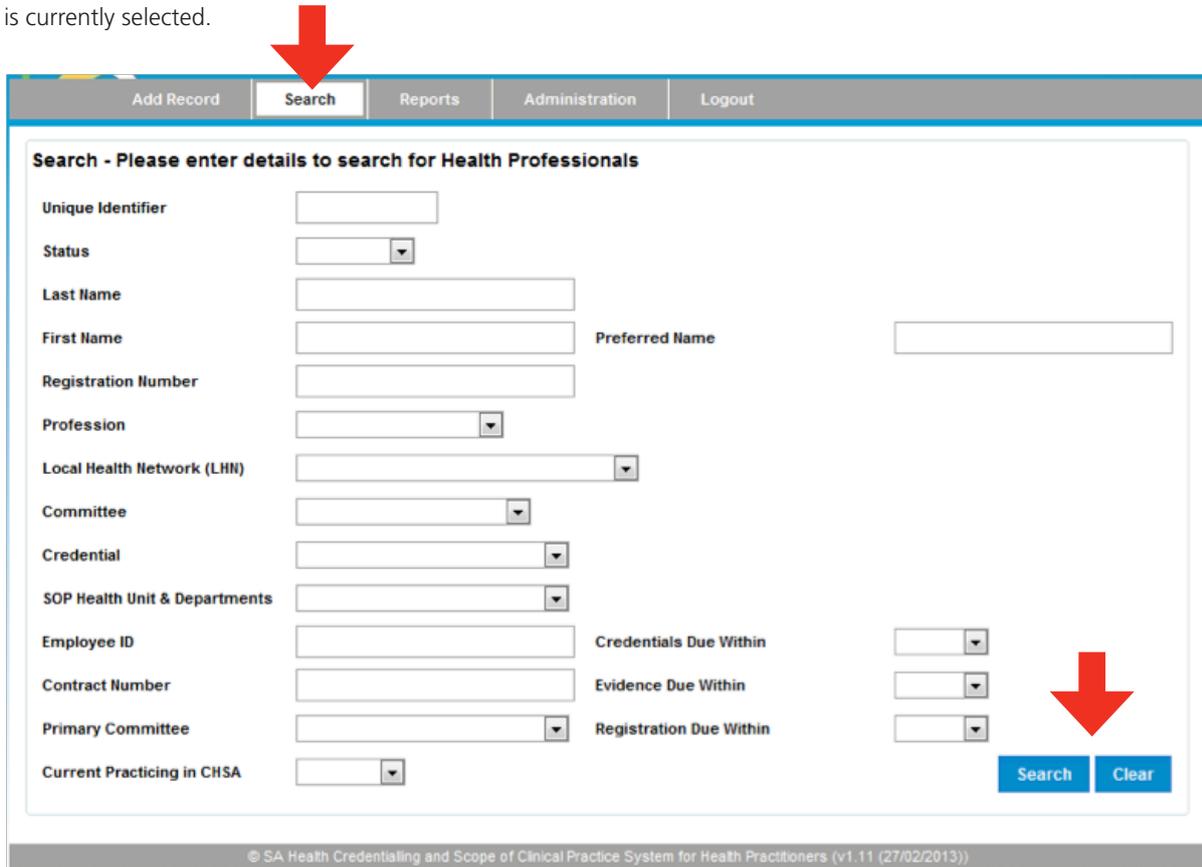


Click 'OK' and you will see the CSCPS welcome page. Click the 'Logon' button in the top corner of the screen to enter the system.

A screenshot of the SA Health Credentiailling and Scope of Clinical Practice System for Health Practitioners welcome page. The page has a blue header with the system name and the Government of South Australia logo. The main content area includes a "Logon" button, a welcome message, and detailed instructions for users and system administrators. The footer contains copyright information: "© SA Health Credentiailling and Scope of Clinical Practice System for Health Practitioners (v1.11 (27/02/2013))".

Navigating the site

The CSCPS uses standard navigation principles as these are common among other applications and familiar to most computer users. Navigation tabs at the top of the page make it clear where a user is going and which tab is currently selected.



The screenshot shows the 'Search' tab selected in the top navigation bar. The search form is titled 'Search - Please enter details to search for Health Professionals'. It includes the following fields:

- Unique Identifier (text input)
- Status (dropdown menu)
- Last Name (text input)
- First Name (text input)
- Preferred Name (text input)
- Registration Number (text input)
- Profession (dropdown menu)
- Local Health Network (LHN) (dropdown menu)
- Committee (dropdown menu)
- Credential (dropdown menu)
- SOP Health Unit & Departments (dropdown menu)
- Employee ID (text input)
- Credentials Due Within (dropdown menu)
- Contract Number (text input)
- Evidence Due Within (dropdown menu)
- Primary Committee (dropdown menu)
- Registration Due Within (dropdown menu)
- Current Practicing in CHSA (dropdown menu)

At the bottom right of the form are two blue buttons: 'Search' and 'Clear'. A red arrow points to the 'Search' button.

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- > Navigation between areas of the application is done through tabs at the top of the pages.
- > For fields where multiple options are available drop down lists are used.
- > Blue buttons are used to allow the submission of form data or to undertake an action in the system.
- > Tab keys on your keyboard allow easy navigation between fields.

Edit functions

There are common editing functions throughout the system. Depending on your access you will only be allowed to edit or delete certain records. When you see either of the two icons shown below then you are able to edit that data item. If you believe that you should be able to edit other data in the system but the system does not allow you to do this, contact the System Administrator to check your access set up.



This icon will allow you to edit the displayed record. Click the 'Edit' icon and the data fields will open where you can make the edits required.



This icon will allow you to delete the data. If you click the 'Delete' icon you will then be prompted to confirm the deletion.

The '**Show History**' blue button at the bottom of each screen will display a list of any edits made to information contained on that screen and who made the edits. If you wish to hide this information on the screen click the '**Hide History**' button.

The screenshot shows a user interface for a practitioner's record. It features two main sections: 'Criminal History Check' and 'Qualifications'. Each section has a table with columns for 'Edit', 'Delete', and other details. Below these sections are several blue buttons: 'Add Address', 'Upload Photo', 'Edit Personal Details', 'Add Criminal History Check', 'Add Qualification', 'Show History', 'Add/Edit ID', and 'Add/Edit LSPN'. A red arrow points to the 'Show History' button.

Blue buttons

Use the blue buttons located at the bottom of each screen to enter information into a practitioners record.

While it is not mandatory to enter data into each tab it is recommended that as much data as is available is entered for each health practitioner.

When you select a blue button to enter information there will be mandatory data requirements for each section indicated by a '*' next to the data item. If you attempt to save a record without completing the mandatory requirements you will be prompted to enter the required data.

This screenshot shows the bottom navigation bar of the practitioner record screen. It contains eight blue buttons: 'Add Address', 'Upload Photo', 'Edit Personal Details', 'Add Criminal History Check', 'Add Qualification', 'Show History', 'Add/Edit ID', and 'Add/Edit LSPN'.

Save / cancel

Use these buttons to save entered information or cancel and return to the practitioners record.

This screenshot shows two blue buttons: 'Save' and 'Cancel'.

Uploading documents

There are a number of places in the system where you are able to upload a document to provide evidence of the credentialling process. Each document can be a maximum of 4MB. Document places include:

- > Qualifications
- > Criminal History Check
- > Credential
- > Scope of Practice
- > Continuing Professional Development.

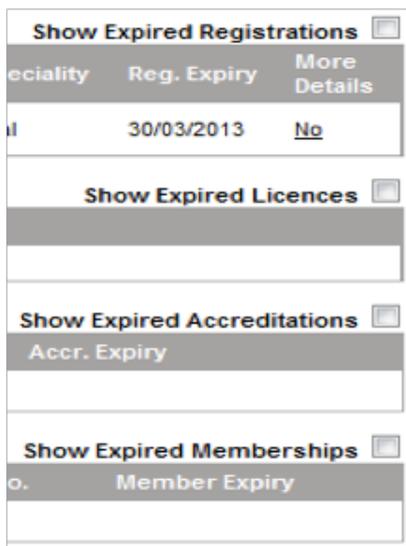
When you see 'Document Upload' in the system, this is where the document can be added. Click '**Upload**' to search your network for the correct image or document.



The image shows a 'Document Upload' interface. It consists of a text input field on the left, followed by a blue 'Upload' button and a blue 'Clear' button.

Show expired records

The CSCPS hides expired records from view. If you need to see all expired records tick the "Show Expired" box. To hide from view simply untick the box.

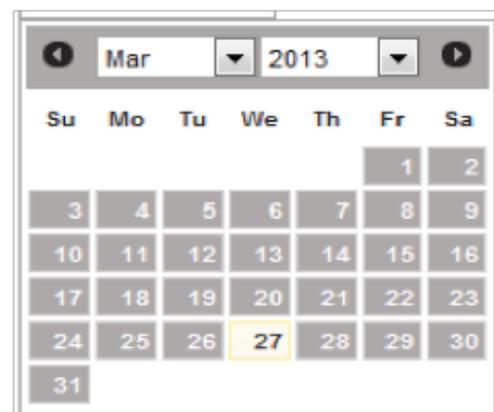


The image shows four sections, each with a 'Show Expired' checkbox and a table of records:

- Show Expired Registrations**: A table with columns 'Speciality', 'Reg. Expiry', and 'More Details'. One row is visible with '30/03/2013' and 'No'.
- Show Expired Licences**: A table with one row visible.
- Show Expired Accreditations**: A table with one row visible and the column 'Accr. Expiry'.
- Show Expired Memberships**: A table with one row visible and the column 'Member Expiry'.

Date format

Whenever you are required to enter a date into the system you can either use the calendar tool displayed next to the data box or you can enter the date manually. When clicking on the calendar tool the current month's calendar will be displayed. Click on the date required and it will populate the data box. If entering the date manually the correct format is DD/MM/YYYY.



The image shows a calendar tool for March 2013. The days of the week are labeled 'Su', 'Mo', 'Tu', 'We', 'Th', 'Fr', 'Sa'. The date '27' is highlighted in yellow.

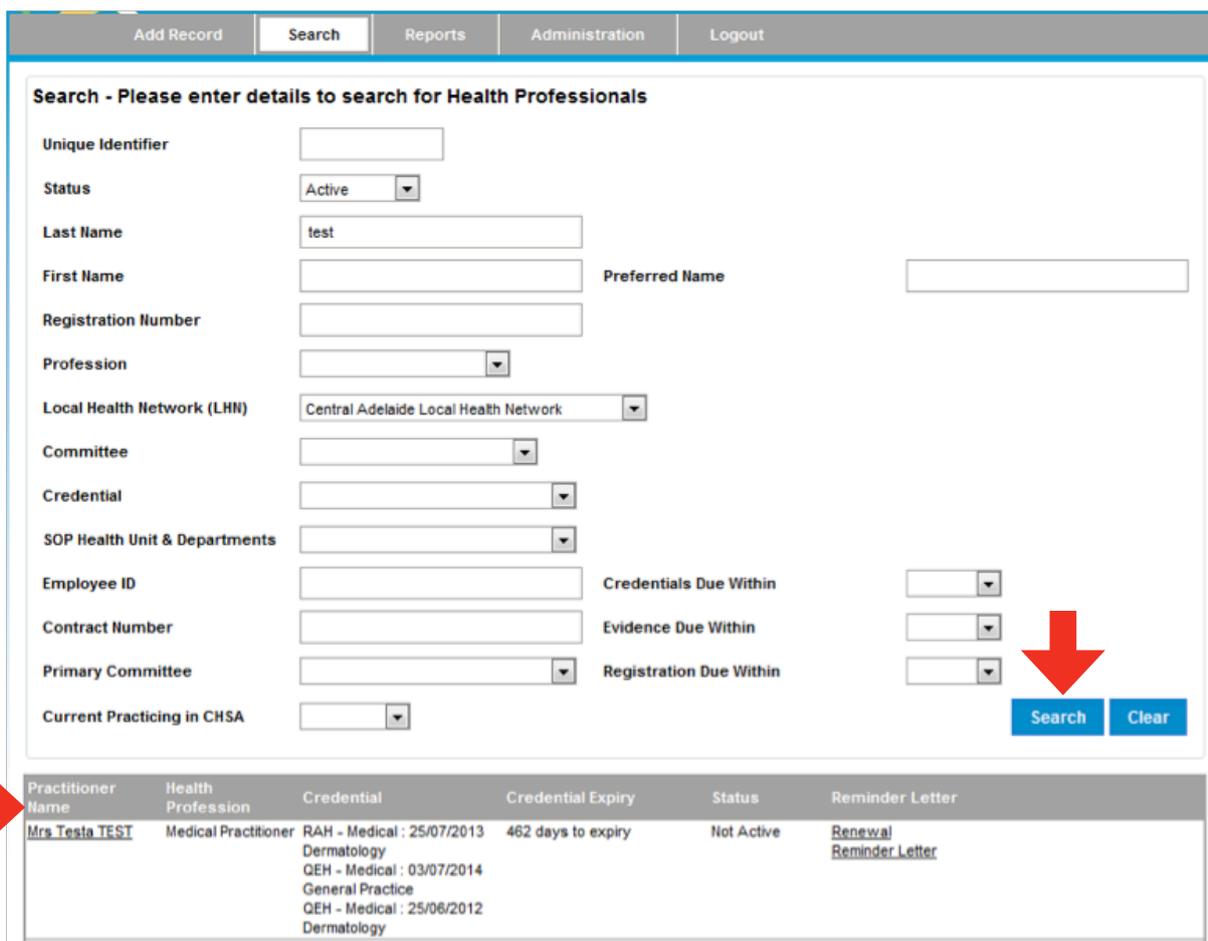
Searching for a health practitioner

The process of adding information to a practitioner's record or adding a new practitioner to the system always starts with searching for the practitioner you require. Practitioners should only be in the system once. Separate records from different clinical areas are added to the same individual record.

To search for a Health Practitioner:

- > Click on the top search button
- > Enter the data you have for the practitioner, you do not need to complete all fields - only one field is required to start a search.

Practitioners' names do not need to be entered fully. You can narrow the search by entering the practitioners' first name or initial.



Search - Please enter details to search for Health Professionals

Unique Identifier:

Status:

Last Name:

First Name: Preferred Name:

Registration Number:

Profession:

Local Health Network (LHN):

Committee:

Credential:

SOP Health Unit & Departments:

Employee ID: Credentials Due Within:

Contract Number: Evidence Due Within:

Primary Committee: Registration Due Within:

Current Practicing in CHSA:

Practitioner Name	Health Profession	Credential	Credential Expiry	Status	Reminder Letter
Mrs Testa TEST	Medical Practitioner	RAH - Medical : 25/07/2013 Dermatology QEHI - Medical : 03/07/2014 General Practice QEHI - Medical : 25/06/2012 Dermatology	462 days to expiry	Not Active	Renewal Reminder Letter

Clicking the **'Search'** blue button searches for any matching practitioners.

The results of the search are displayed at the bottom of the screen. The result listing shows the practitioner's name, their profession, credentials entered in the system, expiry time, status and links to generate renewal reminder letters.

- > A green flag will display against a practitioner's name if their credential is due to expire within two months.
- > An orange flag will display if the practitioner's credential is due to expire within one month.
- > A red flag will display if the credential has already expired.

Click on the underlined practitioner's name to enter their record.

Adding a new health practitioner

Before a new practitioner is added to the system the above search should be performed to ensure the individual does not already exist in the system. **Failure to do this will result in a duplicate.** If they are not in the system, then clicking on the '**Add Record**' button at the top of the page will take you to the '**Add Person Record**' form:

The screenshot shows a web application interface with a top navigation bar containing 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. A red arrow points to the 'Add Record' button. Below the navigation bar is the 'Add Person Record' form. The form has a title 'Add Person Record' and a sub-header 'Please search the database to ensure that the person record does not already exist.' The form is divided into two sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for Title, Last Name *, First Name *, Middle Name, Nee (Prev. Last Name), Prev. First Name, Preferred Last Name, Preferred First Name, Date of Birth *, Status *, Intern / Trainee *, Profession *, Contract Number, SA Health Employee, and Currently Practice CHSA. The 'Contact Details' section includes fields for Address Type, Address Line 1, Address Line 2, Suburb, Postcode, State, Mailing Address, Contact Phone, Mobile, Email, and Preferred Contact. A red arrow points to the 'Add Record' button at the bottom right of the form.

Only the fields indicated with a red '*' are mandatory. Once the data has been added and the '**Add Record**' blue button clicked the data is entered into the database and the main practitioner information page will be displayed. Data not entered at this stage can be entered at a later time through the main record. See following information regarding each field.

PERSONAL DETAILS: * indicates mandatory fields

***Status** – this is a mandatory field, select appropriate status from the drop down list

Active – Practitioner is currently working and is required to be credentialled

Not Active – Practitioner is currently not working

No Longer Practicing – Practitioner is no longer practicing

Retired – Practitioner has retired from working

Resigned – Practitioner has resigned and is not currently working

Not Required – the record has mistakenly been entered into the system and is not required to be credentialled. The System Administrator will periodically remove records with the status set to 'Not Required' from the system.

Extended Leave – Practitioner is on extended leave (e.g. long service leave).

Temporary – Practitioner status was set to temporary following initial migration of data into the system. This status should be changed to 'Active' or 'Not Required' following initial review of record.

Title – select appropriate title from the drop down list

***Last Name** – this is a mandatory field, enter the Practitioner's last name. This can be entered using lower case, once the record has been saved this will be changed to Upper Case.

***First Name** – this is a mandatory field, enter the Practitioner's first name. This can be entered using lower case, once the record has been saved this will be changed to Title Case.

Middle Name – if available enter Practitioner's middle name. This can be entered using lower case, once the record has been saved this will be changed to Title Case.

Nee (Previous Last Name) – if available enter Practitioner's previous last name. This can be entered using lower case, once the record has been saved this will be changed to Upper Case. **Please note that this field is displayed on the view only screen – if the Practitioner does not wish this to be viewed by SA Health staff they will need to request that it is not recorded.

Previous First Name – if available enter Practitioner's previous first name. This can be entered using lower case, once the record has been saved this will be changed to Title Case.

Preferred Last Name – if available enter Practitioner's preferred last name. This can be entered using lower case, once the record has been saved this will be changed to Upper Case. Please note, the system is unable to search for preferred last name. Recommendation-include preferred last name in brackets in the last name category.

Preferred First Name – if available enter Practitioner's preferred first name. This can be entered using lower case, once the record has been saved this will be changed to Title Case.

***Date of Birth** – this is a mandatory field. You can either use the calendar tool to enter the date of birth or manually enter the date.

Intern / Trainee – select 'Yes' if the Practitioner is an intern or trainee or 'No' if not.

***Profession** – this is a mandatory field, select appropriate professional group, note this is the overarching professional category. When you enter a credential or scope of practice for a Practitioner you will be able to select a discipline.

Allied and Scientific Health – includes both registered and self-regulated professions

Dental Practitioner

Medical Practitioner

Nursing and Midwifery – Nurse Practitioners and Eligible Midwives only

Paramedicine – this category is currently not in use

Unregulated – Unregulated professional groups including Lifestyle Advisors, Health Promotion Officers, Counsellors.

Contract Number – for non-SA Health employees you can enter their relevant contract number if needed. This is a free text field.

SA Health Employee – if Practitioner has a CHRIS number select 'Yes', if not select 'No'

Currently Practice in CHSA – if the Practitioner works in Country Health check this box

CHSA Practicing Status – if the above box was checked then select appropriate status

Visiting – A doctor providing services to a hospital who is usually employed by another health network/hospital and who works on a sessional or fee for service basis. Visiting doctors can work regular or irregular sessions or in blocks of time including on call periods.

Resident – A doctor appointed or contracted to a permanent position in a country hospital/health service, who also resides in the local area.

Locum – A doctor temporarily appointed to a short term role or vacancy in a hospital/health service.

Gender – select appropriate gender from drop down list

CONTACT DETAILS: If person contact details are unavailable please use employment contact details.

Address Type – select appropriate address type from the drop down list

Address Line 1 – enter street address

Address Line 2 – if required enter further street address

Suburb – enter Suburb

Postcode – enter postcode

State – select appropriate State from drop down list

Mailing Address – select 'yes' from drop down list if this is the postal address for the Practitioner or 'no' if not

Contact Phone – enter a contact phone number, preferred format is 88 8888 8888

Mobile – enter a mobile phone number, preferred format is 8888 888 888

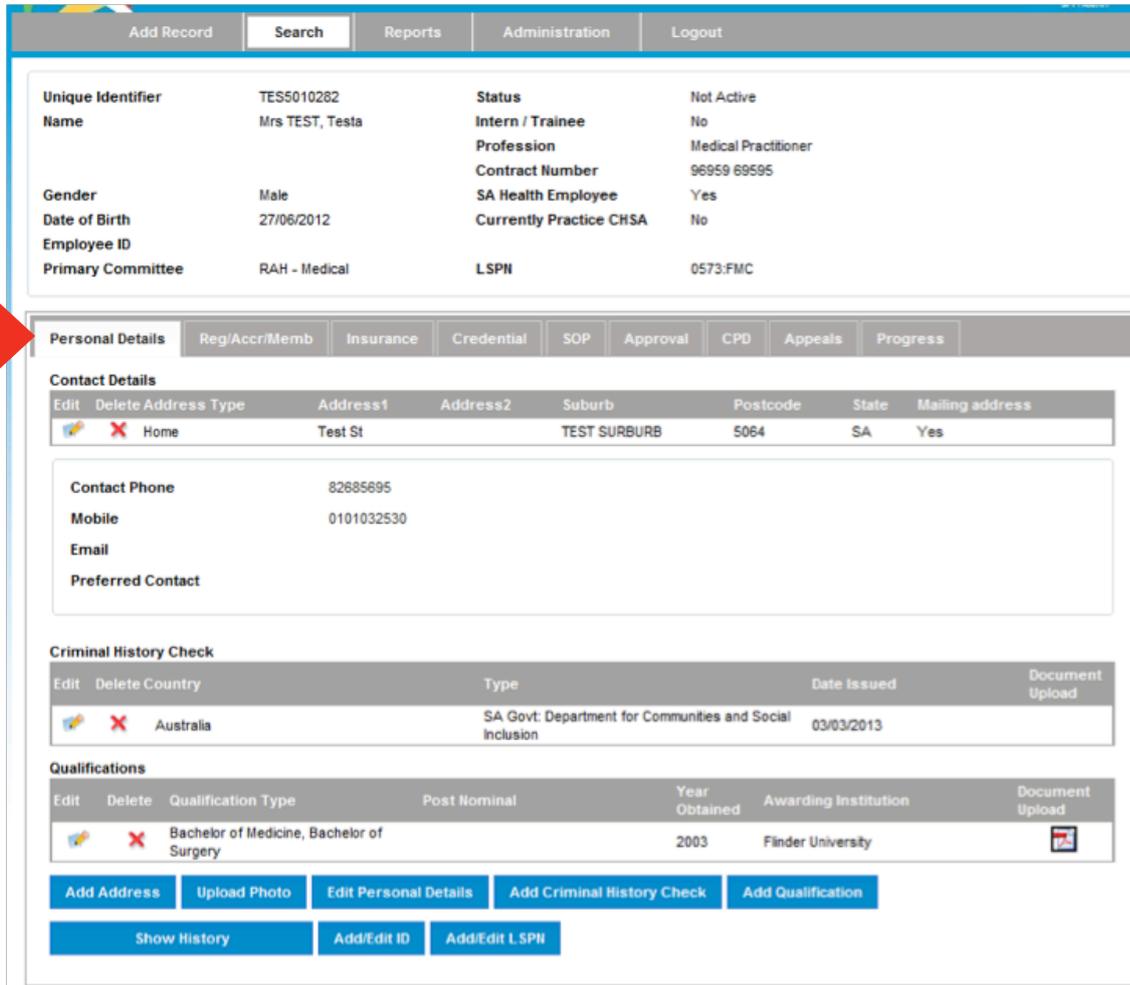
Email – enter Practitioners email address, the system will ensure you enter a correct email format

Preferred Contact – select from drop down list the Practitioner's preferred method of contact.

Date of Appointment – use the calendar tool or manually enter the date they commenced work for SA Health.

Health practitioner information page

The home page for a practitioner record is displayed below. Whatever information was entered in the 'Add Record' page will be displayed on the Personal Details tab. You can now edit this information or include additional information.



The screenshot shows a web interface for a health practitioner's record. At the top, there are navigation tabs: 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. Below this is a summary table of practitioner details:

Unique Identifier	TES5010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
Gender	Male	Profession	Medical Practitioner
Date of Birth	27/06/2012	Contract Number	96959 69595
Employee ID		SA Health Employee	Yes
Primary Committee	RAH - Medical	Currently Practice CHSA	No
		LSPN	0573:FMC

Below the summary table is a tabbed interface. The 'Personal Details' tab is selected and highlighted with a red arrow. Other tabs include 'Reg/Accr/Memb', 'Insurance', 'Credential', 'SOP', 'Approval', 'CPD', 'Appeals', and 'Progress'. Under the 'Personal Details' tab, there are three main sections:

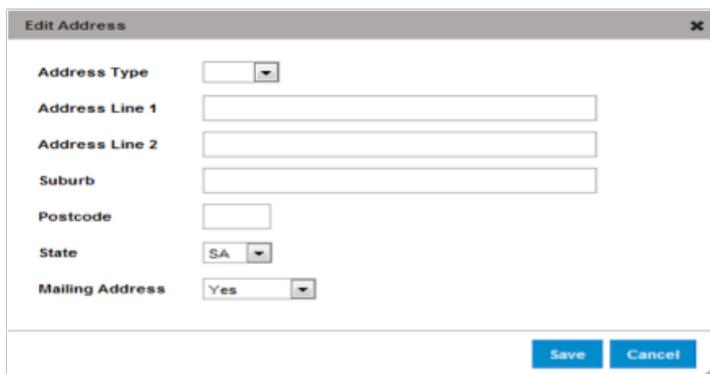
- Contact Details:** A table with columns for Edit, Delete, Address Type, Address1, Address2, Suburb, Postcode, State, and Mailing address. One entry is shown: Home, Test St, TEST SURBURB, 5064, SA, Yes.
- Contact Information:** Fields for Contact Phone (82685695), Mobile (0101032530), Email, and Preferred Contact.
- Criminal History Check:** A table with columns for Edit, Delete, Country, Type, Date Issued, and Document Upload. One entry is shown: Australia, SA Govt: Department for Communities and Social Inclusion, 03/03/2013.
- Qualifications:** A table with columns for Edit, Delete, Qualification Type, Post Nominal, Year Obtained, Awarding Institution, and Document Upload. One entry is shown: Bachelor of Medicine, Bachelor of Surgery, 2003, Flinder University.

At the bottom of the 'Personal Details' section, there are several blue buttons: 'Add Address', 'Upload Photo', 'Edit Personal Details', 'Add Criminal History Check', 'Add Qualification', 'Show History', 'Add/Edit ID', and 'Add/Edit LSPN'.

The first two boxes display the addresses and contact details that have been entered for the Practitioner. The next box contains information regarding the **Criminal History Check** status of the Practitioner and the final box displays the Qualifications of the Practitioner.

Edit address

To add a new address click the '**Add Address**' blue button at the bottom of the screen. A new screen will open where you can enter the information.



The 'Edit Address' form is a modal window with the following fields:

- Address Type: dropdown menu
- Address Line 1: text input field
- Address Line 2: text input field
- Suburb: text input field
- Postcode: text input field
- State: dropdown menu (currently set to SA)
- Mailing Address: dropdown menu (currently set to Yes)

At the bottom right of the form are 'Save' and 'Cancel' buttons.

Upload photo

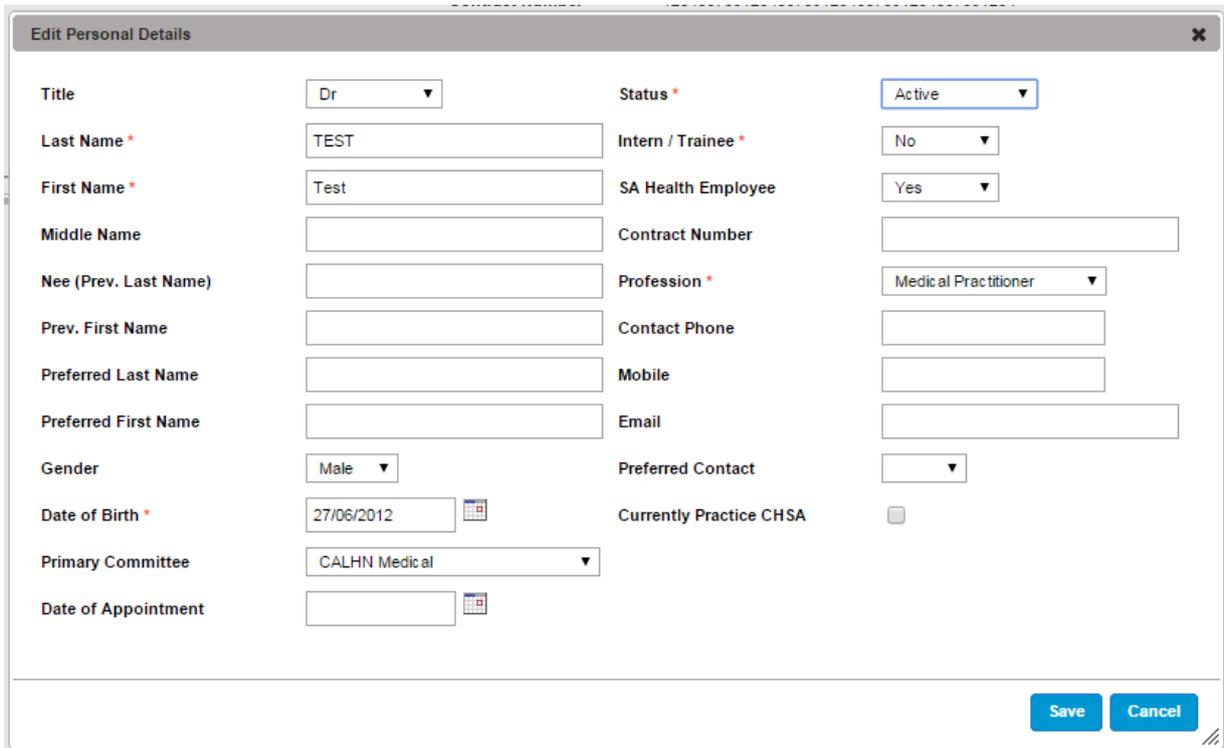
The **'Upload Photo'** blue button will allow you to add a digital image of the Practitioner. **Ensure the correct image of the Health Practitioner is uploaded into the system.** This is not mandatory however your local Credentialing Committee may mandate this practice. The image uploaded must be in a jpeg, gif or png format.



The screenshot shows a dialog box titled "Upload Practitioner Photo" with a close button (X) in the top right corner. Inside the dialog, there is a label "Upload Image *" followed by a text input field and a "Browse..." button. At the bottom of the dialog, there are two blue buttons: "Upload" and "Cancel".

Edit personal details

The **'Edit Personal Details'** blue button will allow you to edit the Practitioner's personal details displayed on the screen, other than address which has already been discussed. See 'Adding a new Health Practitioner' for further information on each field.



The screenshot shows a dialog box titled "Edit Personal Details" with a close button (X) in the top right corner. The form contains the following fields:

Title	Dr	Status *	Active
Last Name *	TEST	Intern / Trainee *	No
First Name *	Test	SA Health Employee	Yes
Middle Name		Contract Number	
Nee (Prev. Last Name)		Profession *	Medical Practitioner
Prev. First Name		Contact Phone	
Preferred Last Name		Mobile	
Preferred First Name		Email	
Gender	Male	Preferred Contact	
Date of Birth *	27/06/2012	Currently Practice CHSA	<input type="checkbox"/>
Primary Committee	CALHN Medical		
Date of Appointment			

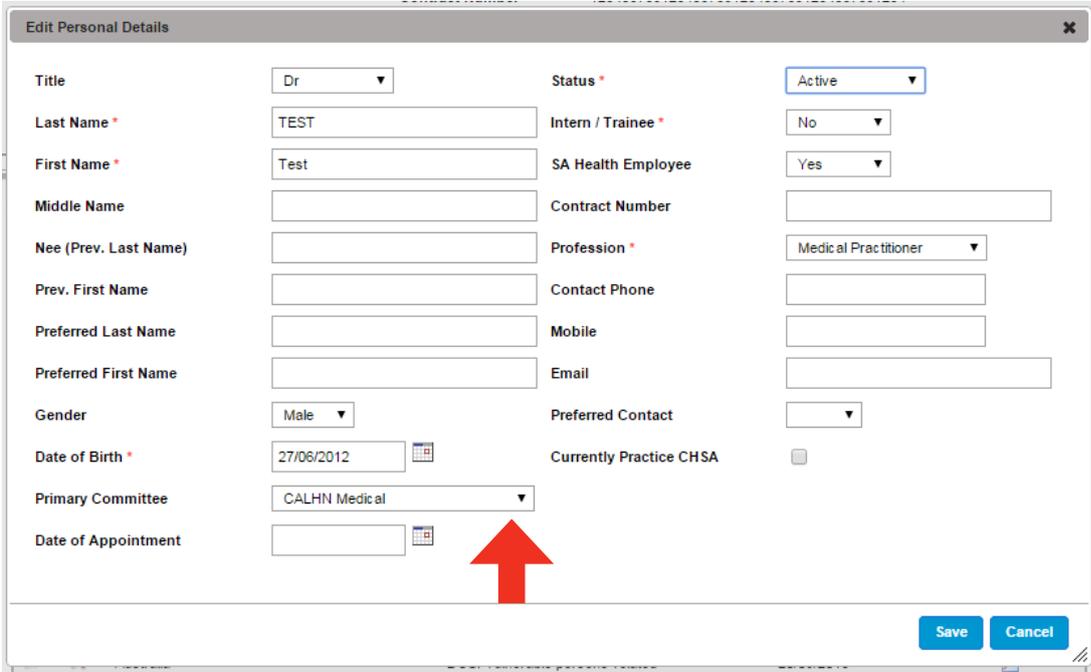
At the bottom right of the dialog, there are two blue buttons: "Save" and "Cancel".

Adding the primary committee

The '**Primary Committee**' is entered on the 'edit personal details' screen. This is where you allocate one Credentialling Committee to act as the primary owner of the Practitioner's record.



The system will only allow you to choose between the committees assigned against the Practitioner's Credentials and/or Scope of Clinical Practice. If the Practitioner does not yet have a Credential or Scope of Clinical Practice entered you will not be able to allocate the 'Primary Committee'. Once a committee has been entered for a Credential and/or Scope of Clinical Practice then this field will be automatically populated by that committee. If another committee is entered on their record then select the appropriate committee from the drop down list.



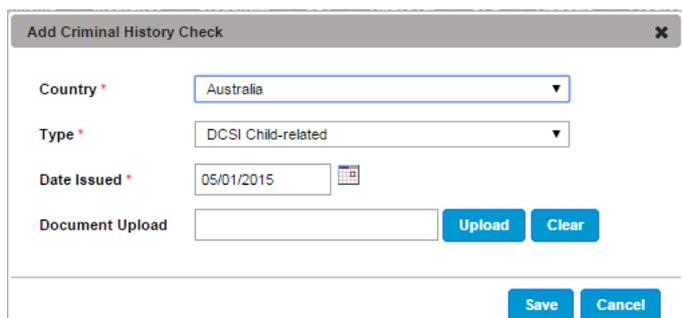
Title	Dr	Status *	Active
Last Name *	TEST	Intern / Trainee *	No
First Name *	Test	SA Health Employee	Yes
Middle Name		Contract Number	
Nee (Prev. Last Name)		Profession *	Medical Practitioner
Prev. First Name		Contact Phone	
Preferred Last Name		Mobile	
Preferred First Name		Email	
Gender	Male	Preferred Contact	
Date of Birth *	27/06/2012	Currently Practice CHSA	<input type="checkbox"/>
Primary Committee	CALHN Medical		
Date of Appointment			

For example if a Practitioner has been credentialed by the RAH Medical Credentialling Committee and has a Scope of Clinical Practice approved by both the RAH and QEH Credentialling Committees, the drop down box will only list these two committees for you to select between. **Agreement between the two committees should be reached as to which one will be the Primary Committee for that Practitioner.** In most cases this will be a logical decision based on the practitioner's primary place of employment. However in some cases an arbitrary decision may need to be made. In general the Primary Committee will be responsible for the ongoing credentialling of the Practitioner.

You can change the primary committee allocated to a Practitioner using the 'Edit Personal Details' blue button. However you should only ever change the primary committee if the other committee has accepted ownership of the Practitioner and is notified of the change being made.

Criminal history check

'Add Criminal History Check' allows you to add details regarding the Practitioner's criminal history check (CHC). Complete all fields as required and only upload the clearance email.



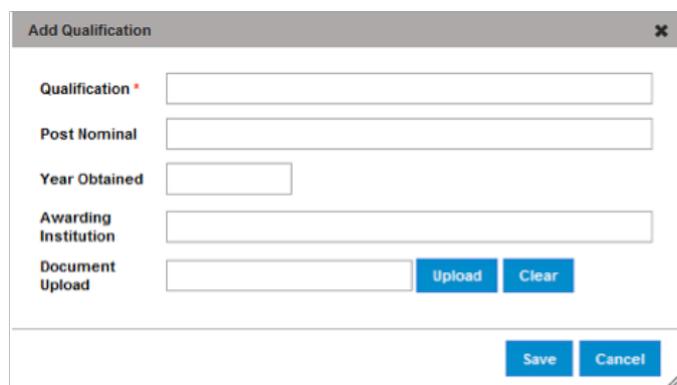
The screenshot shows a web form titled "Add Criminal History Check". It contains the following fields and controls:

- Country ***: A dropdown menu with "Australia" selected.
- Type ***: A dropdown menu with "DCSI Child-related" selected.
- Date Issued ***: A date input field containing "05/01/2015" and a calendar icon.
- Document Upload**: A text input field, followed by "Upload" and "Clear" buttons.
- At the bottom right, there are "Save" and "Cancel" buttons.

Add qualification

'Add Qualification' is where you enter details regarding a Practitioner's qualifications such as their primary qualification and any subsequent qualifications. Please upload and classify each type of verified, scanned PDF copy of the qualification. Qualifications must be entered separately and in chronological order.

- > Qualification – description of qualification i.e. Bachelor of Medicine, Bachelor of Surgery.
- > Post Nominal – Post nominal letters allowable for the Practitioner's qualifications i.e. MBBS, FRACS.
- > Year Obtained – Enter the year the qualification was obtained.
- > Awarding Institution – Enter the University or Institution that awarded the qualification.



The screenshot shows a web form titled "Add Qualification". It contains the following fields and controls:

- Qualification ***: A text input field.
- Post Nominal**: A text input field.
- Year Obtained**: A text input field.
- Awarding Institution**: A text input field.
- Document Upload**: A text input field, followed by "Upload" and "Clear" buttons.
- At the bottom right, there are "Save" and "Cancel" buttons.

Add/edit CHRIS employment number

'Add/Edit ID' allows you to either add a CHRIS employee number for a Practitioner or to edit an existing employee ID. If adding new employee ID firstly select the required CHRIS organisation from the drop down list. Please note this list reflects CHRIS organisations and not the current LHN structure. Then enter the employee ID number and click 'Save' to save the new ID.

If editing an existing employee ID, select the CHRIS Organisation of the ID you wish to edit, the employee ID number will automatically populate the next data box. Edit the employee ID number as required.

Add/Edit Personal Identifier

Edit Delete Chris Organisation Employee ID

No Employee ID Details Found

Add

Add Personal Identifier

Chris Organisation *

Employee ID *

Save Cancel

Close

The employee ID number will be visible in the personal details Tab.

You can enter more than one employee ID for a Practitioner. For those Practitioners with more than one ID, their ID will be shown in blue and underlined in the personal details section of their information page. When you hover the cursor over the employee ID a pop up box will say 'View Employee IDs'. If you click on this box you will be able to view all of the Employee IDs for the Practitioner.

Add Record Search Reports Administration Logout			
Unique Identifier	TESS010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
		Profession	Medical Practitioner
		Contract Number	96959 69595
Gender	Male	SA Health Employee	Yes
Date of Birth	27/08/2012	Currently Practice CHSA	No
Employee ID	FMC:1549758 1A	LSPN	0573:FMC
Primary Committee	RAH - Medical		



Add/edit LSPN

The LSPN (Location Specific Practice Number) is a unique identification number which is required to be submitted as a part of each medicare claim for diagnostic imaging or radiation oncology services. If required click blue button and enter in relevant information.

Add Record Search Reports Administration Logout			
Unique Identifier	TESS010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
		Profession	Medical Practitioner
		Contract Number	96959 69595
Gender	Male	SA Health Employee	Yes
Date of Birth	27/06/2012	Currently Practice CHSA	No
Employee ID	FMC:1549758 1A	LSPN	0573:FMC
Primary Committee	RAH - Medical		



The LSPN number will automatically appear on the practitioners main information page. You can add more than one LSPN. For practitioners with more than one LSPN, their LSPN will be shown in blue and underlined in the personal details section of their information page. If you click on this blue text you will be able to view all LSPN's for the Practitioner.

Registration/accreditation/membership

The second tab contains information regarding the Practitioner's Registrations, Licences, Accreditations and Memberships. Not all sections will need to be completed for each Practitioner, only those that are relevant for that Practitioner. For registration/ accreditation/ membership the system will always display the last entry regardless of its expiry date.



Personal Details **Reg/Accr/Memb** Insurance Credential SOP Approval CPD Appeals Progress

Registration Show Expired Registrations

Edit	Delete	Profession	Registration Board	Registration No.	Reg. Type / Sub-Type	Division	Speciality	Sub Speciality	Reg. Expiry	More Details
		Medical Practitioner	Medical Board of Australia	MED0000993741	Specialist	-	Physician	Cardiology	30/09/2014	Yes

Licence Show Expired Licences

Edit	Delete	Licence	Licence No.	Expiry	Conditions
No Licence Details Found					

Accreditation Show Expired Accreditations

Edit	Delete	Accreditation	Accredited	Accr. No.	Accr. Expiry
No Accreditation Details Found					

Professional Association Membership Show Expired Memberships

Edit	Delete	Professional Association	Eligible	Member	Member Type	Member No.	Member Expiry
No Membership Details Found							

[Add Registration](#) [Add Licence](#)
[Add Accreditation](#) [Add Professional Association](#)
[Show History](#)



Add registration

'Add Registration' will allow you to enter a Practitioner's registration details. This section is only used for Australian Health Practitioner Regulation Agency (AHPRA) Registrations.

1. Profession – select the appropriate profession for the Practitioner
2. Registration Board – this will automatically be entered after profession selection
3. Registration number -free text field to enter registration number. This needs to be in the identical 12 digit format to how it is listed in the practitioner's record on the AHPRA website.
4. Registration type – this will match the AHPRA registration type. Depending on what is selected a further box may then appear which requires further detail, for example if 'Specialist' is selected under registration type then you will be required to enter the Specialty. .
5. Expiry date – enter registration expiry date
6. Endorsements, Conditions, Undertakings, Notations and Reprimands – free text fields to enter information as per the Practitioner's AHPRA registration information.



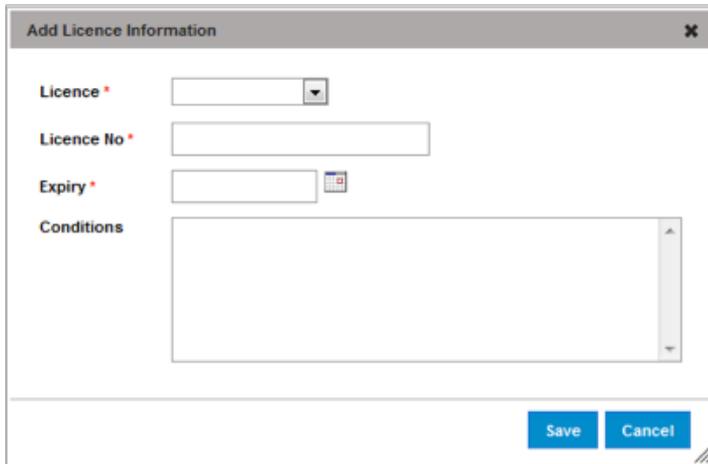
The screenshot shows a web form titled "Add Registration" with a close button (X) in the top right corner. The form contains the following fields:

- Profession ***: A dropdown menu.
- Registration Board**: A label above a text input field.
- Registration No. ***: A text input field.
- Registration Type ***: A dropdown menu.
- Expiry Date ***: A date picker field.
- Endorsements**: A text area with a vertical scrollbar.
- Conditions**: A text area with a vertical scrollbar.
- Undertakings**: A text area with a vertical scrollbar.
- Notations**: A text area with a vertical scrollbar.
- Reprimands**: A text area with a vertical scrollbar.

At the bottom right of the form, there are two buttons: "Save" and "Cancel".

Add licence

'Add Licence' will allow you to enter licence information for any practitioner (e.g. Radiologist, radiographer) that require a Radiation Licence from the Environment Protection Authority. Complete all required fields.



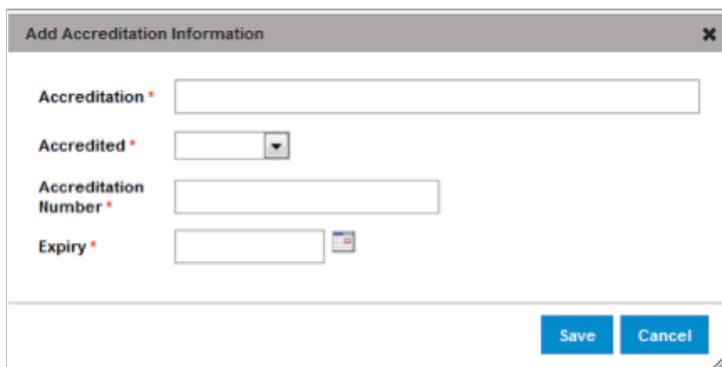
The screenshot shows a window titled "Add Licence Information" with a close button (X) in the top right corner. The form contains the following fields:

- Licence ***: A dropdown menu.
- Licence No ***: A text input field.
- Expiry ***: A date picker field.
- Conditions**: A large text area for entering conditions.

At the bottom right of the form are two buttons: "Save" and "Cancel".

Add accreditation

'Add Accreditation' will allow you to enter accreditation information for the Practitioner. Complete all required information.



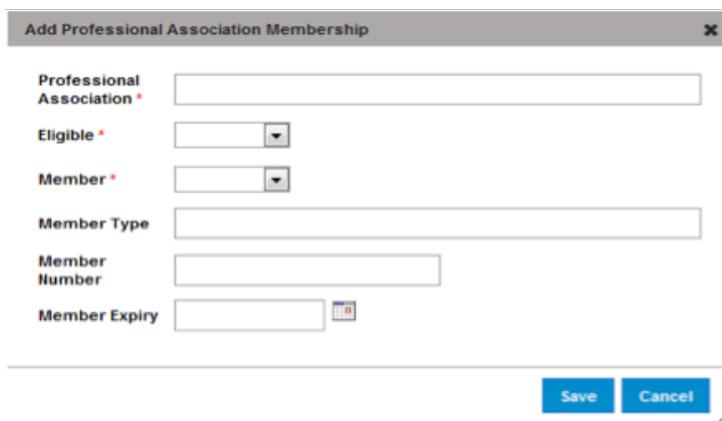
The screenshot shows a window titled "Add Accreditation Information" with a close button (X) in the top right corner. The form contains the following fields:

- Accreditation ***: A text input field.
- Accredited ***: A dropdown menu.
- Accreditation Number ***: A text input field.
- Expiry ***: A date picker field.

At the bottom right of the form are two buttons: "Save" and "Cancel".

Add professional association

'Add Professional Association Membership' will allow you to enter the Practitioner's professional association memberships. Complete all relevant and required information available.



The screenshot shows a window titled "Add Professional Association Membership" with a close button (X) in the top right corner. The form contains the following fields:

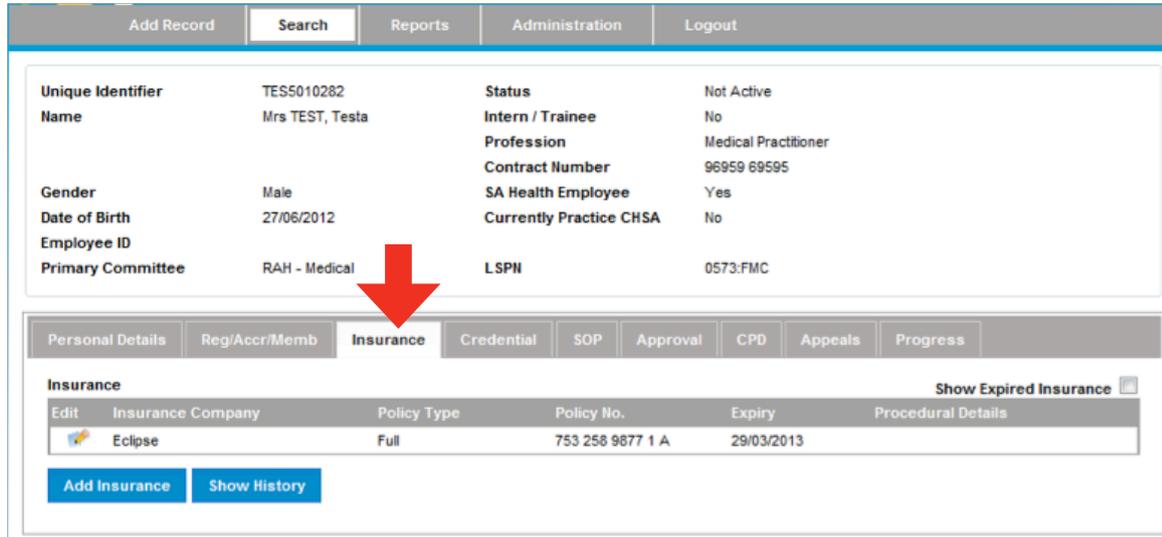
- Professional Association ***: A text input field.
- Eligible ***: A dropdown menu.
- Member ***: A dropdown menu.
- Member Type**: A text input field.
- Member Number**: A text input field.
- Member Expiry**: A date picker field.

At the bottom right of the form are two buttons: "Save" and "Cancel".

Insurance

The third tab relates to Practitioners that are required to have their own professional indemnity cover i.e. for services offered to private patients in the public health system which are outside of their employment contract.

You can enter more than one Insurance policy.



The screenshot shows a user profile page with a navigation bar at the top containing 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. The profile information is displayed in a grid format:

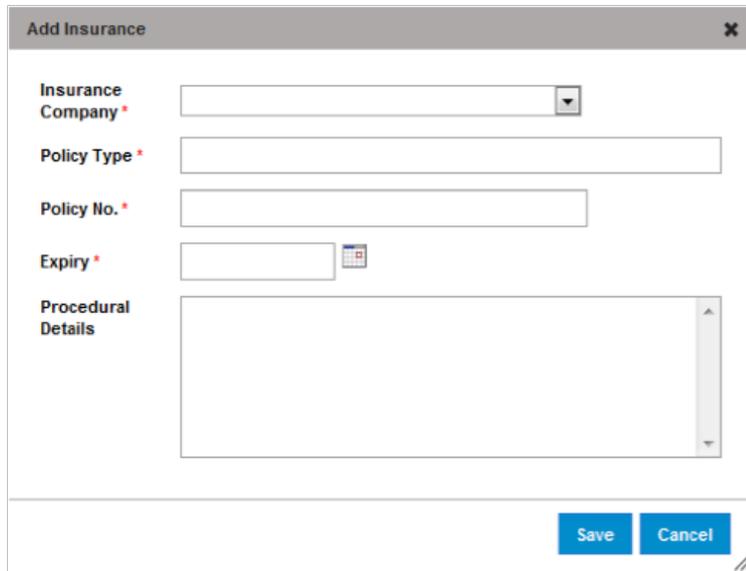
Unique Identifier	TESS010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
		Profession	Medical Practitioner
		Contract Number	96959 69595
Gender	Male	SA Health Employee	Yes
Date of Birth	27/06/2012	Currently Practice CHSA	No
Employee ID		LSPH	0573:FMC
Primary Committee	RAH - Medical		

Below the profile information is a tabbed interface with the following tabs: 'Personal Details', 'Reg/Accr/Memb', 'Insurance' (selected), 'Credential', 'SOP', 'Approval', 'CPD', 'Appeals', and 'Progress'. A red arrow points to the 'Insurance' tab. The 'Insurance' tab content includes a table with the following data:

Edit	Insurance Company	Policy Type	Policy No.	Expiry	Procedural Details
	Eclipse	Full	753 258 9877 1 A	29/03/2013	

At the bottom of the Insurance tab are two buttons: 'Add Insurance' and 'Show History'. A 'Show Expired Insurance' checkbox is also present.

Select the **'Add Insurance'** blue button to enter Insurance details. Complete all relevant fields. There is a free text Box for Procedural details.



The 'Add Insurance' form is a modal window with the following fields:

- Insurance Company ***: A dropdown menu.
- Policy Type ***: A text input field.
- Policy No. ***: A text input field.
- Expiry ***: A date picker.
- Procedural Details**: A large text area for free text entry.

At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

Credential

The fourth tab is where a practitioner's Credentialling status information is located. If the practitioner has already had a credential entered and it is still current it will be displayed under 'Credentials'. If it has expired you will need to check the 'Show Expired Credentials' box to display.

As a Credentialling Officer, you will be able to edit an existing credential if your Credentialling Committee was assigned as the primary committee. Credentialling Officers from other committees will only be able to view this information.

SA Health Credentialling and Scope of Clinical Practice System for Health Practitioners

Government of South Australia SA Health

Add Record Search Reports Administration Logout

Unique Identifier: TESS010282 Status: Not Active
Name: Mrs TEST, Testa Intern / Trainee: No
Profession: Medical Practitioner
Contract Number: 96959 69595
Gender: Male SA Health Employee: Yes
Date of Birth: 27/06/2012 Currently Practice CHSA: No
Employee ID: Primary Committee: RAH - Medical LSPN: 0573:FMC

Personal Details Reg/Accr/Memb Insurance Credential SOP Approval CPD Appeals Progress

Credentials [Show Expired Credentials](#)

Edit	Categorisation	Specialty / Clinical Domain	Sub-Specialty	Date	Expiry	Committee	Limitations / Conditions	Additional Information	Document Upload
	Medical Practitioner	General Practice	GP Supervisor	20/06/2012	03/07/2014	QEH - Medical	test Limitations and conditions	No	No
	Medical Practitioner	Dermatology	-	27/06/2012	25/07/2013	RAH - Medical	Nil	No	No

Add Credential Show History

Letters

- Credentialling Approved
- Credentialling Renewal
- Credentialling and SOP Approval
- Credentialling and SOP Renewal

Please note that SA Health Credentialling Committees mutually recognise credentialling processes from other committees. Only enter a new credential for a practitioner if it is a different Credential Category to the current approved credential.

1. Category – select the category from the drop down list that the Practitioner has been credentialled as. Following the initial selection further boxes may then display depending on the category. For example if 'Specialist Medical Practitioner' is selected as the first credentialling category, you will then be required to enter a 'Specialty' and then for some specialties you will be required to enter a 'Sub-specialty'. A full list of the credential categories is provided in Appendix 1.
2. Date Credentialled– enter the date that the Credentialling Committee approved the credential
3. Expiry – enter the date the credential will expire
4. Committee – select the approving committee from the drop down list
5. Limitations/Conditions – free text field to enter any limitations or conditions on the credential
6. Additional Information – select 'Yes' if you hold additional information regarding the Practitioner's credentialling status that is not entered onto the CSCPS
7. Comments – free text field to enter comments (only the Credentialling Officers assigned to the approving committee will be able to view these comments).

Letters:

There are four options to create letters from this screen. These are:

Credentiaing Approved – this will generate a letter addressed to the Health Practitioner with the details of their credential approval.

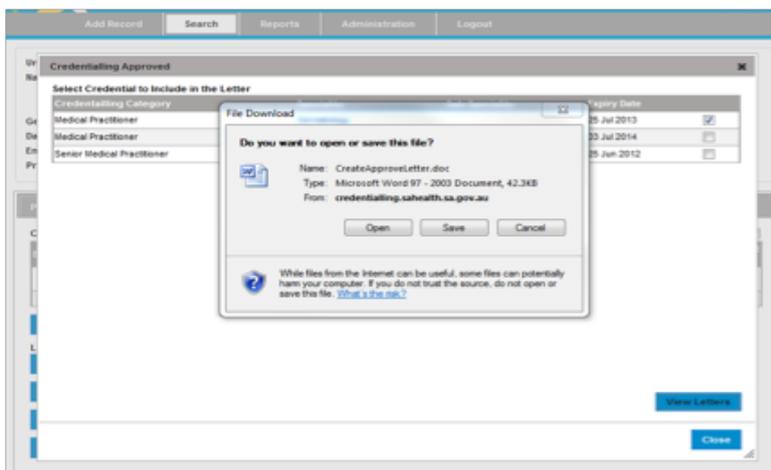
Credentiaing Renewal – this will generate a letter addressed to the Health Practitioner advising them that their credential approval is due to expire and that they are required to renew this.

Credentiaing and Scope of Practice Approved – this will generate a letter addressed to the Health Practitioner with the details of their credential and scope of practice approval.

Credentiaing and Scope of Practice Renewal – this will generate a letter addressed to the Health Practitioner advising them that their credential and scope of practice approval is due to expire and that they are required to renew this.

To generate a letter:

1. Click on the required letter button
2. A new screen will open where you will be required to select the credential and scope of practice record that will be included in the letter
3. Select the required records and click the blue 'View Letter' button
4. You will then be prompted to either 'Open' the letter or 'Save' the letter
5. Click 'Open' and the letter will be opened as a Word format. You can edit the document as required.



Scope of Clinical Practice (SOP)

The fifth tab is where Scope of Clinical Practice information is maintained. If the Practitioner has already had a SOP entered and it is still current it will be displayed.

Depending on your level of access you may be able to edit an existing SOP, but only if it was assigned to your Credentialling Committee. For example the Practitioner below has a SOP approved by the SALHN-Medical Credentialling Committee. Therefore only Credentialling Officers assigned to the SALHN-Medical committee will be able to edit this SOP. Credentialling Officers from other committees will be able to view these details but will not have editing rights.

SA Health Credentialling and Scope of Clinical Practice System for Health Practitioners

Government of South Australia SA Health

Add Record Search Reports Administration Logout

Unique Identifier	TESS010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
		Profession	Medical Practitioner
		Contract Number	96959 69595
Gender	Male	SA Health Employee	Yes
Date of Birth	27/06/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee	RAH - Medical	LSPN	0573:FMC

Personal Details Reg/Accr/Memb Insurance Credential **SOP** Approval CPD Appeals Progress

Committee

Health Unit GO Clear Show Expired SOP

Edit	Committee	Health Unit	Service / Division	Clinical Unit	SOP	Date Effective	Expiry Date	Perf Review	Doc. Upload	More Details
	NALHN - Medical	Modbury	Division of Medicine	Geriatrics	Full Scope	05/03/2013	30/03/2013			No

Add Scope of Practice Show History

Letters

Scope of Practice Approval

Scope of Practice Renewal

- > If there is a large amount of text saved into the SOP field, only the first few lines of the SOP will display on the screen. Click the cursor on the underlined text and a new box will open displaying the full SOP text.
- > At the end of the SOP display is a 'More Details' heading, if **'Yes'** is displayed under the heading then there are other details for this SOP that are not displayed on the screen. Click on the **'Yes'** and the full SOP page will be displayed.
- > As some Practitioners may have a number of SOPs entered on the system from a variety of Committees, there is the ability to only display the SOPs that are relevant to one Committee. If you wish to show only the SOPs relevant to the one Committee select the appropriate committee from the drop down box, if required you will then be able to select an appropriate Health Unit related to that Committee in the 'Health Unit' box underneath. Click 'GO' and the SOPs displayed will be limited to only those matching the selected Committee and/or Health Unit. Click 'Clear' to display all SOPs again.

To add a new SOP click the **'Add Scope of Practice'** blue button.

1. Committee – select the approving committee from the drop down list. Once the committee is selected it will then allow you to select a Health Unit belonging to that committee. If available you are then able to enter a Service Unit and Clinical Unit. The Health Unit is mandatory.
2. SOP – enter the information regarding the Practitioners approved scope of clinical practice. This is a free text field.
3. Date Effective – enter the date that the Credentialling Committee approved the SOP
4. Review Date – enter the date the SOP will expire. This should not exceed the date that the practitioner's credentials expires. It can be for a shorter duration.
5. Performance Review and Development Plan – enter the date the Practitioner had their most recent performance review
6. Limitations/Conditions – free text field to enter any limitations or conditions on the SOP
7. Additional Information – select yes if you hold additional information regarding the Practitioner's SOP status that is not entered onto the CSCPS
8. Currently Practice – this field is used to identify those Practitioners that may no longer be working but have a current SOP. Select 'yes' if the Practitioner is currently practicing or 'no' if they are not.
9. Short Term – this field is used to flag those Practitioners with a short term SOP only i.e. visiting specialists. Select the appropriate reason from the drop down list for the short term SOP.
10. Admitting Rights – If the Practitioner has admitting rights select 'yes' from the drop down list or 'no' if they do not.

Add Scope of Practice [X]

Committees * [Dropdown]

SOP * [Text Area]

Date Effective * [Date Picker]

Expiry Date * [Date Picker]

Date Performance Review Completed [Date Picker]

Limitations / Conditions [Text Area]

Additional Information [Dropdown]

Currently Practice [Dropdown]

Short Term [Dropdown]

Admitting Rights [Dropdown]

Document Upload [Text Input] [Upload] [Clear]

[Save] [Cancel]

Letters:

There are two options to create letters from this screen. These are:

SOP Approved – this will generate a letter addressed to the health Practitioner with the details of their SOP approval.

SOP Renewal – this will generate a letter addressed to the health Practitioner advising them that their SOP approval is due to expire and that they are required to renew their SOP.

To generate a letter: Please see page 22 for instructions on how to generate letters.

Approval

The sixth tab is where information regarding the Approval process is maintained. To edit or delete an existing Approval, select the appropriate editing icon displayed. To add a new approval process, click the **'Add Approval'** blue button.

SA Health Credentiaリング and Scope of Clinical Practice System for Health Practitioners

Government of South Australia SA Health

Add Record Search Reports Administration Logout

Unique Identifier	TESS010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
		Profession	Medical Practitioner
		Contract Number	96959 69595
Gender	Male	SA Health Employee	Yes
Date of Birth	27/06/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee	RAH - Medical	LSPN	0573.FMC

Personal Details Reg/Accr/Memb Insurance Credential SOP Approval CPD Appeals Progress

Edit	Committee	Letter Sent	Form Received	Review Date	Approved	Checklist
No Approval Found						

Add Approval Show History

Letters Generated Log

Delete	Letter Type	Date Generated
X	Credentiaリング Approval	27/03/2013
X	Scope of Clinical Practice Approval	27/03/2013

Complete all relevant and required sections.

Add Approval

Committee *

Date reminder letter sent

Date application form received

Date application to be reviewed by Credentiaリング Committee

Date application approved by Credentiaリング Committee

Requirement Checklist

Board Registration Section 57 Scan

Curriculum Vitae Independent Reference Checks

Continuing Prof. Dev. (e.g. CME, MOPS) Certified Copy of Qualification

Internet / Media Search Immunity Clearance

Other

Save Cancel

Requirement Checklist

– tick items that have been undertaken during the credentiaリング process, for example if the Practitioners CV was reviewed, referee checks completed and board registration confirmed then these items would be selected. If you wish to include another item then select 'Other' and enter a description in the free text field.

Continuing Professional Development (CPD)

The seventh tab is where information regarding Continuing Professional Development (CPD) is maintained.

SA Health Credentialement and Scope of Clinical Practice System for Health Practitioners

Government of South Australia
SA Health

Add Record Search Reports Administration Logout

Unique Identifier	TES5010282	Status	Not Active
Name	Mrs TEST, Testa	Intern / Trainee	No
Gender	Male	Profession	Medical Practitioner
Date of Birth	27/06/2012	Contract Number	96959 69595
Employee ID		SA Health Employee	Yes
Primary Committee	RAH - Medical	Currently Practice CHSA	No
		LSPN	05

Personal Details Reg/Accr/Memb Insurance Credential SOP Approval **CPD** Appeals Progress

Edit	Delete	Course / Evidence	Entity	Due Date	Date Attended / Evidence Provided	Document Upload
		test course evidence	test entity	10/08/2012	27/05/2012	

Add CPD Show History

To edit or delete an existing CPD, select the appropriate editing icon displayed. To add a new a CPD process, click the **'Add CPD'** blue button and complete all relevant fields.

Add CPD Information

Course / Evidence *

Entity

Due Date

Date Attended/Evidence Provided

Document Upload Upload Clear

Save Cancel

Appeals

The eighth tab is where information regarding an Appeal Meeting and Limitation of Practice is maintained.

Unique Identifier	TESS010858	Status	Active
Name	TEST ALLIED HEALTH, Test Allied Health	Intern / Trainee	No
		Profession	Allied and Scientific Health
		Contract Number	
Gender	Female	SA Health Employee	Yes
Date of Birth	01/01/1965	Currently Practice CHSA	No
Employee ID			
Primary Committee	WCHN - Allied Health	LSPN	

Personal Details | Reg/Accr/Memb | Insurance | Credential | SOP | Approval | CPD | **Appeals** | Progress

Appeal Meeting

Edit	Committee	Letter Sent	Appeal Meeting Date	Comments
No Appeal Meetings Found				

Limitation of Practice

Edit	Committee	Date of Limitation of Practice	Comments
No Limitation of Practice Found			

[Add Appeal Meeting](#) [Add Limitation of Practice](#)

Complete all relevant fields and enter any comments in the free text field.

Add Appeal Meeting Information

Committee * [Dropdown]

Letter Sent [Text Field]

Appeal Meeting Date [Text Field]

Comments [Text Area]

[Save](#) [Cancel](#)

Add limitation of practice

Add Limitation of Practice ✕

Committee *

Date of Limitation of Practice * 

Reason for Limitation of Practice *

Progress

The final tab 'Progress' allows you to enter comments regarding the progress of the credentialling process for that Practitioner. The progress notes can be used to capture information that cannot be recorded in other fields within the database. Click the **'Add Progress'** blue button to enter comments.

The screenshot shows the SA Health Credentialling and Scope of Clinical Practice System for Health Practitioners interface. The top navigation bar includes 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. The main content area displays a practitioner's details in a table format:

Unique Identifier	TESS010858	Status	Active
Name	TEST ALLIED HEALTH, Test Allied Health	Intern / Trainee	No
		Profession	Allied and Scientific Health
Gender	Female	Contract Number	
Date of Birth	01/01/1965	SA Health Employee	Yes
Employee ID		Currently Practice CHSA	No
Primary Committee	WCHN - Allied Health	LSPN	

Below the details is a tabbed interface with 'Progress' selected. A table below the tabs shows 'No Progress Found'. A red arrow points to the 'Add Progress' button.

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Enter the current date and any other relevant information. This information can be viewed by all people with Medical/Dental Credentialling Officer Level access to the credentialling system.

The 'Add Progress' dialog box contains the following fields and controls:

- Progress Date ***: A text input field with a calendar icon to its right.
- Notes ***: A large text area for entering progress notes.
- Save** and **Cancel**: Two buttons at the bottom right of the dialog.

Reports

The top link to **'Reports'** shows a list of reports available to you with a short description about each. Click the blue button to select and customise the report.

The screenshot shows the 'Reports' section of the SA Health Credentialement and Scope of Clinical Practice System for Health Practitioners. The page has a blue header with the system name and the Government of South Australia logo. Below the header is a navigation bar with links for 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. The main content area is titled 'The following are a list of Reports that are available.' and lists six report types, each with a description and a corresponding blue button to select the report.

Report Name	Description	Action Button
Practitioner Report	This report allows you to report over Practitioners and their Credentials for a Profession, Committee, LSPN or LHN. Users are able to exclude expired credentials from the report.	Practitioner Report
Credentials Report	This report allows you to report over Credentials for a Profession, Committee or LHN. Users are able to view those that are approaching expiry and exclude expired Credentials.	Credential Report
Scope of Practice Report	This report allows you to report over Scope of Practice for a Profession, Committee, LSPN or LHN. Users are able to view those that are approaching expiry and exclude expired Scope of Practice.	SOP Report
Registration Report	This report allows you to report over Registrations for a Profession, Committee, LSPN or LHN. Users are able to view those that are approaching expiry and exclude expired registrations.	Registration Report
Insurance	This report allows you to report over Credentials for a Profession, Committee, LSPN or LHN. Users are able to view those that are approaching expiry and exclude expired insurances.	Insurance Report
Criminal History Check	This report allows you to report over Credentials for a Profession, Committee, LSPN or LHN. Users are able to view those that are approaching expiry.	CHC Report

Each report screen will have a range of options to select from to customise the report. Select the appropriate option from one or more of the drop down lists. If you need the report to display expired records select Include Expired box.

The Reports open in the CSCPS. You can export the report into an Excel, PDF or Word format for use.

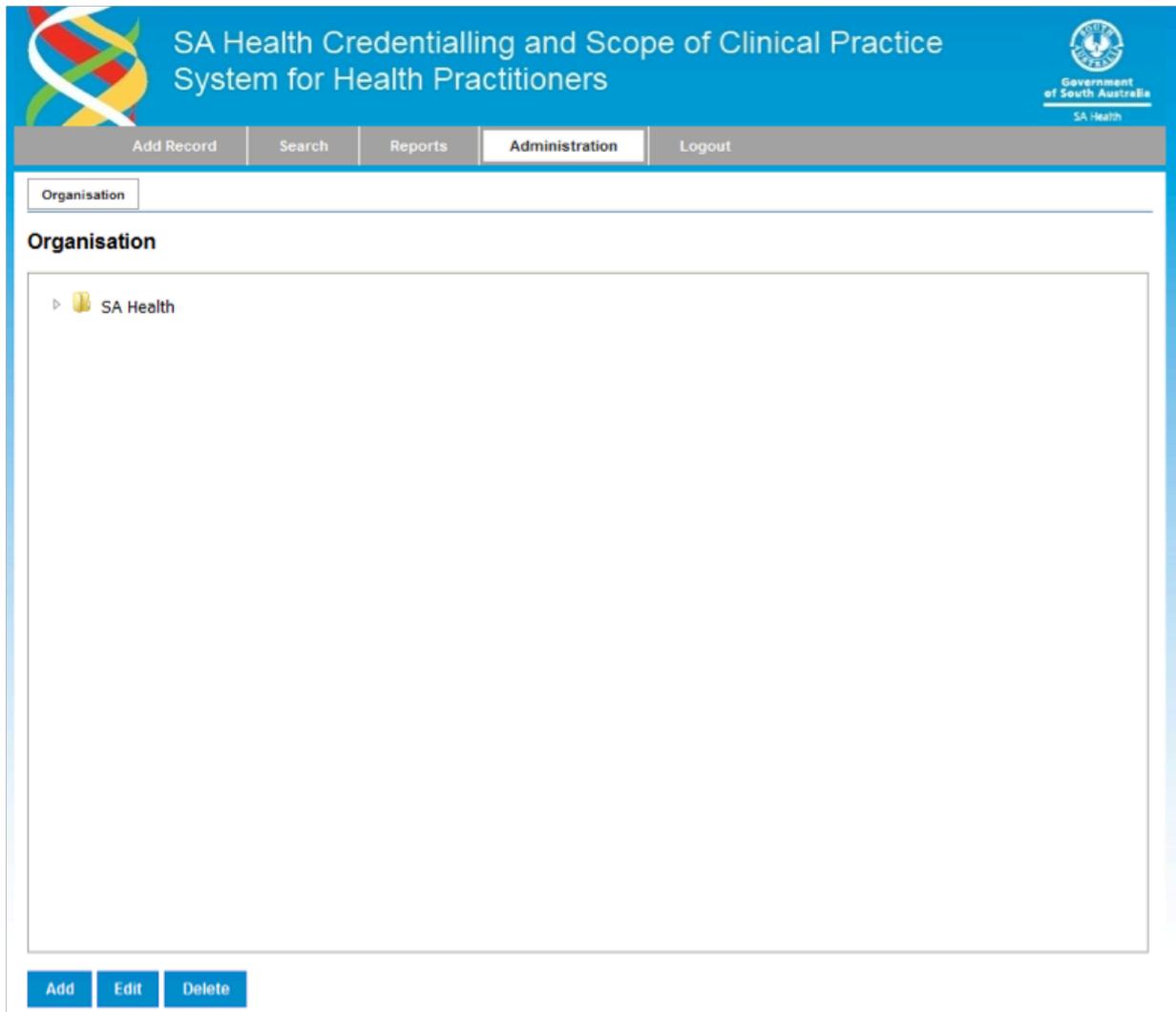


You may customise a report further by selecting "Select Fields" and adding or removing items.

Administration

Credentiaing Officer level access will enable you to update the organisational structure for your assigned site. For example the SALHN Credentiaing Officer will only be able to edit the organisation tree for SALHN – **Please discuss organisational changes required with the System Administrator before modifying.**

To change organisational structure click on the **'Administration'** tab at the top of the screen. The only option available to you will be **'Organisation'**.



The screenshot displays the 'Administration' interface of the SA Health Credentiaing and Scope of Clinical Practice System. The header includes the system name and the Government of South Australia logo. A navigation bar contains 'Add Record', 'Search', 'Reports', 'Administration' (selected), and 'Logout'. The main content area is titled 'Organisation' and shows a tree view with a single node 'SA Health' (indicated by a folder icon). Below the tree view are three buttons: 'Add', 'Edit', and 'Delete'.

Click 'SA Health' to drop down the next layer of organisations and so on. The Organisation Tree follows the following structure: **SA Health – LHN – Cluster – Health Unit – Service/Division – Clinical Unit**

Not all LHN's use 'Cluster' and therefore their structure will skip from LHN – Health Unit. If you hover the cursor over a heading it will display what level that organisation is.

Clicking each level will then show you the next level underneath. If the organisation is displayed with a 'folder' icon then you know that there are more layers underneath. If the organisation is displayed with a 'page' icon then there are no further layers

The screenshot displays the 'Administration' section of the SA Health system. At the top, there is a navigation bar with 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. Below this is a search bar labeled 'Organisation'. The main content area is titled 'Organisation' and contains a hierarchical tree view of health organisations. The tree starts with 'SA Health' at the root, which is expanded to show several sub-organisations. 'Adelaide Metropolitan Mental Health Directorate' is highlighted in blue. Other sub-organisations include 'Central Adelaide Local Health Network' (which is further expanded to show 'CALHN Primary Health Care', 'GP Plus HCC - Woodville', 'Hampstead Rehabilitation Hospital', 'Pregnancy Advisory Centre', 'Surgery', 'RAH', 'St Margaret's', 'Statewide Services', and 'TQEH'), 'Country Health Local Health Network', 'DASSA', 'Department for Health and Ageing', 'Northern Adelaide Local Health Network', 'SA Ambulance Service', 'Southern Adelaide Local Health Network', and 'Women's and Children's Health Network'. At the bottom of the tree view, there are three buttons: 'Add', 'Edit', and 'Delete'.

You can edit the name of an organisation by clicking on the required organisation to be edited and then clicking on the **'Edit'** blue button.

You can add a new organisation. To do this select the parent organisation, click **'Add'** and enter the organisation name and correct level within the tree.

You can delete an organisation by using the **'Delete'** button; however you are only able to do this if the organisation is not in use. For example if a Practitioner has a SOP record allocated against that organisation, you will need to edit the Practitioner's record before deleting the organisation in the tree.

System Administrator Contact Details

Please contact the System Administrator for assistance with any of the following:

- > Problems encountered using the system
- > Changes required to the system, including new items to be added to drop down lists
- > Access to the system and setting up new users
- > Training

CSCPS@health.sa.gov.au

Ph: 8226 6422

If the System is not available outside of normal business hours please contact the Hospital After Hours ICT Support Group for assistance.



For more information

SA Health
Safety and Quality Unit
11 Hindmarsh Square
Adelaide SA 5000
Telephone: 08 8226 6422
www.sahealth.sa.gov.au/safetyandquality



www.ausgoal.gov.au/creative-commons

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