

Credentialling and Scope of Clinical Practice System for Allied & Scientific Health Professionals

Allied Health User Guide



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Purpose of this document

This document is intended to provide guidance to Allied Health practitioners who are required to enter information on the SA Health Credentialling and Scope of Clinical Practice System (CSCPS).

System Overview

The Credentialling and Scope of Clinical Practice System (CSCPS) is a web based application that is used to maintain a consistent and centralised data set of information pertaining to Health Practitioners credentials and scope of clinical practice. It allows the safe and efficient storing of CSCPS data in a centralised and web accessible system.

System issues

Please contact your Super-User in your LHN for assistance with any of the following:

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

Allied Health Practitioners are not required to complete all fields on CSCPS database.

Allied Health are only required to complete the four (4) fields below:

1. Person details
2. Registration /accreditation /membership
3. Credential
4. Scope of Practice (SOP)

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	TES5005399	Status	Not Required
Name	Mr TEST3, Test	Intern / Trainee	
		Profession	Allied and Scientific Health
		Contract Number	access
Gender	Male	SA Health Employee	Yes
Date of Birth	01/04/1975	Currently Practice CHSA	No
Employment ID	ACC345		
Primary Committee	SAMI - Allied Health		

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

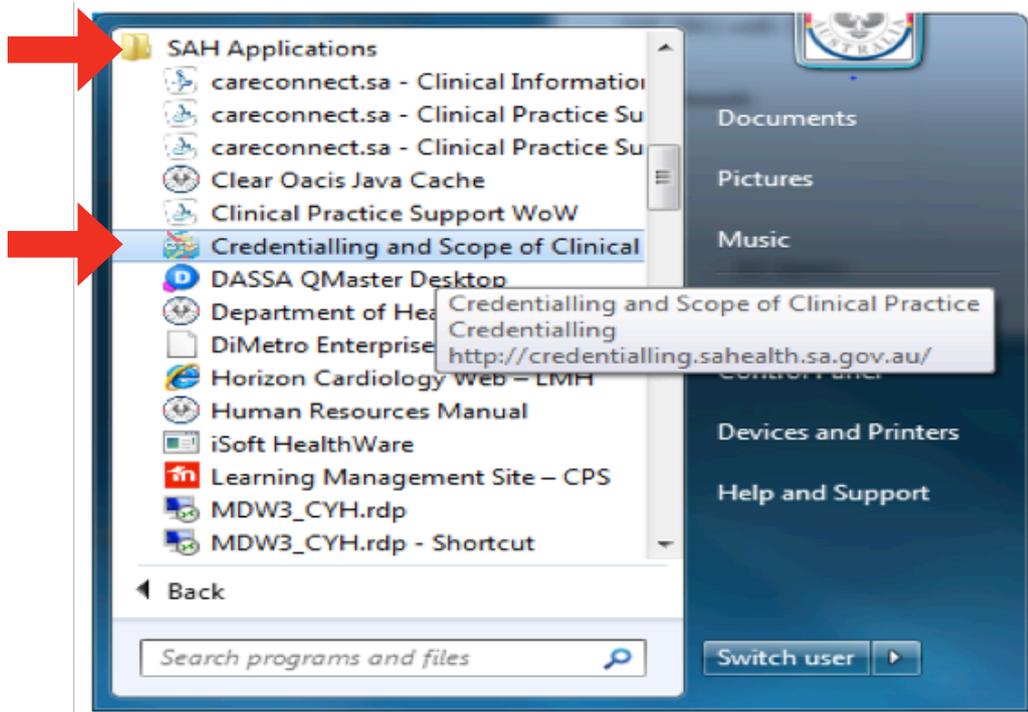
Contact Details

Edit	Delete	Address Type	Address1	Address2	Suburb	Postcode	State	Mailing address
		Work	Royal Adelaide Hospital	North Terrace	ADELAIDE	5000	SA	Yes

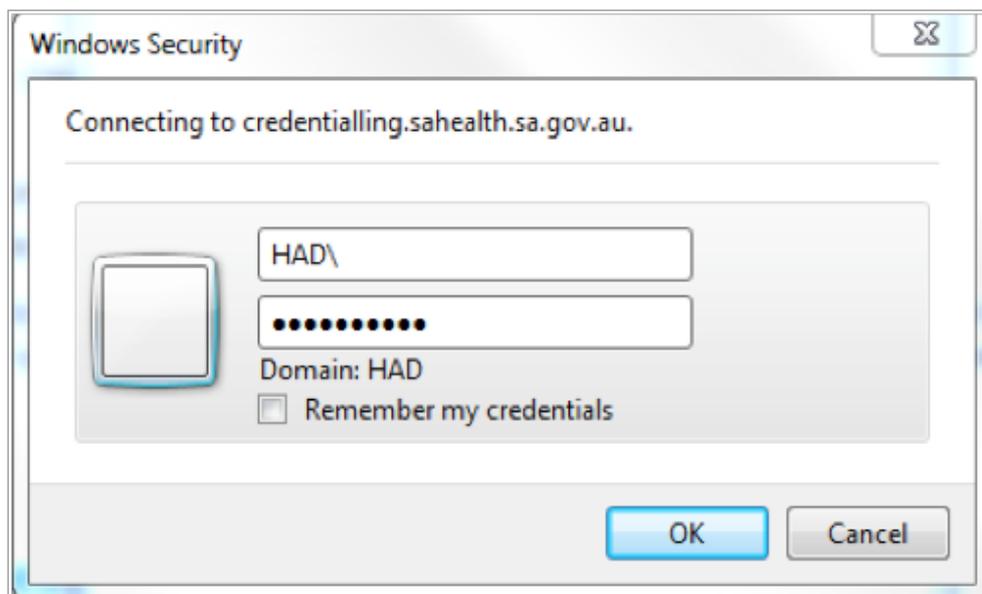
System Access and Log In

The CSCPS is available on all SA health computers via;

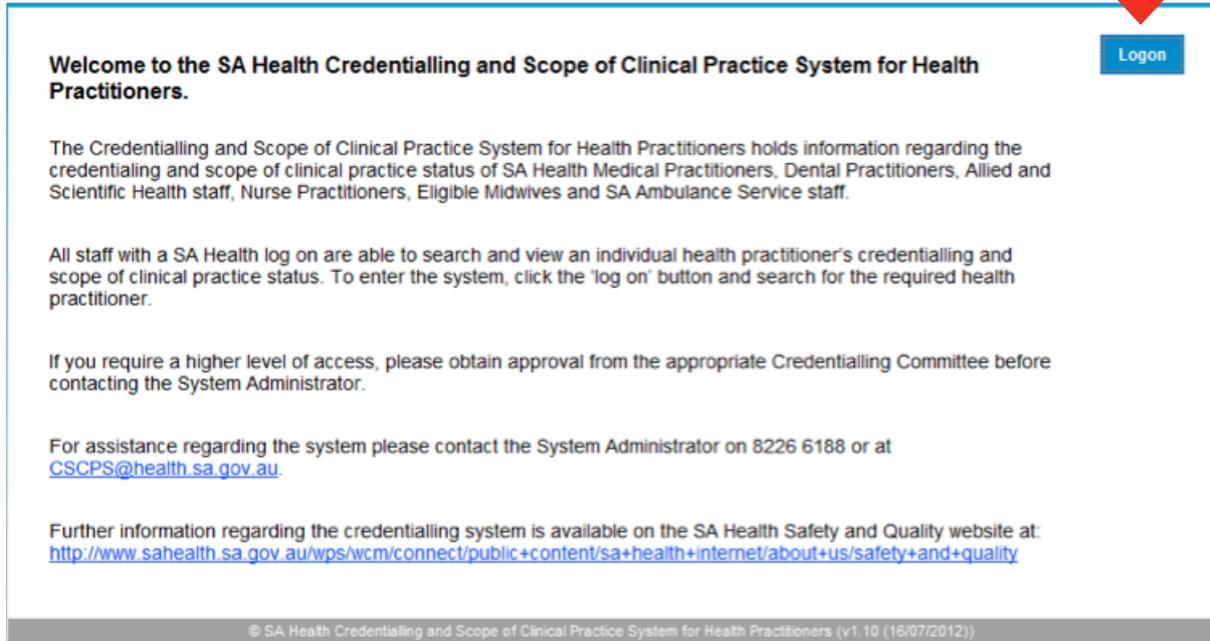
1. Start
2. All Programs
3. Corporate programs
4. SAH applications
5. Credentialling and Scope of Clinical Practice System



Once you click on the link, enter your usual computer user name and password. For those not on Windows 7 you will be required to enter HAD\ before your user name.



Welcome screen to logon



Welcome to the SA Health Credentialling and Scope of Clinical Practice System for Health Practitioners.

The Credentialling and Scope of Clinical Practice System for Health Practitioners holds information regarding the credentialling and scope of clinical practice status of SA Health Medical Practitioners, Dental Practitioners, Allied and Scientific Health staff, Nurse Practitioners, Eligible Midwives and SA Ambulance Service staff.

All staff with a SA Health log on are able to search and view an individual health practitioner's credentialling and scope of clinical practice status. To enter the system, click the 'log on' button and search for the required health practitioner.

If you require a higher level of access, please obtain approval from the appropriate Credentialling Committee before contacting the System Administrator.

For assistance regarding the system please contact the System Administrator on 8226 6188 or at CSCPS@health.sa.gov.au.

Further information regarding the credentialling system is available on the SA Health Safety and Quality website at: <http://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/about+us/safety+and+quality>

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Navigating the System

Entering information

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



Add Address **Upload Photo** **Edit Personal Details** **Add Criminal History Check** **Add Qualification**

Show History **Add/Edit ID** **Add/Edit LSPN**

Mandatory fields

* Some field labels will be preceded by a red asterisk. This indicates that the field is mandatory and must be completed before the form can be saved.

Edit



Some field labels will be preceded by an edit icon. The edit icon allows the user to re-enter the record and make changes to the information.

Save Cancel



Save **Cancel**

Use this icon to save information or to return to the practitioners record.



Document Upload **Upload** **Clear**

This tab allows users to upload documents. NB allied health staff are only required to upload qualifications.

Searching for a Health Practitioner

The process of updating information to a Health Practitioner's record or adding a new Health Practitioner to the system always starts with searching for the Health Practitioner you require.

To search for a Health Practitioner:

- > click on the top search button
- > enter part of the Surname and their first initial and click search
- > click on the correct Health Practitioner from the search result below.

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
Test Allied Health TEST ALLIED HEALTH	Allied and Scientific Health	WCHN - Allied Health : 13/08/2013 Speech Pathology	164 days to expiry	Active	Renewal Reminder Letter

Search results are displayed at the bottom of the screen.

Adding a new Health Practitioner

The process of adding a new Health Practitioner to the system:

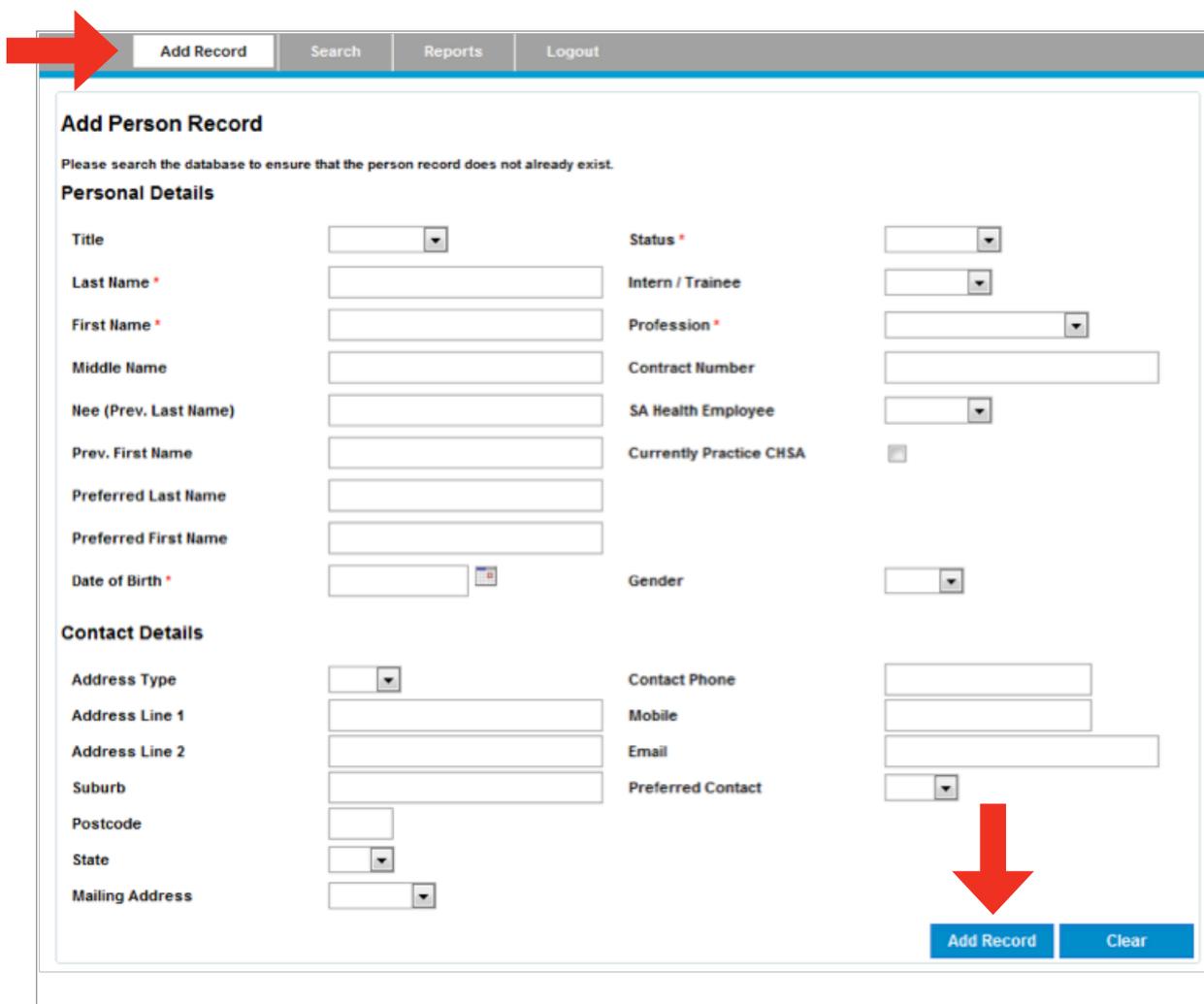
- > Search for the Health Practitioner you require.
If a practitioner's record is not on the CSCPS you will need to add the record.

NB: A search must be performed to ensure the practitioner does not already exist in the system. Failure to do this will result in a duplicate.

To add a practitioner to the system:

- > Select the 'add record' tab at the top of the screen.
- > Complete all mandatory fields marked with a * red asterisk.
- > Select 'add record' blue tab at the bottom of the screen.

Please note Allied Health is not recording home address and personal contact numbers.



Add Record Search Reports Logout

Add Person Record

Please search the database to ensure that the person record does not already exist.

Personal Details

Title	<input type="text"/>	Status *	<input type="text"/>
Last Name *	<input type="text"/>	Intern / Trainee	<input type="text"/>
First Name *	<input type="text"/>	Profession *	<input type="text"/>
Middle Name	<input type="text"/>	Contract Number	<input type="text"/>
Nee (Prev. Last Name)	<input type="text"/>	SA Health Employee	<input type="text"/>
Prev. First Name	<input type="text"/>	Currently Practice CHSA	<input type="checkbox"/>
Preferred Last Name	<input type="text"/>		
Preferred First Name	<input type="text"/>		
Date of Birth *	<input type="text"/>	Gender	<input type="text"/>

Contact Details

Address Type	<input type="text"/>	Contact Phone	<input type="text"/>
Address Line 1	<input type="text"/>	Mobile	<input type="text"/>
Address Line 2	<input type="text"/>	Email	<input type="text"/>
Suburb	<input type="text"/>	Preferred Contact	<input type="text"/>
Postcode	<input type="text"/>		
State	<input type="text"/>		
Mailing Address	<input type="text"/>		

Add Record **Clear**

1. Personal details.

This section records a practitioner's personal details, criminal history check and qualifications.

The screenshot shows a web interface for a practitioner's profile. At the top, there are navigation buttons: 'Add Record', 'Search', 'Reports', and 'Logout'. Below this is a summary of the practitioner's information:

Unique Identifier	TESS010867	Status	Active
Name	TEST WCHN, Allied Health	Intern / Trainee	
		Profession	Unregulated
		Contract Number	
Gender		SA Health Employee	
Date of Birth	01/08/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee		LSPN	

Below the summary is a tabbed interface with 'Personal Details' selected. Other tabs include 'Reg/Accr/Memb', 'Insurance', 'Credential', 'SOP', 'Approval', 'CPD', 'Appeals', and 'Progress'. The 'Personal Details' section contains three sub-sections:

- Contact Details:** A table with columns for Edit, Delete, Address Type, Address1, Address2, Suburb, Postcode, State, and Mailing address. It shows 'No Contact Details Found'.
- Contact Phone:** Fields for Mobile, Email, and Preferred Contact.
- Criminal History Check:** A table with columns for Edit, Delete, Country, Type, Date Issued, and Document Upload. It shows 'No Criminal History Found'.
- Qualifications:** A table with columns for Edit, Delete, Qualification Type, Post, Qual, Year Obtained, Awarding Institution, and Document Upload. It shows 'No Qualifications Found'.

At the bottom of the 'Personal Details' section, there are several action buttons: 'Add Address', 'Upload Photo', 'Edit Personal Details' (highlighted with a red arrow), 'Add Criminal History Check', 'Add Qualification', 'Show History', 'Add/Edit ID', and 'Add/Edit LSPN'.

1. **Personal Details** - ensure that all personal details are accurate. Allied Health does not collect or record a practitioners home address or personal phone details. The credentialing committee will automatically populate when a scope of practice is entered.

The 'Edit Personal Details' form contains the following fields:

Title	<input type="text"/>	Status *	Active
Last Name *	TEST ALLIED HEALTH	Intern / Trainee	<input type="text"/>
First Name *	Test Allied Health	SA Health Employee	Yes
Middle Name	<input type="text"/>	Contract Number	<input type="text"/>
Nee (Prev. Last Name)	<input type="text"/>	Profession *	Allied and Scientific Health
Prev. First Name	<input type="text"/>	Contact Phone	<input type="text"/>
Preferred Last Name	<input type="text"/>	Mobile	<input type="text"/>
Preferred First Name	<input type="text"/>	Email	<input type="text"/>
Gender	Female	Preferred Contact	Mobile
Date of Birth *	01/01/1985	Currently Practice CHSA	<input type="checkbox"/>
Primary Committee	WCHN - Allied Health		

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

2. **Criminal History Check** - enter information if available or if required. Please only upload the clearance email.

Add Criminal History Check

Country *

Type *

Date Issued *

Document Upload

3. **Qualifications** - self-regulating practitioners are required to record qualifications and upload separately in the CSCPS. The degree parchment or final transcript (or certified copy) is to be scanned (maximum size 1 Mb). For registered professions the Australian Health Practitioner Regulation Agency (AHPRA) has responsibility of verification.

Uploading Qualifications

Allied Health are only required to upload qualifications for self-regulating professionals and people employed under a grandparent clause. Complete all available information.

Add Qualification

Qualification *

Post Nominal

Year Obtained

Awarding Institution

Document Upload

2. Registration / Accreditation / Professional Association (Membership)

This tab contains information regarding the practitioner's registrations, license (not required for allied health), accreditation and professional association details.

The CSCPS will always display the last entry regardless of the expiry date.

The screenshot displays the 'Reg/Accr/Memb' tab in the CSCPS system. At the top, there are navigation buttons: 'Add Record', 'Search', 'Reports', and 'Logout'. Below this is a summary card for the practitioner with the following details:

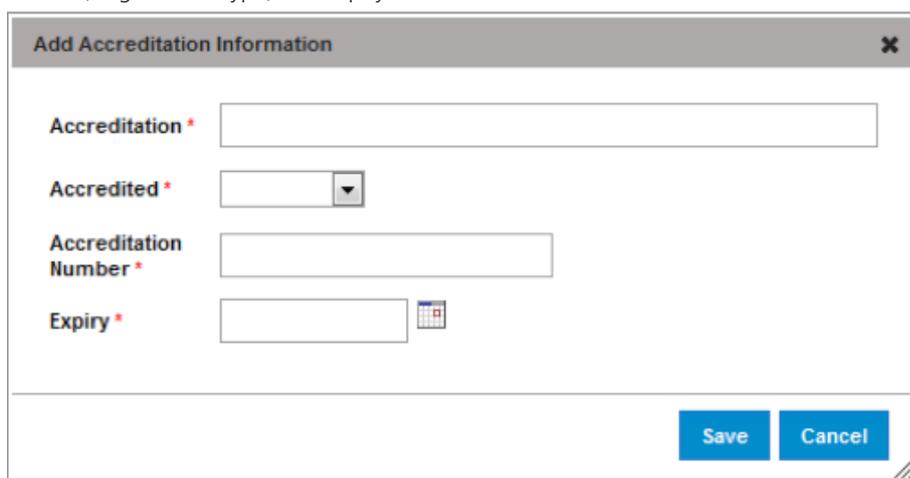
Unique Identifier	TES5010867	Status	Active
Name	TEST WCHN, Allied Health	Intern / Trainee	
		Profession	Unregulated
		Contract Number	
Gender		SA Health Employee	
Date of Birth	01/08/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee		LSPH	

Below the summary card is a tabbed interface with the following tabs: 'Personal Details', 'Reg/Accr/Memb', 'Insurance', 'Credential', 'SOP', 'Approval', 'CPD', 'Appeals', and 'Progress'. The 'Reg/Accr/Memb' tab is active and contains four sections:

- Registration**: Includes a 'Show Expired Registrations' checkbox and a table with columns: Edit, Profession, Registration Board, Registration No., Reg. Type / Sub-Type, Division, Speciality, Sub Speciality, Reg. Expiry, and More Details. The table shows 'No Registration Details Found'.
- Licence**: Includes a 'Show Expired Licences' checkbox and a table with columns: Edit, Licence, Licence No., Expiry, and Conditions. The table shows 'No Licence Details Found'.
- Accreditation**: Includes a 'Show Expired Accreditations' checkbox and a table with columns: Edit, Accreditation, Accredited, Accr. No., and Accr. Expiry. The table shows 'No Accreditation Details Found'.
- Professional Association Membership**: Includes a 'Show Expired Memberships' checkbox and a table with columns: Edit, Professional Association, Eligible, Member, Member Type, Member No., and Member Expiry. The table shows 'No Membership Details Found'.

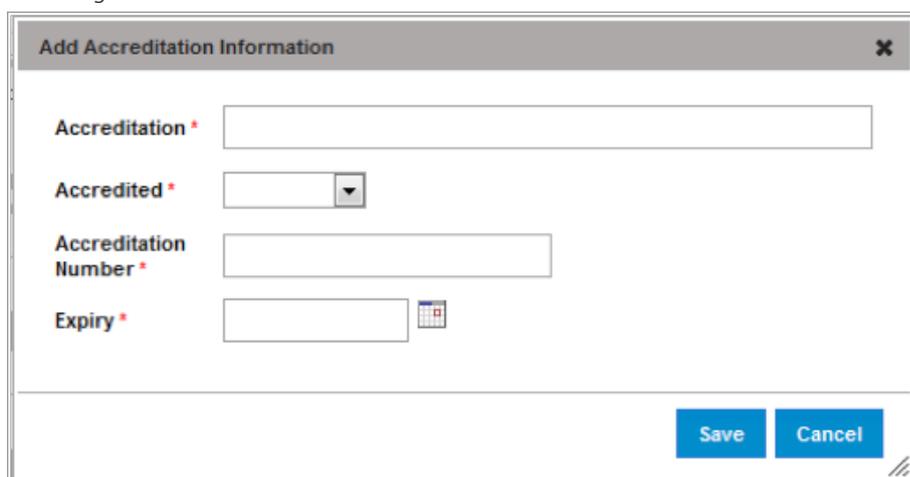
At the bottom of the tab, there are five blue buttons: 'Add Registration', 'Add Licence', 'Add Accreditation', 'Add Professional Association', and 'Show History'. Red arrows point to the 'Date of Birth' field, the 'Reg/Accr/Memb' tab, the left side of the 'Registration' table, the left side of the 'Accreditation' table, the left side of the 'Professional Association Membership' table, and the 'Show History' button.

Registration – used for registered professionals only, complete all known fields, including profession, registration number, registration type, and expiry date.



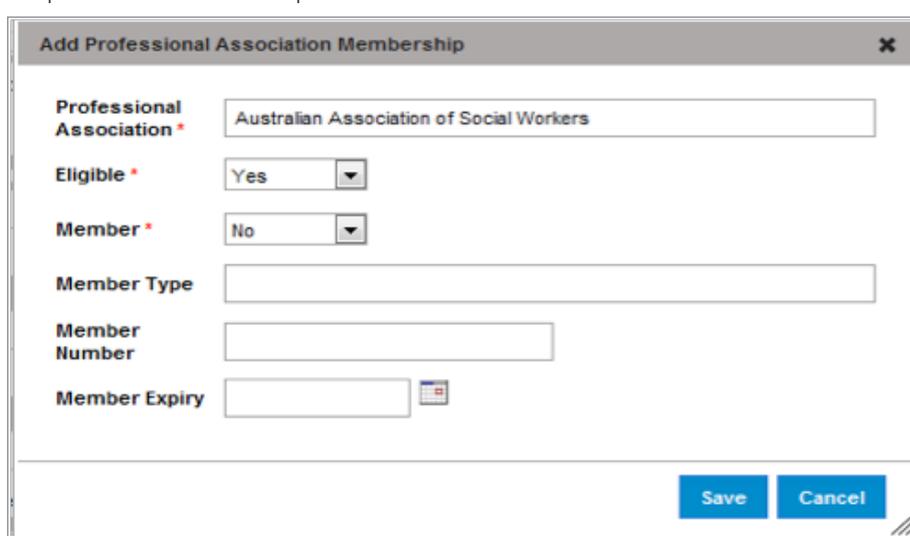
The screenshot shows a form titled "Add Accreditation Information" with a close button (X) in the top right corner. The form contains four fields: "Accreditation *" (text input), "Accredited *" (dropdown menu), "Accreditation Number *" (text input), and "Expiry *" (text input with a calendar icon). At the bottom right, there are two blue buttons: "Save" and "Cancel".

Accreditation– for self-regulated professions only who have an Accreditation Program. For example Accredited Practicing Dietitian.



This is an identical screenshot of the "Add Accreditation Information" form as described above.

Professional Association (Membership) - for self-regulated professions only. Details regarding a practitioner's professional membership or eligibility for membership must be recorded. Complete all known information relating to the practitioners membership.



The screenshot shows a form titled "Add Professional Association Membership" with a close button (X) in the top right corner. The form contains six fields: "Professional Association *" (text input with "Australian Association of Social Workers" entered), "Eligible *" (dropdown menu with "Yes" selected), "Member *" (dropdown menu with "No" selected), "Member Type" (text input), "Member Number" (text input), and "Member Expiry" (text input with a calendar icon). At the bottom right, there are two blue buttons: "Save" and "Cancel".

3. Entering a Credential

This section records a practitioner's credential status. Allied Health Practitioners are required to be credentialed to practice in SA Health facilities and be re-credentialed every 12 months.

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.

The screenshot displays a web application interface for managing practitioner credentials. At the top, there are navigation tabs: 'Add Record', 'Search', 'Reports', and 'Logout'. Below this, a table shows practitioner details:

Unique Identifier	TESS010867	Status	Active
Name	TEST WCHN, Allied Health	Intern / Trainee	
		Profession	Unregulated
		Contract Number	
Gender		SA Health Employee	
Date of Birth	01/08/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee			

Below the details is a navigation menu with tabs: 'Personal Details', 'Reg/Accr/Memb', 'Insurance', 'Credential', 'SOP', 'Approval', 'CPD', 'Appeals', and 'Progress'. The 'Credential' tab is selected. Under this tab, there is a 'Credentials' section with a 'Show Expired Credentials' checkbox. Below this, there is a table with columns: 'Edit', 'Categorisation', 'Specialty / Clinical Domain', 'Sub-Specialty', 'Date Expiry', 'Committee', 'Limitations / Conditions', 'Additional Information', and 'Document Upload'. The table currently shows 'No Credential Found'. Below the table are two buttons: 'Add Credential' and 'Show History'. Underneath, there is a 'Letters' section with four buttons: 'Credentialling Approved', 'Credentialling Renewal', 'Credentialling and SOP Approval', and 'Credentialling and SOP Renewal'. A red arrow points to the 'Credentialling Approved' button.

Edit Credential

Category * Registered Profession

Specialty / Clinical Domain * Physiotherapy

Date Credentialed * 04/06/2012

Expiry * 03/06/2013

Committee * CHSALHN - Allied Health

Limitations / Conditions

Additional Information No

Comments

Document Upload Upload Clear

Save Cancel

Allied health are only required to complete the following fields:

- > **Dated Credentialed-** date the Allied Health Manager or Senior Allied Health Professional signed the credentialling application or re-credentialling application document.
- > **Expiry Date-** allied health re-credentialling is required every 12 months.
- > **Committee** – enter the Allied Health Credentialling Committee for the practitioner’s Local Health Network. Please confirm that the primary committee is correct and displayed in the ‘Personal Details’ tab.
- > **Limitations/ Conditions-** It is the responsibility of the Allied Health Manager or Senior Allied Health Professional to limit a practitioner’s scope of clinical practice in accordance with the recommendations of the registration board, the professional association or the Health and Community Services Complaints Commissioner.
- > Limitation/conditions must be recorded on the CSCPS in the Limitations/Conditions field. Allied Health is only required to write ‘Restrictions to Practice’ if limitations or conditions apply. Details about the limitations/conditions should not be recorded within the CSCPS.

Entering a Scope of Clinical Practice (SOP)

This section records a practitioner's scope of clinical practice. Allied health practitioners are required to have a SOP to practice in SA Health. The SOP should be reviewed and re-entered every 12 months.

The screenshot displays the SA Health system interface for a practitioner's profile. The top navigation bar includes 'Add Record', 'Search', 'Reports', and 'Logout'. The main content area shows the practitioner's details:

Unique Identifier	TES5010867	Status	Active
Name	TEST WCHN, Allied Health	Intern / Trainee	
		Profession	Unregulated
		Contract Number	
Gender		SA Health Employee	
Date of Birth	01/08/2012	Currently Practice CHSA	No
Employee ID		LSPH	
Primary Committee			

Below the details is a navigation bar with tabs: 'Personal Details', 'Reg/Accr/Memb', 'Insurance', 'Credential', 'SOP', 'Approval', 'CPD', 'Appeals', and 'Progress'. The 'SOP' tab is selected and highlighted with a red arrow.

The SOP section includes a 'Committee' dropdown menu, a 'Health Unit' dropdown menu, and 'GO' and 'Clear' buttons. A 'Show Expired SOP' checkbox is also present. Below this is a table with columns: 'Edit', 'Committee', 'Health Unit', 'Service / Division', 'Clinical Unit', 'SOP', 'Date Effective', 'Expiry Date', 'Perf Review', 'Doc. Upload', and 'More Details'. The table currently displays 'No Scope Practice Found'.

At the bottom of the SOP section, there are two buttons: 'Add Scope of Practice' and 'Show History'. Below these are 'Letters' with two options: 'Scope of Practice Approval' and 'Scope of Practice Renewal'. A red arrow points to the 'Scope of Practice Renewal' button.

Complete all mandatory fields (*), please see example below:

The screenshot shows a web form titled "Edit Scope of Practice". The form contains several fields, some of which are marked as mandatory with an asterisk (*). Red arrows point to the following fields: Committees (*), Health Unit (*), Date Effective (*), Expiry Date (*), Date Performance Review Completed, and the Save button. The form is filled with the following data:

Field	Value
Committees *	WCHN - Allied Health
Health Unit *	Women and Children's Health Network - Primary and Population Health
Service Unit	Disability, Rehabilitation and Allied Health
Clinical Unit	
SOP *	speech pathology
Date Effective *	14/08/2012
Expiry Date *	13/08/2013
Date Performance Review Completed	
Limitations / Conditions	
Additional Information	
Currently Practice	
Short Term	
Admitting Rights	
Document Upload	

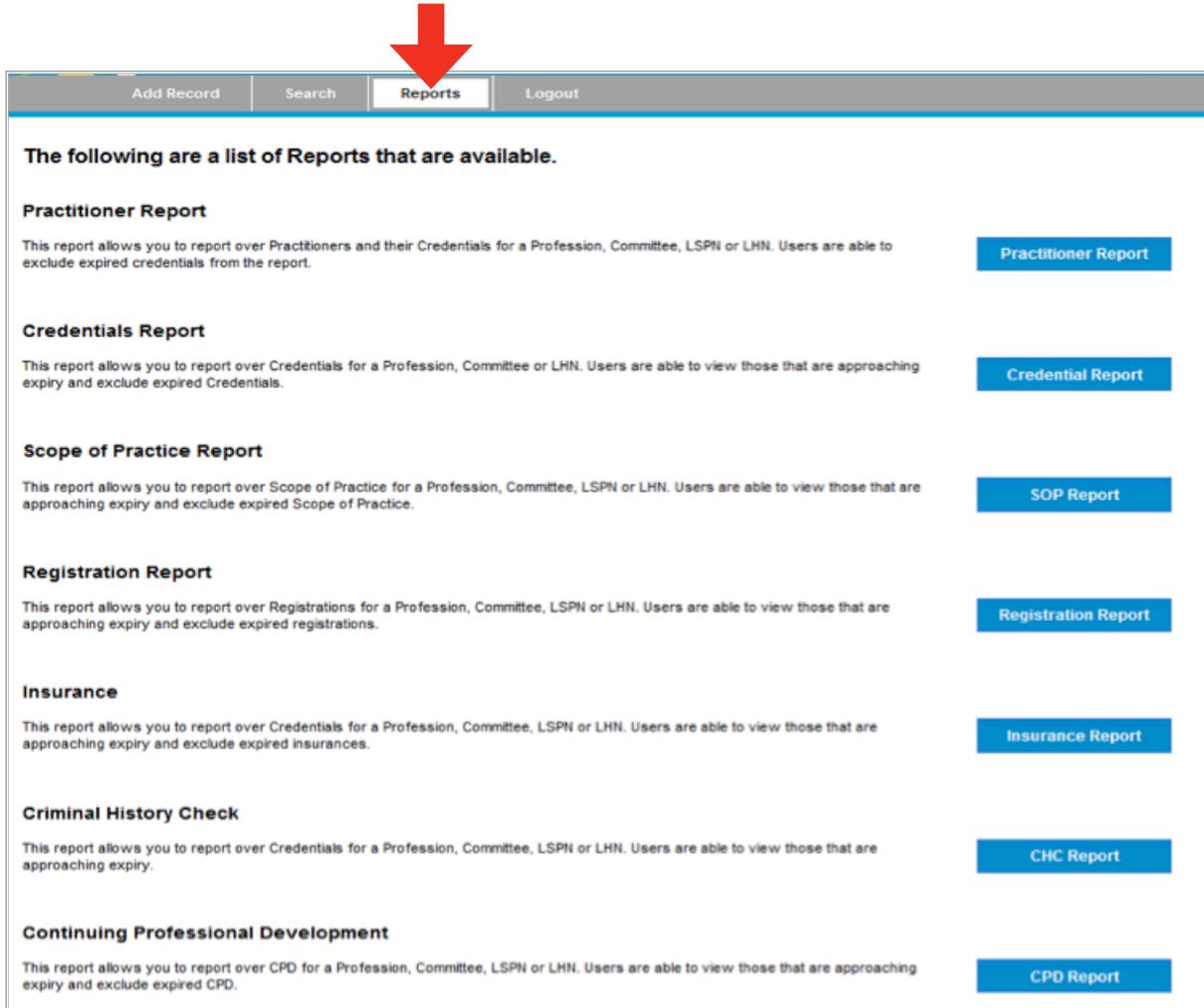
Note

- > **SOP** – Allied Health staff limit this section to their primary profession eg. Social Work or Occupational Therapy.
- > **Date Effective** – enter the date that the Credentiaing or Re-credentiaing documents were approved.
- > **Review Date** – enter the date the SOP will expire 12 month from date effective.
- > **Performance review** – Allied Health is required to enter the completion date of the last Performance Review and Development Plan. The Performance Review document is not to be uploaded.
- > **Limitations/ conditions** – It is the responsibility of the Allied Health Manager or Senior Allied Health Professional to limit a practitioner's scope of practice in accordance with the recommendations of the registration board, the professional association or the Health and Community Services Complaints Commissioner (HCSCC). This limitation must be recorded on the CSCPS inserted in the Limitations/Conditions field. Allied health is only required to write 'Restrictions to Practice' if limitations or conditions apply.

Reports:

The top link to 'Reports' shows a list of reports available to you with a short description about each.

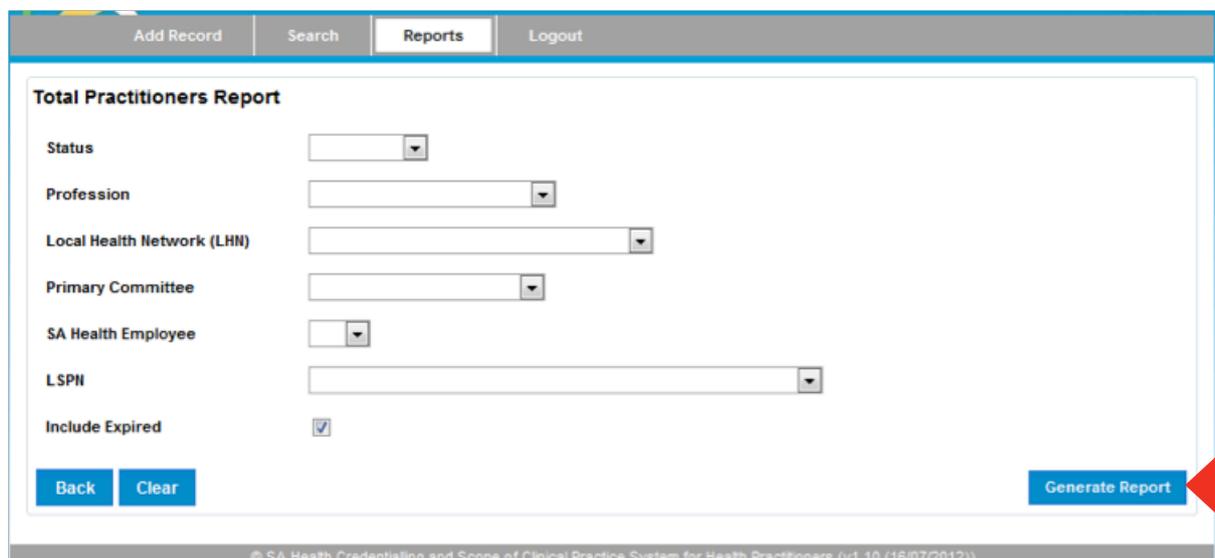
Both the Credentiaing Report and the Scope of Practice Report are recommended for allied health use.



The screenshot shows a navigation bar with four tabs: 'Add Record', 'Search', 'Reports', and 'Logout'. A red arrow points to the 'Reports' tab. Below the navigation bar, the text reads: 'The following are a list of Reports that are available.' There are seven report categories listed, each with a description and a corresponding 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. Button: 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. Button: 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. Button: 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. Button: 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. Button: 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. Button: CHC Report
- Continuing Professional Development**: This report allows you to report over CPD for a Profession, Committee, LSPN or LHN. Users are able to view those that are approaching expiry and exclude expired CPD. Button: CPD 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. You are not required to fill in all tabs.



The screenshot shows the 'Total Practitioners Report' form. It includes several dropdown menus and a checkbox:

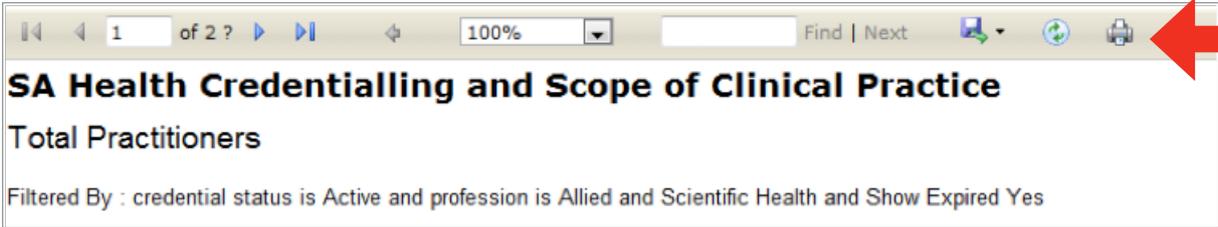
- Status: [Dropdown]
- Profession: [Dropdown]
- Local Health Network (LHN): [Dropdown]
- Primary Committee: [Dropdown]
- SA Health Employee: [Dropdown]
- LSPN: [Dropdown]
- Include Expired:

At the bottom left are 'Back' and 'Clear' buttons. At the bottom right is a 'Generate Report' button, which is highlighted with a red arrow.

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Click 'Generate Report' to create the report.

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



The screenshot shows a report viewer interface. At the top, there is a toolbar with navigation icons (back, forward, search), a page indicator '1 of 2', a zoom level of '100%', and a search box with 'Find | Next'. To the right of the search box are icons for print, refresh, and a red arrow pointing to the print icon. Below the toolbar, the report content is displayed:

SA Health Credentialing and Scope of Clinical Practice
Total Practitioners
Filtered By : credential status is Active and profession is Allied and Scientific Health and Show Expired Yes



For more information

SA Health
Safety and Quality Unit
11 Hindmarsh Square
Adelaide SA 5000
Telephone: 08 8226 6539
www.sahealth.sa.gov.au/safetyandquality



www.ausgoal.gov.au/creative-commons

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SA Health