



SA Health

Credentialling and  
Scope of Clinical Practice System:  
Nursing and Midwifery  
User Guide

**Nursing and Midwifery User  
Guide**

## Purpose of this document

This document provides guidance to managers or administrative staff entering information on the SA Health Credentialling & Scope of Clinical Practice System (CSCPS) for nurses and midwives.

## System Overview

CSCPS is a web based application that is used to maintain a consistent, secure and centralized data set of information pertaining to health practitioners' credentials and scope of clinical practice. The CSCPS records credentialling information for health practitioners including medical practitioners and dental practitioners, allied and scientific health professionals and nurses and midwives. There are some fields that may not be relevant for all professional groups.

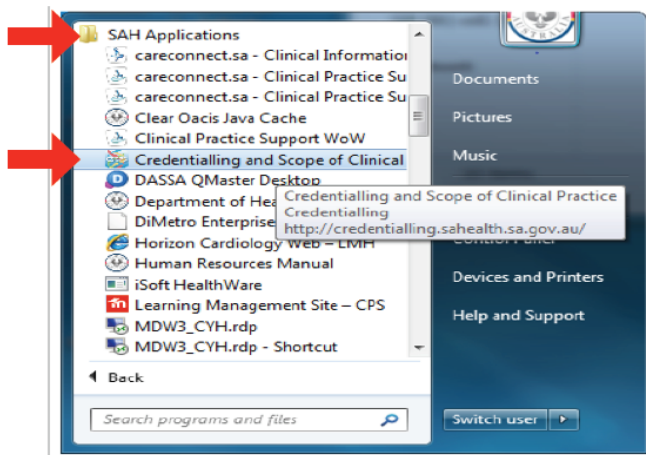
## System Support & Assistance

If you require additional assistance after reading the following instructions please contact [Health.Credentialling@sa.gov.au](mailto:Health.Credentialling@sa.gov.au).

## System Access and Log In

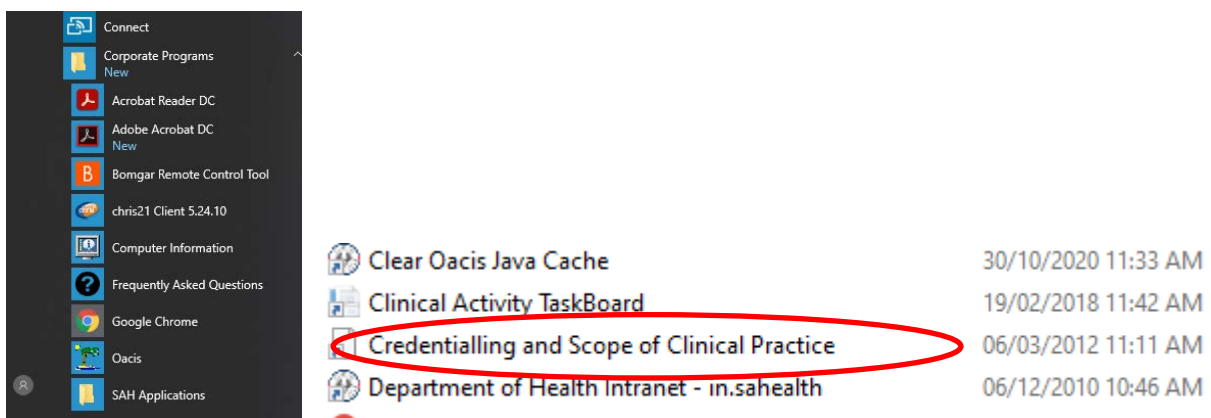
The CSCPS is available on all SA Health computers via;

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

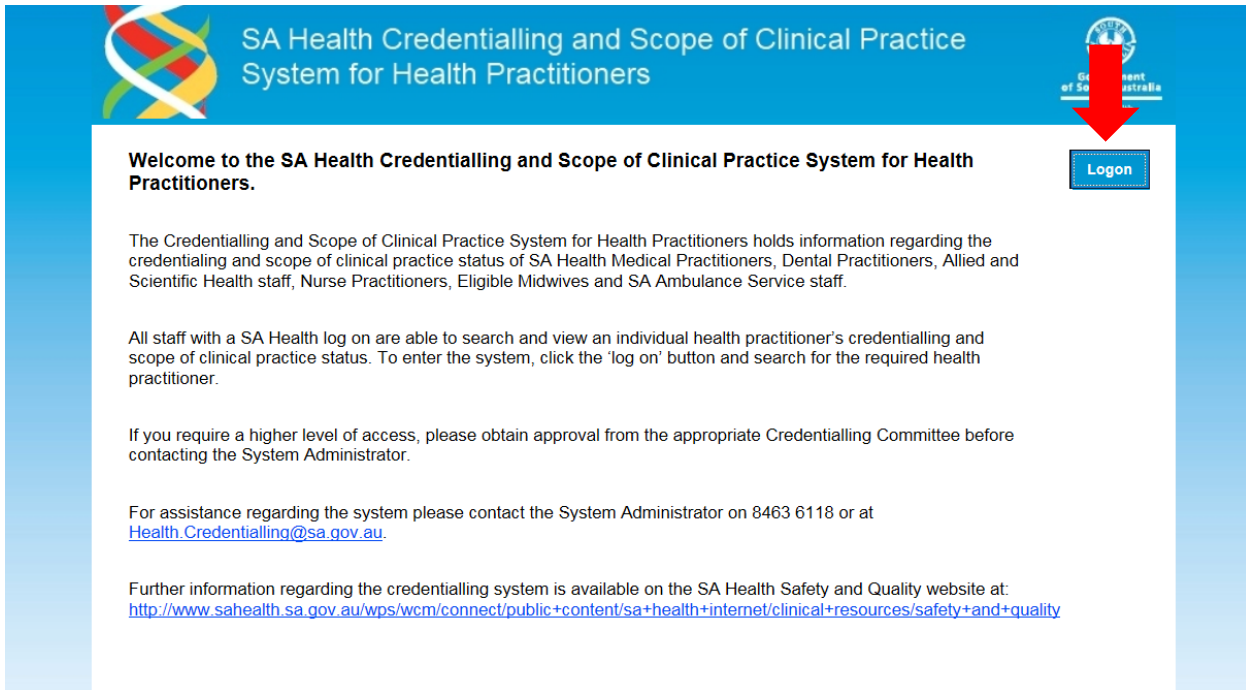


For SA Health computers using Windows 10

1. Start
2. Corporate Programs
3. SAH Applications
4. Select the shortcut for 'Credentialling and Scope of Clinical Practice'



## Welcome screen to logon



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

The Credentiailling and Scope of Clinical Practice System for Health Practitioners holds information regarding the credentiailling 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 credentiailling 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 Credentiailling Committee before contacting the System Administrator.

For assistance regarding the system please contact the System Administrator on 8463 6118 or at [Health.Credentiailling@sa.gov.au](mailto:Health.Credentiailling@sa.gov.au).

Further information regarding the credentiailling 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/clinical+resources/safety+and+quality>

## Navigating the System

### Entering information

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



### Mandatory fields

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

### Updating and saving information

#### 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



Use the '**save**' and '**cancel**' icons to save information or to return to the practitioner's record

#### UPLOADING DOCUMENTS



The '**document upload**' tab allows users to upload documents

## Searching for a Health Practitioner

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

To search for a Health Practitioner:

- > select the top '**search**' button
- > enter part of the Surname and their first initial and select '**search**' or 'enter' on the keyboard
- > the search results will be displayed at the bottom of the screen
- > if practitioner details are available, select the correct 'Practitioner Name' from the search result below.

Practitioner Name	Profession	Credential	Credential Expiry	Status	Reminder Letter
Dr Teal TEST	Medical Practitioner	WCHN - Medical: 02/02/2015	1063 days to expiry	Active	<a href="#">Renewal Reminder Letter</a>

## Adding a new Health Practitioner

Before adding a new entry, always perform a search for the Health Practitioner to ensure there is no existing record. Once you have confirmed the practitioner does not have an existing record, you are able to add them manually.

**DUPLICATIONS ARE NOT ABLE TO BE DELETED**

After performing a database search for existing records and there are no records available, you will be required to add a new entry for the Health Practitioner. *Failure to do a search may result in a duplicate record*

To add a new Health 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 the '**Add Record**' tab at the bottom of the screen

## DATA ENTRY FOR CREDENTIALS AND SCOPE OF PRACTICE

For entries relating to nurses and midwives it is only necessary to complete the following tabs:

1. **Personal details (including Criminal history check and Qualifications)**
2. **Registration/Accreditation/Membership**
3. **Insurance (Privately Practicing Nurse Practitioners and Midwives engaged by SA Health)**
4. **Credential**
5. **Scope of Practice (SOP)**

### 1. Personal Details

In this section, record the health practitioner's Personal Details, Criminal History Check and Qualifications.

#### 1.1 Health Practitioners personal details

Ensure that all mandatory personal details are accurate. Do not record home address or personal contact numbers as this information is not required to be entered on CSCPS for credentialed nurses and midwives. The 'Primary Committee' field will automatically populate when the scope of practice (SOP) is entered. If the record needs to be amended complete the following fields and then select '**save**':

- > Select the '**Personal Details**' tab,
- > Select the '**Edit Personal Details**' tab.

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

Government of South Australia SA Health

Add Record Search Reports Administration Logout

Unique Identifier	TESS014178	Status	Active
Name	TEST, N	Intern / Trainee	No
		Profession	Nursing and Midwifery
		Contract Number	123456789123456789123456789123456789
Gender		SA Health Employee	
Date of Birth	10/04/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee	Nurse Practitioner (Don'tUse)	LSPN	
Date of Appointment			

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
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#### Changing the status of credentialed nurses and midwives (where applicable)

- > Follow the instructions above to 'Edit Personal Details',
- > Select '**Status**' and select the appropriate option from the drop down menu.

Where a credentialed nurse or midwife has either ceased employment within SA Health or no longer fulfills a role that requires credentialing, their status should be changed to '**Resigned**'.

Where a credentialed nurse or midwife is on extended leave (e.g. maternity leave) their status should be changed to '**Extended leave**'.

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: TESS014178  
 Name: TEST, N  
 Status: Active  
 Intern / Trainee: No  
 Profession: Nursing and Midwifery  
 Contract Number: 123456789123456789123456789123456789  
 SA Health Employee: Yes  
 Currently Practice CHSA: No  
 Gender: [blank]  
 Date of Birth: 10/04/2012  
 Employee ID: [blank]  
 Primary Committee: Nurse Practitioner (Don't Use) LSPN  
 Date of Appointment: [blank]

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

Contact Details

Edit	Delete	Address Type	Address1	Address2	Suburb	Postcode	State	Mailing address
No Contact Details Found								

Contact Phone

Mobile  
 Email  
 Preferred Contact

Criminal History Check

Edit	Delete	Country	Type	Agency Provider	Date Issued	Expiry Date	Reference Number	Document Upload
	X	Australia	DCSI-Aged Care		19/02/2014			

Qualifications

Edit	Delete	Qualification Type	Post Nominal	Year Obtained	Awarding Institution	Document Upload
	X	Bachelor Medicine		1987	Adelaide University	

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

Show History Add/Edit ID Add/Edit LSPN

## 1.2 Criminal History Check

Criminal History Checks are provided by Department of Human Services Screening service.

To update the information:

Select the **'Add Criminal History Check'** tab and complete the following fields and then select **'save'**:

- > Country – of issue,
- > Type – select the relevant option from the drop down list. Refer to the details of criminal history clearances provided (for example, National Police Clearance, Working with Children Check),
- > Agency Provider – for example, if the applicant has provided an NPC issued by the ACIC (not SAPOL), in 'Type' select 'other', specify 'NPC', then enter the issuing agency in this field (e.g. Fit2Work, National Crime Check etc.),
- > Date of Issue,
- > Reference Number,
- > Document Upload – DHS criminal history checks / certificates may be uploaded. **NPC certificates must NOT be uploaded. Doing so may be considered a breach of privacy.**

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: TESS014178  
 Name: TEST, N  
 Status: Active  
 Intern / Trainee: No  
 Profession: Nursing and Midwifery  
 Contract Number: 123456789123456789123456789123456789  
 SA Health Employee: Yes  
 Currently Practice CHSA: No  
 Gender: [blank]  
 Date of Birth: 10/04/2012  
 Employee ID: [blank]  
 Primary Committee: Nurse Practitioner (Don't Use) LSPN  
 Date of Appointment: [blank]

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

Contact Details

Edit	Delete	Address Type	Address1	Address2	Suburb	Postcode	State	Mailing address
No Contact Details Found								

Contact Phone

Mobile  
 Email  
 Preferred Contact

Criminal History Check

Edit	Delete	Country	Type	Agency Provider	Date Issued	Expiry Date	Reference Number	Document Upload
	X	Australia	DCSI-Aged Care		19/02/2014			

Qualifications

Edit	Delete	Qualification Type	Post Nominal	Year Obtained	Awarding Institution	Document Upload
	X	Bachelor Medicine		1987	Adelaide University	

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

Show History Add/Edit ID Add/Edit LSPN

**Add Criminal History Check**

Country \* [dropdown]  
 Type \* [dropdown]  
 Agency Provider [text area]  
 Date Issued \* [calendar]  
 Expiry Date [calendar]  
 Reference Number [text]  
 Document Upload [text] **Upload**

**Save** **Cancel**

### 1.3 Qualifications-

The uploading of qualification information is not a mandatory requirement. Including qualification information when the health practitioner completes the initial credentialing process may eliminate the need to provide the information when they are re-credentialing.

To update the information:

Select the '**Add Qualification**' tab and complete the following fields and then select '**save**':

- > Qualification- Type in free text,
- > Upload document- Upload supporting documentation.

The screenshot displays the SA Health Credentialing and Scope of Clinical Practice System for Health Practitioners. The main interface shows a practitioner's profile with various tabs. The 'Add Qualification' tab is active, showing a form with the following fields: Qualification (circled in red), Post Nominal, Year Obtained, Awarding Institution, and Document Upload. A red arrow points to the 'Upload' button. The bottom navigation bar also has an 'Add Qualification' button circled in red.

### Registration/Accreditation/Membership

This tab contains information regarding the practitioner's registrations, license, accreditation and professional association membership details.

The Registration Number field is the only section that needs to be completed for credentialed nurses and midwives. The CSCPS will always display the last entry made regardless of the expiry date

The following information must be recorded in the relevant fields and then select '**save**':

- > Profession – select '**Nurse**'. The '**Registration Board**' field will automatically populate with '**Nursing and Midwifery Board of Australia**',
- > Registration Number – ensure the number is entered correctly, starting with NMW,
- > Registration Type – select '**General**',
- > Expiry Date – this is always the date of the next Nursing and Midwifery Board of Australia (NMBA) renewal of registration date of 31<sup>st</sup> May each year,
- > Endorsements – enter the endorsement identified on the registration certificate, for example, '**Nurse Practitioner**' or '**midwife endorsed to prescribe**'. If there are no endorsements, leave this field blank,
- > Conditions – if there are any Australian Health Practitioner Regulation Agency (AHPRA) limitations or conditions on the health practitioner's registration, document the details of the limitations as they appear on the AHPRA website. If there are no limitations or conditions leave this field blank.

Unique Identifier	TESS014178	Status	Active
Name	TEST, N	Intern / Trainee	No
		Profession	Nursing and Midwifery
		Contract Number	123456789123456789123456789123456789
Gender		SA Health Employee	
Date of Birth	10/04/2012	Currently Practice CHSA	No
Employee ID			
Primary Committee	Nurse Practitioner (Don'tUse) LSPN		
Date of Appointment			

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

<b>Registration</b>										Show Expired Registrations <input type="checkbox"/>
Edit	Delete	Profession	Registration Board	Registration No.	Reg. Type / Sub-Type	Division	Speciality	Sub Speciality	Reg. Expiry	More Details
No Registration Details Found										
<b>Licence</b>										Show Expired Licences <input type="checkbox"/>
Edit	Delete	Licence	Licence No.	Expiry	Conditions					
No Licence Details Found										
<b>Accreditation</b>										Show Expired Accreditations <input type="checkbox"/>
Edit	Delete	Accreditation	Accredited	Accr. No.	Accr. Expiry					
No Accreditation Details Found										
<b>Professional Association Membership</b>										Show Expired Memberships <input type="checkbox"/>
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

Profession \*

Registration Board

Registration No. \*

Registration Type \*

Expiry Date \*

Endorsements

Conditions

Undertakings

Notations

Reprimands

Save Cancel



### 3. Insurance (Privately Practicing Nurse Practitioners and Midwives engaged by SA Health)

Privately practicing Nurse Practitioners and midwives are required to provide evidence of Professional Indemnity Insurance when providing service in SA Health facilities. Privately Practicing Midwives require additional Public Liability Insurance

The details of the Professional Indemnity Insurance (Privately Practice Nurse Practitioners and Privately Practicing Midwives) and Public Liability Insurance (Privately Practicing Midwives) must be uploaded into the CSCPS database.

### 4. Credential

The health practitioner's credential status is recorded in this tab.

If the practitioner has a current credential approved, this will be displayed in the '**Credential**' section. To view expired credentials, select the '**Show Expired Credentials**' box and select '**Show History**' to display any historical changes

The screenshot shows the CSCPS database interface. At the top, there are navigation tabs: 'Add Record', 'Search', 'Reports', 'Administration', and 'Logout'. Below this is a form displaying practitioner details for 'TEST, N'. The details include: Unique Identifier (TES5014178), Status (Active), Name (TEST, N), Intern / Trainee (No), Profession (Nursing and Midwifery), Contract Number (123456789123456789123456789123456789), Gender, Date of Birth (10/04/2012), SA Health Employee, Employee ID, Currently Practice CHSA (No), Primary Committee (Nurse Practitioner (Don't Use) LSPN), and Date of Appointment.

Below the details is a horizontal menu with tabs: 'Personal Details', 'Reg/Accr/Memb', 'Insurance', 'Credential', 'S.P.', 'Approval', 'CPD', 'Appeals', and 'Progress'. The 'Credential' tab is selected and highlighted with a red circle.

Under the 'Credential' tab, there is a section titled 'Credentials'. It contains a table with columns: 'Edit', 'Delete', 'Categorisation', 'Specialty / Clinical Domain', 'Sub-Specialty', 'Date Expiry', 'Committee', 'Limitations / Conditions', 'Additional Information', and 'Document Upload'. The table currently shows 'No Credential Found'. To the right of the table is a checkbox labeled 'Show Expired Credentials', which is checked and highlighted with a red circle.

At the bottom of the interface, there are two buttons: 'Add Credential' and 'Show History', both highlighted with red circles.

#### Entry of Initial Credentialing Record

To add a new credentialing approval, select the '**Add Credential**' button

Complete the following mandatory fields, and other relevant details as needed, then select '**save**':

- > Category – select the relevant practitioner type from the drop down list
- > Specialty / Clinical Domain – select the appropriate entry from the drop down list. Ensure that approved prescribers are identified in this field
- > Date Credentialed – the date the practitioner credentials were endorsed by the relevant credentialing committee
- > Expiry – the date the endorsed credentials expire
- > Committee – select the relevant Nursing and Midwifery Credentialing committee from the drop down list
- > all other fields can be left blank.
- > Document upload – for example letter of NMBA endorsement (initial application only), letter of credentialing approval

Add Credential
✕

**Category \***

**Specialty / Clinical Domain \***

**Date Credentialed \***

**Expiry \***

**Committee \***

**Limitations / Conditions**

**Additional Information**

**Comments**

**Document Upload**

### Entry of a re-credentiaing Record

Where there are no changes to the health practitioner's scope of practice and the location at which they continue to practice, the credentialing record may be edited/updated to reflect the new credentialing period once endorsed by the relevant credentialing committee for re-credentialing. The date credentialed reflects the date that the credentialing committee approved the re-credentialing application. The expiry date is then updated to the end of financial year for next annual period (30<sup>th</sup> June).

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

**Credentials** Show Expired Credentials

Edit	Delete	Categorisation	Specialty / Clinical Domain	Sub-Specialty	Date	Expiry	Committee	Limitations / Conditions	Additional Information	Document Upload
No Credential Found										

**Letters**

**Credentials History**

Categorisation	Specialty / Clinical Domain	Sub-Specialty	Date	Expiry	Committee	Limitations / Conditions	Additional Information	Document Upload	Created On	Created By	Modified On	Modified By
Nurse Practitioner	Respiratory - endorsed to prescribe		31/05/2014	31/05/2015	Nurse Practitioner (Don'tUse)				17/02/2014	nparke02	17/02/2014	nparke02
Nurse Practitioner	Respiratory - endorsed to prescribe		31/05/2014	31/05/2015	Nurse Practitioner (Don'tUse)				17/02/2014	nparke02	17/02/2014	nparke02
Nurse Practitioner	Emergency - endorsed to prescribe		31/05/2014	31/05/2015	NALHN Nursing/midwifery				17/02/2014	nparke02	09/10/2014	gneill01

A new scope of practice record is only added if the health practitioner has changed their scope of clinical practice within the same site/LHN or is working at another site/LHN. Any change in scope of practice must be approved by the relevant credentialing committee and uploaded to the CSCPS database.

#### 4. Scope of Practice (SOP)

This section records the health practitioner's scope of practice, describing the span of clinical practice for which the health practitioner is credentialled. The scope of practice documents, as approved by relevant credentialing committee, are uploaded into this tab.

The screenshot displays the 'Add Scope of Practice' form in the CSCPS system. On the left, the main profile page shows personal details for a health practitioner (Name: TEST, N; Status: Active; Profession: Nursing and Midwifery). A red arrow points from the 'SOP' tab in the navigation menu to the 'Add Scope of Practice' button. The 'Add Scope of Practice' modal window is open on the right, with a red circle highlighting its title bar. The form includes fields for Committee, Health Unit, Date Effective, Expiry Date, Date Performance Review Completed, Date Clinical Supervision Arrangement Commenced, and a Document Upload section. A red arrow points to the 'Save' button at the bottom right of the modal.

When adding a new SOP, select the 'Add Scope of Practice' tab

Complete the following mandatory fields, and other relevant details as needed, then select 'save':

- > Committees – select the relevant committee from the drop down list
- > Health Unit – select the appropriate health unit from the drop down list
- > SOP – Ensure the text entered into the 'free text field' matches the text in the 'Credentials- Specialty/Clinical Domain' tab and add 'Refer to attached document'. The health practitioner's current job & person specification and a description of the SOP (if not described in the J&PS) must be uploaded to the 'SOP' tab.
- > Date Effective – the date credentialed is the date credentialed or re credentialed by the relevant credentialing committee
- > Expiry Date – the date the endorsed credentials expire
- > Date Performance Review Completed – the last performance review completion date can be recorded if available or required by the organisation. This is not a mandatory field for Nursing and Midwifery.
- > Document upload – the SOP document and any other relevant documents which support the SOP are uploaded in this tab

#### To add, update or change Scope of Practice:

Complete the following mandatory fields, and other relevant details as needed, then select 'save':

- > select the 'Add Scope of Practice' tab
- > Complete the mandatory fields noted with a\* red asterisk
- > Upload current Scope of Clinical Practice Document