

Credentialing Guide

As you progress to senior medical practitioner positions in your Rural Generalist career, it is a requirement that you are assessed by a credentialing committee if you are employed with Queensland Health. This guide provides an overview of credentialing and Scope of Clinical Practice (SoCP) requirements by Hospital and Health Service (HHS).

Credentialing is an essential prerequisite for appropriate recruitment and appointment. You should contact the relevant HHS credentialing team soon after confirming your employment. Delaying application may result in a delay in appointment at the appropriate pay level. Credentialing requirements are subject to change at the discretion of each HHS credentialing committee.

HHS Credentialing Contacts

Cairns and Hinterland	CHHHS_Credentialing_MedicalandDental@health.qld.gov.au
Central Queensland	CQHHS_credentialing@health.qld.gov.au
Central West	cwclinicalworkforce@health.qld.gov.au
Darling Downs	DDHHS-Credentialing@health.qld.gov.au
Mackay	mackay_credentialing@health.qld.gov.au
Metro North	medical-credentialing-metro-north@health.qld.gov.au
Metro South	LBMedicalWorkforce@health.qld.gov.au (Logan and Beaudesert Hospitals)
North West	NWHHSMedicalWorkforceUnit@health.qld.gov.au
South West	SWHHS-Credentialing@health.qld.gov.au
Sunshine Coast	sc-credentialing@health.qld.gov.au
Torres and Cape	TCHHS-Credentialing@health.qld.gov.au
Townsville	tsv-socp@health.qld.gov.au
West Moreton	wmcredentialing@health.qld.gov.au
Wide Bay	wbhhs-credentialing@health.qld.gov.au

Course Requirements	Documents/ Evidence Required	Supervisory Requirements
Cairns and Hinterland		
<p>Current and ongoing continuing professional development (CPD) as per College requirements.</p>	<ul style="list-style-type: none"> • Application for credentialing and SoCP form • Documentation in relation to 'yes' answers on declaration provided • Current CV* • Current Advanced Life Support (ALS) Certificate • Minimum of two written references from peer practitioners (consistent with SoCP) • Evidence that you have subjected your clinical work to quality activity mechanisms • Copy of base degree and any relevant Fellowship certificates • Photo identification <p>Advanced Skill/s Evidence</p> <ul style="list-style-type: none"> • Evidence of any certified post graduate training in the advanced skill • Evidence of recent relevant experience e.g. log books • Evidence of recent CPD and upskilling in the advanced skill • A reference commenting on recent competence in the advanced skill 	<p>The levels of supervision are designed to ensure that the practice of the Medical Practitioner is safe.</p> <p>The level of supervision that is required will depend upon several factors that include:</p> <ul style="list-style-type: none"> • Qualifications of the Medical Practitioner. • Previous experience, especially in the position for which the Medical Practitioner has applied • Position description - the position, its location and the availability of supports.
Central Queensland		
<p>Current and ongoing CPD as per College requirements.</p> <p>Obstetrics</p> <ul style="list-style-type: none"> • logbooks should be maintained • DRANZCOG Advanced Certificate <p>Anaesthetics</p> <ul style="list-style-type: none"> • JCCA letter stating age restrictions, epidural etc including current logbook evidence if JCCA certification is older than 12 months 	<ul style="list-style-type: none"> • Completed application for credentialing and SoCP (supplied by CQHHS and submitted online via provided C. Gov Link) <ul style="list-style-type: none"> ○ Completed applicant's declaration including documentation in relation to 'yes' answers ○ Evidence of CPD (not required if fellowship qualification is less than 12 months old) ○ MBBS certificate ○ Fellowship certificate ○ Current CV* ○ Referees details in the advanced skill discipline and primary care 	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed, and will be on a case by case basis.</p>

	<ul style="list-style-type: none"> ○ Applicant's declaration ○ Three forms of identification, in line with HR B1 Policy 	
Darling Downs		
<p>General</p> <ul style="list-style-type: none"> • ALS Certificate - ALS certificates are current for three (3) years. • Clinical Attachments - For all rural general practitioner advanced skill sets, a clinical attachment within the previous three (3) years is required. Each clinical attachment performed should be for a minimum of 3 days. <p>Obstetrics</p> <ul style="list-style-type: none"> • Foetal Surveillance course within two years • Neonatal Resuscitation within two years • PROMPT or equivalent must be completed every three years • Procedural logbooks should be maintained <p>Anaesthetics</p> <ul style="list-style-type: none"> • Anaesthetic Crisis Management course or equivalent must be completed every three years • Procedural logbooks should be maintained <p>Surgery</p> <ul style="list-style-type: none"> • Evidence of continued practice through procedural logbooks • Surgical audit activities • CPD including courses relevant to surgical practice 	<ul style="list-style-type: none"> • Online application form • Documentation in relation to 'yes' answers on declaration provided • AHPRA Registration number • Current CV* • Copy of base degree and any relevant Fellowship certificate/s • Sub speciality document / certificate • Current ALS Certificate <p>Advanced Skill/s Evidence</p> <ul style="list-style-type: none"> • Evidence of caseload in the discipline within the last 12 months is required (absence of caseload will require a period of reskilling) • Head of Department support • Peer references and clinical attachments 	<p>The level of supervision is subject to:</p> <ul style="list-style-type: none"> • Qualifications • Previous experience • Position description - the position, its location and the availability of supports. <p>Recommended Levels of Supervision are for a period of 12 months unless otherwise specified, at which time a review of the Level of Supervision is required, accompanied by a Supervisor's report.</p> <p>Most SMO(PF) positions will require Level 3 supervision:</p> <ul style="list-style-type: none"> • The Medical Practitioner takes primary responsibility for individual patients • The supervisor must ensure that there are mechanisms in place for monitoring whether the Medical Practitioner is practising safely • The Medical Practitioner is permitted to work alone provided that the supervisor is contactable by phone within the Hospital and Health Service; the Health Service Director of Medical Services may approve a temporary suitable alternate supervisor from within the Hospital and Health Service if the primary supervisor is unavailable • The Medical Practitioner can provide on-call and after-hours services

Mackay

Current and ongoing CPD as per College requirements.

Evidence of recent training in adult and paediatric “advanced resuscitation” e.g. ALS (Advanced Life Support) and Paediatric Advanced Life Support (PALS) or equivalent certificates (Optimus Prime for paediatric advanced life support) for Mackay Base Hospital and Proserpine Hospital (CSCF levels 4 and 3 respectively); evidence of recent training in adult advanced resuscitation (ALS) and paediatric basic life support (Optimus Core or equivalent certificates) for the other rural sites in accordance with their CSCF level 2 status.

Annual one (1) week’s attendance at Mackay Base Hospital or an equivalent hospital for upskilling in the Clinical Department relevant to their advanced specialised skill - optional but recommended.

- Completed application for credentialing and SoCP (supplied by MHHS)
- Applicant’s declaration
- Documentation in relation to ‘yes’ answers on declaration provided
- Current CV*
- Base degree and Fellowship certificate
- Evidence of current CPD (not required if fellowship qualification is less than 12 months old)
- Photo identification
- Clinical audit / peer review activities
- Concurrent clinical appointment details
- Referees details in the advanced skill discipline and primary care
- Evidence of certified postgraduate advanced skill training
- Log book evidence
- A reference commenting on recent competence in the advanced skill.

Supervisory requirements will be consistent with any AHPRA conditions / supervision imposed and will be on a case by case basis.

Recommended Levels of Supervision are for a period of 12 months unless otherwise specified.

A level of supervision may be determined as required with consideration to several factors:

- Practitioner’s qualifications and previous experience
- To enable observation of clinical practice within MHHS facilities
- The location for practice and the availability of support in the local environment
- Recommendations from observed clinical practice within MHHS facilities
- Recommendations for additional SoCP for new clinical interventions or procedures.

Metro North

Current and ongoing CPD as per College requirements.

- All requirements are derived from MNHHS Credentialing Procedure and are subject to change. Applications require:
 - Online application form
 - Documentation in relation to ‘yes’ answers on declaration provided
 - Current CV*

Supervision will be consistent with any AHPRA conditions/supervision.

A level of supervision may be determined as required with consideration to several factors:

- Practitioner’s qualifications and previous experience

	<ul style="list-style-type: none"> ○ Certified copy of base degree and any relevant Fellowship certificate/s ○ Documented evidence of training in Specialised SoCP if applicable. ○ Evidence of CPD compliance (not applicable within the first 12 months after obtaining Fellowship) ○ Evidence of recency of practice ○ For new applications and non-employees, references are obtained from at least two professional peer referees (at least one should be in a supervisory capacity. Both required to be within the last 12 months) ○ Indemnity certificate ○ Three forms of ID (as per HR Policy B1) ● Specific credentialing requirements for some SoCP are defined in SoCP modules available on QHEPS 	<ul style="list-style-type: none"> ● The location for practice and the availability of support in the local environment ● Recommendations from observed clinical practice within Metro North Health facilities
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Metro South

(Logan & Beaudesert Hospitals)

Current and ongoing CPD as per College requirements.

- Completed Clinical and SoCP application form
- Completed SoCP List (selecting only those relevant to your work to be performed at Logan and Beaudesert Health Services, Metro South Health)
 - If there is another SoCP that you believe you should be considered for but is not on the attached SoCP list, please contact your line manager to discuss. After this discussion, if both you and your line manager feel this needs to be added as an additional SoCP please complete the 'Other' section on the last page of the SoCP List form with any relevant supporting documentation, if any.
 - If you require SoCP at another facility in Metro South Health i.e. PAH, Redland, QEII, please also advise.
- AHPRA Registration
- Google Search
- Current CV with a signed and dated verification statement ("I verify that the information contained within this CV is true and correct") - not required if

Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed and will be on a case by case basis.

A level of supervision may be determined as required with consideration to several factors:

- Practitioner's qualifications and previous experience
- The location for practice and the availability of support in the local environment
- Recommendations from observed clinical practice within MSHHS facilities

	<p>already supplied as part of current recruitment process</p> <ul style="list-style-type: none"> • Evidence of continuing professional development (CPD) activity in the past 3 calendar years relevant to the SoCP for which you have applied. • Documentation in relation to any ‘Yes’ responses in the Applicant’s Declaration • Subspecialty documentation i.e. JCCA Certificate, GESA Recertification, Conjoint Certificate, Use Licence etc if applicable. • Any other relevant documents to support your application • Vaccination Preventable Diseases (VPD) evidence for MMR, Pertussis, Varicella and Hep B. • Criminal History Clearance • Indemnity Insurance (if not a QH employee) • Three forms of ID (JP certified) • 2 x Referee Reports • Directors Support <p><i>Please note: You are not to commence work or any clinical duties until you receive a copy of your approved Clinical and SoCP letter.</i></p>	
<p>Sunshine Coast</p>		
<p>Current and ongoing CPD as per College requirements.</p>	<ul style="list-style-type: none"> • Online Mercury application • Documentation in relation to “YES” answers on declaration provided • AHPRA Registration • Current CV • Copy of base degree and any relevant Fellowship certificate/s • Sub speciality document / certificate • Documented evidence of participation in relevant professional development activities (CPD) • For new applications, references are obtained from at least two professional peer referees (one from the most recent place of employment) 	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed, and will be on a case by case basis.</p> <p>Recommended Levels of Supervision are for a period of 12 months unless otherwise specified.</p>

	<ul style="list-style-type: none"> • For renewal applications, a reference is obtained from line manager • 100 points of Identification (one must be passport) • Basic Life Support Certificate (must be dated within the last 12 months) • Certificate of Medical Indemnity 	
Townsville		
Current and ongoing CPD as per College requirements.	<ul style="list-style-type: none"> • Online application form • Evidence in relation to “YES” answers on declaration provided • Current CV • Current CPD evidence • Copy of primary degree • Fellowship certificate • Additional training certificates • Verification of identity • Details of two referees 	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed, and will be on a case by case basis.</p> <p>Recommended Levels of Supervision are for a period of 12 months unless otherwise specified.</p>
West Moreton		
Current and ongoing CPD as per College requirements.	<ul style="list-style-type: none"> • Online application form • Evidence in relation to “YES” answers on declaration provided • Current AHPRA Registration • Current CV required to meet the AHPRA Standard Format for CV*, signed and dated • Current indemnity insurance • Copy of base degree and any relevant Fellowship certificate/s • Sub speciality document / certificate • Documented evidence of participation in relevant professional development activities (CPD) • For new applications, references are obtained from at least two professional peer referees (one from the most recent place of employment) • Certified photo identification 	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed, and will be on a case by case basis.</p> <p>Recommended Levels of Supervision are for a period of 12 months unless otherwise specified.</p>
Wide Bay		

Current and ongoing Continuing Professional Development (CPD) as per College requirements.

- Online application
- Applicant declaration (supplied by WBHHS). Any variations to be explained to the committee
- Current CV* (explanations for all gaps six weeks+, and a signed verification statement)
- Primary Degree
- Fellowship certificate
- CPD evidence (not applicable within the first 12 months after obtaining Fellowship)
- Photo identification
- Nomination of a minimum of two referees
- AHPRA registration
- Current ALS
- Documentation of advanced skill

Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed, and will be on a case by case basis.

Recommended Levels of Supervision are for a period of 12 months unless otherwise specified.

Central West, North West, South West, Torres and Cape

Current Advanced Life Support (ALS) Certificate (ALS2 or equivalent)

Current and ongoing CPD as per College requirements

- Application for SoCP form
- Documentation in relation to 'yes' answers on declaration provided
- Current CV*
- Evidence of CPD unless Fellowship has been obtained in the previous 12 months.
- Current Advanced Life Support 2 (ALS2) certificate or equivalent
- Base Degree
- Fellowship (if applicable)
- Minimum of two written references from peer practitioners (consistent with SoCP)
- Identification- two forms one of which must be photo ID, e.g. current Drivers Licence or Passport

Advanced skill Disciplines: Anaesthetics, Obstetrics, Surgery, Endoscopy/Gastroscopy

- Advanced skill evidence / certificate e.g. JCCA, DRANZCOG Advanced, etc.
- Procedural logbook covering the period of the past 12 months. Evidence of any certified postgraduate training, recent CME/CPD and upskilling in the Advanced skill.

Supervision will be imposed on SoCP in accordance with the relevant, College approved training program.

The period of SoCP can be limited to a maximum of two years. Removal of supervision can be considered with evidence of Fellowship or relevant Advanced Skill Training qualification.

- Endoscopy/Gastroscopy. Must be registered with the Conjoint Committee for Recognition of Training in Gastrointestinal Endoscopy (CCRTGE). Must also be recertified as per CCRTGE requirements or on recertification pathway.
- Rural Generalist Surgery - specific procedures must be listed.

* AHPRA Standard Format for CV can be accessed at <https://www.ahpra.gov.au/Registration/Registration-Process/Standard-Format-for-Curriculum-Vitae.aspx>