Identify need
Multidisciplinary team (with support of profession-specific manager) identify the need for an allied health professional to engage in a clinical practice not traditionally performed by the profession.

Is the new service within the normal scope of practice for the profession?

Prepare proposal to conduct the practice
Multidisciplinary team (with profession-specific manager/s) prepares a proposal and a draft protocol to conduct the practice.

Are regulatory changes required?

Complete application for individual credentialing (in tandem with proposal to conduct the practice)
Proposal for the new service and application to credential individual/s is required.

Approved credentialing committee
All applications and proposals submitted to Committee Chair.

Other applications that may be submitted to the Committee include:
Review of current credentialing and scope of practice application (re-application);
Mutual recognition of current credentialing and scope of practice application;
Emergent situation applications.

Recommendation to Chief Executive (CE)
Committee reviews application/s and makes recommendation to HHS CE (or delegate)

Outcome advised
Application/s reviewed by HHS CE (or delegate) and applicant/s and relevant manager/s are advised of outcome

Endorsement of intervention/service
Proposal for new intervention/service refused
Proposal for new intervention service granted

Individual credentialing
Individual applicant/s granted credentialing and scope of practice. Committee may also grant limited scope of practice or interim scope of practice due to an emergent situation (full application to be submitted within 60 days).

Monitoring
Clinical supervisor monitors competence and provides feedback to profession-specific manager every 6 months. Unless an unscheduled review is requested, formal review of credentialing and scope of practice to occur each 3 years.

Complete:
→ Template - Supervisors Report
→ Re-Application Form

Complete:
→ New Application Form
→ (if necessary) Mutual Recognition Application Form
→ Template - Referee Report
→ Template - Proposal for New Intervention or Service
→ Template - Local Protocol

Complete:
→ Template - Proposal for New Intervention or Service
→ Template - Local Protocol

Forms and other information available at: http://qheps.health.qld.gov.au/ahwac/content/clingov_2.htm