



SA Health

Credentiailling and
Scope of Clinical Practice System:
Allied & Scientific Health Professionals
User Guide

Allied Health User Guide

Purpose of this document

This document provides guidance to managers or administrative staff entering information on the SA Health Credentialing & Scope of Clinical Practice System (CSCPS) for allied and scientific health professions.

System Overview

CSCPS is a web based application that contains information relating to Health Practitioners Credentials and Scope of Clinical Practice. The CSCPS records credentialing information for medical and dental practitioners as well as allied and scientific health professionals. As such, there are some fields and tabs that are not used when entering allied and scientific health professional information.

System Issues & Assistance

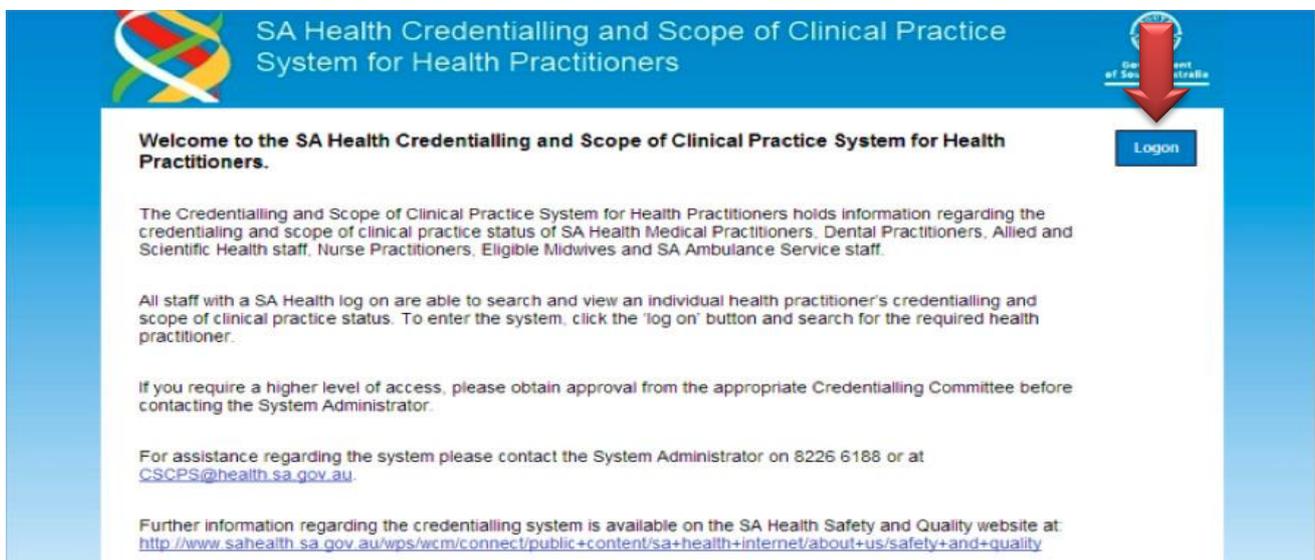
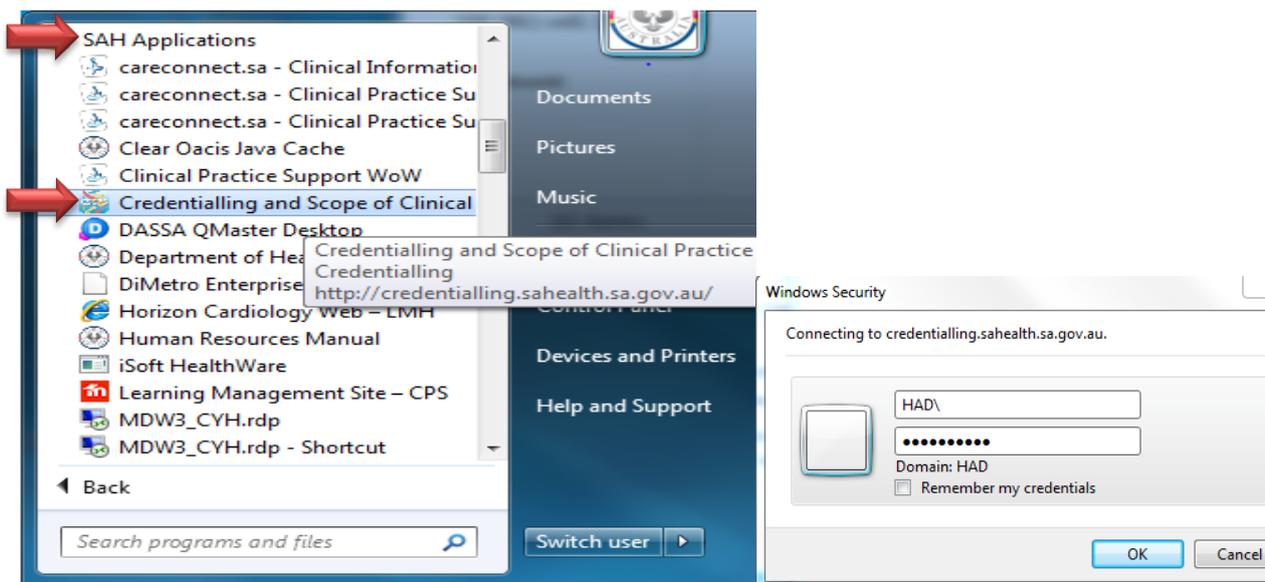
After reading the following instructions, if you remain uncertain about how to enter data or require other assistance (e.g. adding items to drop down lists, accessing the system, training, etc.) please contact Health.Credentialling@sa.gov.au.

System Access and Log In

The CSCPS is available on all SA health computers via-

Start / All Programs / Corporate programs / SAH applications / Credentialing & Scope of Clinical Practice

When opening the application you may need to enter your HAD username and password.



Searching for a Health Practitioner

Always start by searching for the Health Practitioner you require, regardless of whether you are completing initial credentialing (and expect to create a new record) or are re-credentialing an existing practitioner.

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.
- The results of the search are displayed at the bottom of the screen.

If result does not appear as expected confirm the spelling and try alternate spellings before moving on.

Practitioner Name	Health Profession	Credential	Credential Expiry	Status	Reminder Letter
Dr. Test TEST	Medical Practitioner	WCHN - Medical : 02/02/2015 Paediatrics and child health	1063 days to expiry	Active	Renewal Reminder Letter

Adding a new Health Practitioner

Before adding a new entry, you must always search for the Health Practitioner you require.

Only when you have confirmed the practitioner does not have an existing record should you add them manually. 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 that cannot be deleted.**

In order to manually add a practitioner to the system:

- Select the 'add record' tab.
- Complete all mandated information marked with a red asterisk.
- Select if the practitioner is an SA Health employee or not
- Select 'add record'.

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

Details of credentialing for all allied and scientific health professionals (including employees of SA Health and Access Appointees) should be added to the CSCPS database.

The only exception to this is workers attending sites under a letter of agreement process, for whom details are stored within their external organisation database.

1. Personal Details

This section records a practitioner's Personal Details, Criminal History Check and Qualifications.

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

Government of South Australia SA Health

Add Record Search Reports Administration Logout

Unique Identifier	TE55005109	Status	Active
Name	Dr TEST, Test	Intern / Trainee	
		Profession	Medical Practitioner
		Contract Number	
Gender	Male	SA Health Employee	Yes
Date of Birth	01/01/1972	Currently Practice CHSA	No
Employee ID	CVH1234		
Primary Committee	SALHN - Medical	LSPN	0572.FMC

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

Contact Details

Edit	Delete	Address Type	Address 1	Address 2	Suburb	Postcode	State	Mailing address
		Work	Flinders Medical Centre					

Contact Phone 88 8888 8888

Mobile

Email email@health.sa.gov.au

Preferred Contact

Criminal History Check

Edit	Delete	Country	Type	Date Issued	Document Upload
No Criminal History Found					

Qualifications

Edit	Delete	Qualification Type	Post Nominal	Year Obtained	Awarding Institution	Document Upload
No Qualifications Found						

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

Show History Add/Edit ID Add/Edit LSPN

1.1 Personal Details

Ensure that all personal details are accurate and edit if needed by clicking the “Edit Personal Details” button. Allied Health does not record home address or personal phone details. The ‘primary committee’ field will automatically populate once a scope of practice is entered in the SOP tab.

1.2 Criminal History Check

Click the “Add Criminal History Check” button.

Enter all information regarding the country, type, date of issue, date of expiry and reference number of each criminal history clearance that has been provided.

Under ‘type’ – select the relevant option from the drop down list. If the applicant has provided an NPC issued by an ACIC Approved Provider (not SAPOL), select “other”, specify “NPC” as type, then enter the issuing agency in the ‘Agency Provider’ field (e.g. Fit2Work, National Crime Check, etc.)

DHS/DCSI clearance certificates should be uploaded to the system.

NPC certificates should NOT be uploaded as they remain the property of the practitioner and upload may constitute a breach of the person’s privacy.

1.3 Qualifications

For registered professions: If details of qualifications have been provided these can be entered into the relevant field (not mandatory as this information is verified by AHPRA upon registration).

For self-regulating professions: It is mandatory to record details of qualification and upload to the CSCPS e.g. copy degree parchment or final transcript scanned in (maximum size 1 MB).

For unregulated professions: If a qualification is required for the role, details should be entered and uploaded to the CSCPS e.g. Cert IV parchment or final transcript scanned in (maximum size 1 MB).

For all professions with advanced or extended scope of practice: If evidence has been provided of additional qualifications permitting advanced/extended scope of practice, this should be detailed in the Qualifications field and documents should be uploaded.

2. Registration / Accreditation / Membership

This tab contains information regarding the Practitioner's Registration, Licence, Accreditation and Membership. The system will always display the previous entry for Registration, Accreditation and Membership regardless of the expiry date.

2.1 Registration– for registered professions only (Medical Radiation including radiography/radiation therapy/nuclear medicine technology, Occupational Therapy, Pharmacy, Physiotherapy, Podiatry, Psychology).

Complete all known fields, including profession, registration number, type and expiry date.

2.2 Licence - for Medical Radiation professions only (Radiographers, Radiation Therapists, Nuclear Medicine Technologists).

2.3 Accreditation– for self-regulated professions only where a formal accreditation program exists (for example; Accredited Practising Dietitian through Dietitians Association of Australia or Accredited Mental Health Social Worker through Australian Association of Social Workers).

All known fields including accreditation type/title, number and expiry date required.

2.4 Membership- for self-regulated professions only. The practitioner's eligibility for membership of the relevant Professional Association must be recorded.

SA Health Credentialing 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
Employee ID 2345
Primary Committee SA Health - Allied Health **LSPN**

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
		Psychologist	Psychology Board of Australia	1236781	General	-	-	-	08/05/2012	No

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](#)

3. Insurance (Access Appointees/non-employees only)

If the credentialing application is for an Access Appointment (i.e. non-employee of SA Health), details of professional indemnity insurance must be added to the CSCPS.

Under the 'Insurance' tab, add details of insurance company, policy type, policy number and expiry.

4. Credential

The practitioner's credentialing status is recorded in this tab.

If the practitioner has a current credentialing approval, this will be displayed under 'Credentials' section.

If credentialing approval has expired, click the 'Show Expired Credentials' box to view details.

The screenshot shows the 'Credential' tab in the CSCPS system. At the top, there are navigation tabs: Add Record, Search, Reports, Administration, and Logout. Below this is a summary of the practitioner's details, including Unique Identifier (TES5005399), Name (Mr TEST3, Test), Status (Not Required), Intern / Trainee, Profession (Allied and Scientific Health), Contract Number, SA Health Employee (Yes), and Currently Practice CHSA (No). A red arrow points to the 'Credential' tab. Below the tabs, there is a table of credentials. The 'Show Expired Credentials' checkbox is circled in red. The table has columns for Edit, Delete, Categorisation, Specialty / Clinical Domain, Sub-Specialty, Date, Expiry, Committee, Limitations / Conditions, and Additional Information Upload. One credential is listed: Registered Profession, Physiotherapy, -, 04/06/2012, 03/06/2013, CHSALHN - Allied Health, and No. Below the table, the 'Add Credential' button is circled in red.

To add a new credentialing approval, click the 'Add Credential' button.

Complete all mandatory fields (*) and other relevant details as needed.

The screenshot shows the 'Edit Credential' form. The 'Category' field is set to 'Registered Profession', 'Specialty / Clinical Domain' is 'Physiotherapy', 'Date Credentialed' is '04/06/2012', 'Expiry' is '03/06/2013', and 'Committee' is 'CHSALHN - Allied Health'. The 'Limitations / Conditions' field is empty. The 'Additional Information' dropdown is set to 'No'. The 'Comments' field is empty. The 'Document Upload' button is circled in red. At the bottom, there are 'Upload' and 'Clear' buttons, and a red arrow points to the 'Save' button.

Category – select from Registered, Self-regulated or Unregulated profession.

Specialty/Clinical Domain – select appropriate Profession

Dated Credentialed- enter date the Manager signed the credentialing application form.

Expiry Date- will vary dependent on LHN processes (e.g. 1 year, 3 year, or in line with profession-specific cycle, length of contract etc.)

Committee – enter the relevant Credentialing Committee for the practitioner's Local Health Network or Health Service.

Limitations/ Conditions- the Manager or Senior Allied Health Professional will document conditions in Part 7 of the application form and these should be entered in the relevant field. Limitation/conditions must be recorded on the CSCPS in the Limitations/Conditions box. 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.

Document Upload – upload the credentialing application form

5. Scope of Clinical Practice (SOP)

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

To update or change SOP details, click the edit icon.

Employee ID
Primary Committee WCHN - Allied Health LSPN

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

Committee:
Health Unit: Show Expired SOP

Edit	Delete Committee	Health Unit	Service / Division	Clinical Unit	SOP	Date Effective	Expiry Date	Perf Review	Doc. Upload	More Details
		WCHN - Allied Health	Women and Children's Health Network - Primary and Population Health	Disability, Rehabilitation and Allied Health	speech pathology	14/08/2012	13/08/2013		<input type="checkbox"/>	No

Complete all fields indicated below in red circle:

Edit Scope of Practice

Committees *

Health Unit *

Service Unit

Clinical Unit

SOP *

Approved SOP is documented in the 'Declaration by Professional Manager/Senior AHP' section on the application form.

Date Effective *

Expiry Date *

Date Effective is date the application form was approved by the manager. Expiry Date should match the credentialing approval expiry date completed on Credential tab.

Date Performance Review Completed

Enter the date that Performance Review and Development was completed (see Part 6 of the application form). PR&D document is not to be uploaded.

Limitations / Conditions

Limitations/Conditions (as needed). Manager will document limitations/conditions in Part 5 of the application form. Any limitation must be recorded on the CSCPS inserted in the Limitations/Conditions box. Allied Health is only required to write 'Restrictions to Practice' if limitations or conditions apply.

Additional Information

Currently Practice

Short Term

Admitting Rights

Document Upload

UPLOADING DOCUMENTS

There are a number of places in the system where you it is possible to upload a document to provide evidence of the credentialing process. These include:

- Qualifications – required for self-regulating professions and individuals employed under a grandparent clause, and for any Practitioner (registered, self-regulated or unregulated) qualified to undertake advanced or extended scope
- Criminal History Check – **DO NOT** upload criminal history screening documents due to privacy restrictions
- Credential – application form should be uploaded
- Scope of Practice – no upload required
- Continuing Professional Development – no upload required

For noting:

Any documents containing personal details must not be uploaded as these documents will be visible on the View Only screen. Allied Health is not required to upload any documents in the Scope of Practice tab.