

Credentialing and Scope of Practice

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Corporate Policy

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1 Policy Statement

Credentialing is the formal verification process of medical practitioners' qualifications and experience. The Hader Clinic has an expectation that medical practitioners working in Victorian health services are appropriately trained, qualified and skilled for the care they provide.

2 Policy Rationale

This policy sets out the credentialing and scope of clinical practice requirements for individual medical practitioners and the health services that employ them (or where they have visiting rights), to ensure medical practitioners are able to practice safely and within their scope of experience, knowledge and skills, and that the skills and experience of medical practitioner matches the clinical needs of the client. The Hader Clinic follows the credentialing policy of Safer Care Victoria: Credentialing and scope of clinical practice for senior medical practitioners policy.

2.1 Credentialing and scope of clinical practice for senior medical practitioners policy

3 Policy Scope

This policy applies to all medical practitioners employed by The Hader Clinic.

4 Roles and Responsibilities

4.1 Medical Practitioners are responsible for the following:

- provided with clear terms of appointment
- responsible for disclosing personal, legal or professional impediments to fulfilling the requirements of the role or that could affect patient safety
- required to immediately notify all health services where they are providing services of any conditions imposed on their practice by the Australian Health Practitioner Regulation Agency (AHPRA)
- appropriately qualified, registered and experienced for the practice they undertake
- maintaining the professional standard requirements relevant to their area of practice
- supported by annual performance appraisal
- aware of the requirements and capabilities of the health service, and that these may change over time.
- Directors of medical services (or appropriately authorised medical leaders) are:
- responsible for authorising individual position descriptions or other documents providing clear terms of appointment prior to senior medical practitioner appointments and reappointments
- ensuring all senior medical practitioners participate in annual performance reviews to ensure the practitioners' competence for the practice they undertake
- aware of any practitioner's health issues that may determine the scope of their clinical practice or affect patient safety
- responsible for notifying the health service board (or highest level of governance) if urgent appointments are made
- responsible for convening the credentialing and scope of clinical practice committee (or equivalent).

4.2 The credentialing and scope of clinical practice committee (or equivalent) is responsible for:

- ensuring the identity of the applicant has been verified
- verifying that the practitioner has current, appropriate qualifications
- ensuring the practitioner's knowledge and skills meet the requirements and capabilities of the health service
- ensuring there are no personal, legal or professional impediments to the practitioner undertaking the role
- formally reviewing previously credentialed practitioners at least every three years.

4.3 The Hader Clinic Clinical Board of Governance Committee responsibility:

- together with senior leadership is responsible for identifying the needs and capabilities of the health service
- ensures appointments and reappointments conform with current requirements of the National Safety and Quality Health Service Standard of Clinical Board of Governance
- is notified when appointments are made in urgent situations without input from the committee
- ensures the committee reviews urgent appointments within three months
- has a robust oversight mechanism to ensure credentialing processes are being effectively implemented.

5 Definitions

Appointment – employment of a medical practitioner

Clinical practice – the professional activities undertaken by a medical practitioner to provide patient care.

CPD – Continuing professional development to ensure ongoing improvement knowledge

Credentials – qualifications, professional training, clinical experience that contribute to a medical practitioner's ability to provide high quality safe health care.

Credentialing – the process of verifying the qualifications, experience, professional standing and professional attributes of a medical practitioner with regards to their ability for suitability of providing health care.

Medical Practitioner – A person registered with the Medical Board of Australia to practise medicine.

Scope of clinical practice – the extent of a medical practitioner ability to practice based on their credentials, professional suitability and competence, and the capability of The Hader Clinic to support the scope of practice.

6 Policy

The following requirements have been guided by the Safer Care Victoria policy.

6.1 New appointment of a medical practitioner

The medical practitioner will be provided with a position description that provides the terms of the appointment, and the required competencies and duties to be undertaken.

All prospective employees of The Hader Clinic must provide the evidence to be reviewed, verified and retained by the CBG committee.

The following is required for all prospective new appointments:• proof of identity based on a 100-point check of original documents

- national police history check
- international police check if the applicant has lived overseas for 12 months or longer during the past 10 years
- original qualifications or certified copy, including the primary medical degree and a certified translation when not in English
- original or certified copy of specialist qualifications and a certified translation when not in English
- procedural qualifications (where applicable)
- other evidence of training and clinical experience, as required
- evidence of current compliance with all maintenance of professional standard requirements as determined by the specialty colleges
- medical registration including:
 - * current Medical Board of Australia (AHPRA) registration
 - * confirmation of the presence or absence of conditions, undertakings, endorsements, notations, and reprimands
 - * confirmation of the type of registration (for example, general or specialist)
- a copy of the medical practitioner's indemnity certificate. The cover must reflect the scope of practice
- health status, if applicable. This can be discussed privately with the director of medical services who will be responsible for deciding how this will affect the scope of clinical practice
- continuing professional development (CPD) statements that are college approved or relevant to the scope of clinical practice determined by the health service and include either:
 - * copies of compliance certificates
 - * statements verifying CPD participation by the relevant college or Australian Medical Association CPD tracker printouts
- employment and/or visiting history – a current curriculum vitae, verified by checking with other sources, and including:
 - * clinical appointments
 - * academic appointments and teaching experience
 - * quality activities
- referee checks that:
 - * must not be limited to unsolicited written references
 - * if undertaken by verbal contact must be documented, preferably in a structured format
 - * may be undertaken by templates sent to nominated referees
 - * consider the appropriateness and the bona fides of referees
 - * include referees who work largely in the specialty of the applicant practitioner and have been in a position to judge the practitioner's experience and performance during the previous three years and have no conflict of interest in providing a reference
- existing contract or employment arrangements outside of the current appointment checked, with relevant documentation available.

6.3 Reappointment of a medical practitioner with no change to scope of practice

The Clinical Board of Governance (CBG) committee must verify the information required.

- 6.4
- medical registration including:
 - * current Medical Board of Australia (AHPRA) registration
 - * Confirmation of the presence or absence of conditions, undertakings, endorsements, notations, and reprimands
 - * Confirmation of the type of registration (for example, general or specialist)
 - a copy of the medical practitioner's indemnity certificate. The cover must reflect the scope of practice
 - health status, if applicable. This can be discussed privately with the director of medical services who will be responsible for deciding how this will affect the scope of clinical practice
 - CPD: college certificate or evidence of relevant CPD, confirming with the relevant college if indicated
 - employment and/or visiting history – an updated curriculum vitae including:
 - * clinical appointments
 - * academic appointments and teaching experience
 - * quality activities

6.5 Changing, extending or reducing scope of clinical practice

If a medical practitioner wants to change their scope of practice, or if a new service is introduced, there must be an appropriate credentialing and scope of practice process for the new practice or service. Changes must align with the 'Requirements for medical practitioners who are changing their scope of practice' in the Medical Board of Australia's Registration Standard – Recency of Practice.

The CBG must be provided with:

- the change to the scope of clinical practice requested
- additional procedural qualifications or experience related to the requested change
- for non-employed medical practitioners treating private patients in a public hospital: medical indemnity insurance information, ensuring the cover reflects the requested change to the scope of practice
- CPD: college certificate or evidence of relevant CPD, confirming with the relevant college if indicated.

6.6 Medical Board of Australia's Registration Standard – Recency of Practice

6.7 Appeals process

The right to appeal is available for any medical practitioner whose request for credentialing, recredentialing, or scope of clinical practice has been denied. The intention to appeal the decisions is to be lodged within 10 working days of the decision being made, and the appeal logged within one month of the initial decision.

The appeal process must be managed independently of the CBG and will review the decision made and any additional information presented.

A credentialing and scope of clinical practice appeals committee should be convened. The appeals committee should:

- comprise a majority of medical practitioners from a range of disciplines who have the necessary skills and experience to provide informed and independent advice
- include at least one medical practitioner who practices in the field relevant to the clinical scope being reviewed

- include a nominee of the relevant college, association or society
- include a nominee (medical practitioner) of the person who is the subject of the appeal.

Details of the proceeding are confidential, and outcome of the appeal will be given to the CBG. The CBG will make the final decision and will communicate in writing to advise the medical practitioner of the outcome.

6.8 Annual requirements

Each year, the medical practitioner must provide the following documentation to The Hader Clinic:

- evidence of their current registration,
- relevant CPD
- medical indemnity insurance information

6.9 Triennial requirements

Scope of clinical practice and recredentialing will be undertaken at least every three years and may be performed on an ad hoc basis if circumstances change.

7 Legislation and references

7.1 Standard for Credentialling and Defining the Scope of Clinical Practice

7.2 Credentialing and scope of clinical practice for senior medical practitioners policy

8 Related Policies and Procedures

I01867 Terms of Reference for the Board of Clinical Governance

2. Additional Documents

Credentialing and scope of clinical practice.pdf

Guidance on the verification process.pdf