

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. 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* 	<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"> ○ Referees' details in the advanced skill discipline and primary care ○ 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"> • Completion of triennium RANZCOG Diploma • 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 • CPD statement for current Triennium (if fellowed) • 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.

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.

- SOCP Application
- Signed SOCP Declaration & Authority - *signed & witnessed*
- Documentation in relation to ‘yes’ answers on declaration provided
- Comprehensive and up-to-date CV (Gaps in employment of more than 3 calendar months require explanation).
- Certified copies of qualifications (please include primary qualification and College Fellowship).
- Evidence of CPD including College CME/PDP printout or College letter confirming active participation + *provide current evidence of BLS, ALS, APLS certification.*
- 100 Point Identification - *Certified*
- Clinical audit / peer review activities
- Concurrent clinical appointment details
- 2 x signed referee reports. References are to be from 2 professional peer referees who are independent of the applicant, with no conflict of interest, and who can attest to the applicant's clinical performance within the previous 12 calendar months. One referee report to be from the most recent place of employment (or, in the case of locums the most recent locum posting).
- Evidence of certified postgraduate advanced skill training
- Log book evidence
- A reference commenting on recent competence in the advanced skill.
- Evidence of current medical indemnity insurance (if locum).

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

<p>Current and ongoing CPD as per College requirements.</p>	<ul style="list-style-type: none"> • All requirements are derived from MNHHS Credentialing Procedure and are subject to change. Applications require: <ul style="list-style-type: none"> ○ Online application form ○ Documentation in relation to ‘yes’ answers on declaration provided ○ Current CV* ○ 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 in the SoCP requested. ○ 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 	<p>Supervision will be consistent with any AHPRA conditions/supervision.</p> <p>A level of supervision may be determined as required with consideration to several factors:</p> <ul style="list-style-type: none"> • 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 Metro North Health facilities
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<p>Metro South</p>		
<p>(Logan & Beaudesert Hospitals)</p> <p>Current and ongoing CPD as per College requirements.</p>	<ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> ○ 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 	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed and will be on a case-by-case basis.</p> <p>A level of supervision may be determined as required with consideration to several factors:</p> <ul style="list-style-type: none"> • Practitioner’s qualifications and previous experience • The location for practice and the availability of support in the local environment

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 already supplied as part of current recruitment process
- 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

Please note: You are not to commence work or any clinical duties until you receive a copy of your approved Clinical and SoCP letter.

- Recommendations from observed clinical practice within MSHHS facilities

Sunshine Coast

Current and ongoing CPD as per College requirements.

For Physician Assistants in addition to provision of standard credentialing application documents, the following are required:

- SCHHS Physician Assistant application form
- Approved Physician Assistant Practice Plan - signed by Medical Director of employing Department
- Evidence of current registration with Australian Society of Physician Assistants (ASPA).
- A record of the SoCP of the Physician Assistant's supervisor
- Evidence of Continuing Professional Development, including a minimum of 20 hours of CPD per year relevant to practice as a Physician Assistant and in alignment with SoCP. An additional 10 hours per year in medication related education is required if SoCP includes endorsement from the medical credentialing committee to prescribe, supply, possess and administer drugs and poisons.

- Fully completed C-Gov credentialing application form.
- Verification of identity as per Queensland Health HR B1 Policy
- Evidence that the applicant holds the mandatory qualifications and has the training required for the appointed position. The committee may obtain advice from the applicant's professional college or college representative if required.
- For Dental Practitioners, assessment of proposed SoCP against the Dental Board of Australia Scope of Practice definitions, and the SCHHS Oral Health Credentialing must be completed in conjunction with the employing department.
- A current curriculum vitae (CV). NB: Employment gaps of greater than 3 months require explanation.
- Verification of the practitioner's registration status in the appropriate category with AHPRA.
- Any AHPRA conditions regarding a practitioner's SoCP must be applied at all health facilities. It is the obligation of the practitioner to advise the committee of any conditions, reprimands, notations or other restrictions on their registration.
- Evidence of continuing professional development (CPD) activities that meet AHPRA and relevant College requirements. A relevant Fellowship certificate obtained in the 12 months prior to the credentialing application will be accepted as evidence of meeting CPD requirements.
- References from two professional peers who have no conflict of interest and who can attest to the applicant's clinical performance within

Supervision requirements will be assessed on a case-by-case basis and will be consistent with any AHPRA conditions/supervision imposed and/or successful completion of Fellowship and subsequent registration with AHPRA.

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

	<p>the previous 12 months. One reference must be from the most recent place of employment.</p> <ul style="list-style-type: none"> ○ One reference required for renewal applications • Check and retain a copy of the ‘internet search’ conducted in accordance with Queensland Health Human Resources (HR). 	
Townsville		
<p>Current and ongoing CPD as per College requirements.</p>	<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 • Medical indemnity evidence if a non-QHealth employee 	<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		
<p>Current and ongoing CPD as per College requirements.</p>	<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 • Certified copy of MBBS • Certified copy of Fellowship Certificate/s (If applicable) • Certified Sub speciality document / certificate • Current CPD Statement downloaded from your college website or evidence of training • Current Indemnity Insurance 	<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"> • Either Current Certified Passport or Certified Drivers Licence and Certified Birth 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) 	
Wide Bay		
<p>Current and ongoing Continuing Professional Development (CPD) as per College requirements.</p>	<ul style="list-style-type: none"> • 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 	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed and will be on a case-by-case basis.</p> <p>Supervision is current for the whole period of SoCP. If an amendment to the supervision level needs to be made, then a Variation to SoCP process will be required.</p>
Central West, North West, South West and Torres and Cape		
<p>Current Advanced Life Support (ALS) Certificate (ALS2 or equivalent)</p> <p>Current and ongoing CPD as per College requirements</p> <p>**Please note: Central West, North West, South West and Torres and Cape HHS's</p>	<ul style="list-style-type: none"> • 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) 	<p>Supervision will be imposed on SoCP in accordance with the relevant, College approved training program.</p> <p>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.</p>

follow the requirements set out by the RRHHS credentialing Committee (Office of Rural and Remote Health).

- Two written references - must be from peers practitioners (consistent with SoCP) and the reference must be either signed by Referee or email confirmation attached to the email confirming it is true & correct.
- If applying for a scope in an AST one reference must be from a peer with the same AST and from ED/ Line Manager/ Supervisor.
- 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.
- 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>