

## 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 a prerequisite for 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	<a href="mailto:CHHHS_Credentialing_MedicalandDental@health.qld.gov.au">CHHHS_Credentialing_MedicalandDental@health.qld.gov.au</a>
Central Queensland	<a href="mailto:CQHHS_credentialing@health.qld.gov.au">CQHHS_credentialing@health.qld.gov.au</a>
Central West	<a href="mailto:cwclinicalworkforce@health.qld.gov.au">cwclinicalworkforce@health.qld.gov.au</a>
Darling Downs	<a href="mailto:DDHHS-Credentialing@health.qld.gov.au">DDHHS-Credentialing@health.qld.gov.au</a>
Mackay	<a href="mailto:mackay_credentialing@health.qld.gov.au">mackay_credentialing@health.qld.gov.au</a>
Metro North	<a href="mailto:medical-credentialing-metro-north@health.qld.gov.au">medical-credentialing-metro-north@health.qld.gov.au</a>
Metro South	<a href="mailto:LBMedicalWorkforce@health.qld.gov.au">LBMedicalWorkforce@health.qld.gov.au</a> (Logan and Beaudesert Hospitals)
North West	<a href="mailto:NWHHSMedicalWorkforceUnit@health.qld.gov.au">NWHHSMedicalWorkforceUnit@health.qld.gov.au</a>
South West	<a href="mailto:SWHHS-Credentialing@health.qld.gov.au">SWHHS-Credentialing@health.qld.gov.au</a>
Sunshine Coast	<a href="mailto:SC-medicallocum@health.qld.gov.au">SC-medicallocum@health.qld.gov.au</a>
Torres and Cape	<a href="mailto:TCHHS-Credentialing@health.qld.gov.au">TCHHS-Credentialing@health.qld.gov.au</a>
Townsville	<a href="mailto:tsv-socp@health.qld.gov.au">tsv-socp@health.qld.gov.au</a>
West Moreton	<a href="mailto:wmcredentialing@health.qld.gov.au">wmcredentialing@health.qld.gov.au</a>
Wide Bay	<a href="mailto:wbhhs-credentialing@health.qld.gov.au">wbhhs-credentialing@health.qld.gov.au</a>

Course requirements	Documents/evidence required	Supervisory requirements
<b>Cairns and Hinterland</b>		
<p>Current and ongoing continuing professional development (CPD) as per College requirements.</p>	<ul style="list-style-type: none"> <li>• Application for credentialing and SoCP form</li> <li>• Documentation in relation to ‘yes’ answers on declaration provided</li> <li>• Current CV*</li> <li>• Current Advanced Life Support (ALS) certificate</li> <li>• Minimum of 2 written references from peer practitioners (consistent with SoCP)</li> <li>• Evidence that you have subjected your clinical work to quality activity mechanisms</li> <li>• Copy of base degree and any relevant Fellowship certificates</li> <li>• Photo identification</li> </ul> <p>Advanced skill/s evidence</p> <ul style="list-style-type: none"> <li>• Evidence of any certified post graduate training in the advanced skill</li> <li>• Evidence of recent relevant experience e.g. log books</li> <li>• Evidence of recent CPD and upskilling in the advanced skill</li> <li>• A reference commenting on recent competence in the advanced skill</li> </ul>	<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"> <li>• qualifications of the Medical Practitioner.</li> <li>• previous experience, especially in the position for which the Medical Practitioner has applied</li> <li>• position description - the position, its location and the availability of supports.</li> </ul>
<b>Central Queensland</b>		
<p>Current and ongoing CPD as per College requirements.</p> <p><b>Obstetrics</b></p> <ul style="list-style-type: none"> <li>• logbooks should be maintained</li> <li>• DRANZCOG Advanced Certificate</li> </ul> <p><b>Anaesthetics</b></p> <ul style="list-style-type: none"> <li>• JCCA letter stating age restrictions, epidural etc. including current logbook evidence if JCCA certification is older than 12 months</li> </ul> <p>OR</p>	<ul style="list-style-type: none"> <li>• Completed application for credentialing and SoCP (supplied by Central Queensland HHS and submitted online via provided C. Gov Link) <ul style="list-style-type: none"> <li>○ Completed applicant’s declaration including documentation in relation to ‘yes’ answers</li> <li>○ Evidence of CPD (not required if fellowship qualification is less than 12 months old)</li> <li>○ MBBS certificate</li> <li>○ Fellowship certificate</li> <li>○ Current CV*</li> </ul> </li> </ul>	<p>Supervisory requirements will be consistent with any AHPRA conditions/supervision imposed and will be on a case by case basis.</p>

Rural Generalists automatically go down to age 5 years.

#### Rural Generalist Anaesthesia

- General Anaesthesia & Regional Anaesthesia
- Epidural Anaesthesia
- Children minimum age 5 years

- 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

### General

- ALS Certificate - ALS certificates are current for 3 years.
- Clinical Attachments - For all rural general practitioner advanced skill sets, a clinical attachment within the previous 3 years is required. Each clinical attachment performed should be for a minimum of 3 days.

### Obstetrics

- Completion of triennium RANZCOG Diploma
- Foetal Surveillance course within 2 years
- Neonatal Resuscitation within 2 years
- PROMPT or equivalent must be completed every 3 years
- Procedural logbooks should be maintained

### Anaesthetics

- Anaesthetic Crisis Management course or equivalent must be completed every 3 years
- Procedural logbooks should be maintained

### Surgery

- Evidence of continued practice through procedural logbooks
- Surgical audit activities
- CPD including courses relevant to surgical practice

- 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 followed)
- Sub speciality document / certificate
- Current ALS Certificate

### Advanced Skill/s Evidence

- 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

The level of supervision is subject to:

- 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 week 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
- Two 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 required)

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 Mackay HHS facilities
- location for practice and the availability of support in the local environment
- recommendations from observed clinical practice within Mackay HHS 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 Metro North HHS Credentialing Procedure and are subject to change. Applications require:
  - 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 (for the last 3 years)
  - Evidence of recency of practice in the SoCP requested
  - For all applications, references are obtained from at least 2 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.

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
- location for practice and the availability of support in the local environment
- recommendations from observed clinical practice within Metro North Health facilities.

## Metro South

Logan and Beaudesert Hospitals

- 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 applicable, please ensure you submit any additional supporting evidence as detailed in the [Metro South Health SoCP Module \(internal QHEPS link\)](#)*
- If there is another SoCP that you believe you should be considered for but is not on the attached SoCP

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
- location for practice and the availability of support in the local environment

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 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
- Documentation in relation to any 'yes' responses in the Applicant's Declaration
- Subspecialty documentation i.e. JCCA Certificate, GESA Recertification, Conjoint Certificate, Use Licence 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 Queensland Health employee)
- Three forms of ID (JP certified)
- Two Referee reports
- Director's 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

Rural General Registrars will participate in training requirements as set out by the relevant training College. Credentialing for Registrars is not required as practice is supervised.

Rural Generalist Fellows will complete Continuing Professional Development requirements as set out by the relevant College and in line with Medical Board standards. Qualified Rural Generalist Registrars working as Senior Medical Officers will be required to complete a credentialing application to be granted a Clinical Scope of Practice.

When applying for credentialing, a member of the Senior Medical Workforce team will contact the applicant to advise on the required documentation. A summary list is provided below:

- 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.
- 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 2 professional peers who have no conflict of interest and who can attest to the applicant's clinical performance within the previous 12 months. One reference must be from the most recent place of employment.
  - One reference required for renewal applications

Registrars and trainees practice under supervision and will be allocated to a Clinical Supervisor.

For Fellows, supervision is not usually required providing that the applicant is practicing within their granted Scope of Clinical Practice. Supervision requirements will be assessed on a case-by-case basis and will be consistent with any AHPRA conditions/supervision imposed by the Credentialing Committee.

	<ul style="list-style-type: none"> <li>• If applying for a scope in an Advanced Skills Training (AST), one reference must be from a peer with the same AST or Speciality (e.g. Anaesthetist for JCCA/DRGA).</li> <li>• Advanced skill evidence/certificate must be provided e.g. JCCA.</li> <li>• Evidence of recent CME/CPD and upskilling in the Advanced skill.</li> <li>• 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.</li> </ul>	
<b>Townsville</b>		
Current and ongoing CPD as per College requirements.	<ul style="list-style-type: none"> <li>• Online application form</li> <li>• Evidence in relation to ‘yes’ answers on declaration provided</li> <li>• Current CV</li> <li>• Current CPD evidence</li> <li>• Copy of primary degree</li> <li>• Fellowship certificate</li> <li>• Additional training certificates</li> <li>• Verification of identity</li> <li>• Details of 2 referees</li> <li>• Medical indemnity evidence if a non-Queensland Health employee</li> </ul>	<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>
<b>West Moreton</b>		
Current and ongoing CPD as per College requirements.	<ul style="list-style-type: none"> <li>• Online application form</li> <li>• Evidence in relation to ‘yes’ answers on declaration provided</li> <li>• Current AHPRA Registration</li> <li>• Current CV required to meet the AHPRA Standard Format for CV*, signed and dated</li> <li>• Certified copy of MBBS</li> <li>• Certified copy of Fellowship certificate/s (If applicable)</li> </ul>	<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"> <li>• Certified Sub speciality document/certificate (If applicable)</li> <li>• Current CPD statement downloaded from your College website or evidence of training</li> <li>• Current Indemnity Insurance (for non-Queensland Health/West Moreton Health employees only)</li> <li>• Three forms of ID - must be certified (i.e. passport, drivers licence, birth certificate, Medicare card, utility account)</li> <li>• For new applications, references are obtained from 2 referees (one from the most recent supervisor [within last 12 months] and one peer/colleague)</li> </ul>	
<b>Wide Bay</b>		
Current and ongoing Continuing Professional Development (CPD) as per College requirements.	<ul style="list-style-type: none"> <li>• Online application</li> <li>• Applicant declaration (supplied by Wide Bay HHS). Any variations to be explained to the committee</li> <li>• Current CV* (explanations for all gaps 6 weeks+, and a signed verification statement)</li> <li>• Primary degree</li> <li>• Fellowship certificate</li> <li>• CPD evidence (not applicable within the first 12 months after obtaining Fellowship)</li> <li>• Photo identification</li> <li>• Nomination of a minimum of 2 referees</li> <li>• AHPRA registration</li> <li>• Current ALS</li> <li>• Documentation of advanced skill</li> </ul>	<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>
<b>Central West, North West, South West and Torres and Cape</b>		
Current Advanced Life Support (ALS) Certificate	<ul style="list-style-type: none"> <li>• Online application (CGov)</li> <li>• Documentation in relation to 'yes' answers on declaration provided</li> <li>• Current CV*</li> <li>• Current registration</li> <li>• Evidence of CPD unless Fellowship has been obtained in the previous 12 months</li> <li>• Current Advanced Life Support certificate</li> <li>• Base degree</li> </ul>	<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 2 years. Removal of supervision can be considered with evidence of Fellowship or relevant Advanced Skill Training qualification.</p>
Current and ongoing CPD as per College requirements		
**Please note: Central West, North West, South West and Torres and Cape HHS follow the requirements set out by the RRHHS credentialing Committee (Office of Rural and Remote Health).		

- Fellowship (if applicable)
- Two written references - must be from peers practitioners with Specialist Registration (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 or Speciality (e.g. Anaesthetist for JCCA/DRGA).
- Identification - 2 current 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/DRGA, DRANZCOG Advanced
- 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 and signed off by a FRACS supervisor or have a letter of support from a FRACS.

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