



Guideline: Scope of Clinical Practice References – Guide for Practitioners

Overview

- All applications for credentialing and scope of clinical practice (SoCP) require a minimum of two (2) written references.
- Additional references may be required where SoCP is requested in a number of clinical domains or procedures.
- Referees must:
 - have worked with the applicant within past 12 calendar months
 - be a relevant peer
 - be able to comment on the applicant's clinical skills in the SoCP for which they have applied
 - be independent of the applicant and not have a conflict of interest
- An appropriate peer is a practitioner who works in the same clinical domain as the applicant. For example; a practitioner applying for SoCP in surgery must have a reference from a surgeon, or a psychiatrist must have a reference from another psychiatrist.
- The preferred format is the General SoCP Referee Report template. Locum agency reference forms may be accepted if they provide the same information as the approved template.
- In cases where a practitioner works in solo practice at least one reference must be from an appropriate peer, and the other may be from an appropriate senior health care professional who has direct contact with the applicant.
- References must be verified by the referee in one of the following ways:
 - by signing the original reference
 - the reference is emailed and the covering email is considered as the electronic signature
 - the reference is signed with a scanned (gif/jpeg) signature embedded in the document
 - a verbal reference is taken by a locum agency which is subsequently confirmed by email from the referee.
- References in the following examples would not be accepted:
 - The reference is in letter format
 - The reference is signed within the 12 month timeframe, but worked with the applicant over 12 months ago
 - An old reference which has been resigned as now being current
 - The referee is a junior or trainee practitioner
 - The referee has only worked with the practitioner for a very limited amount of time
 - The referee is a practice manager
 - The majority of responses to questions is 'not observed'
 - The referee has a conflict of interest or is a direct relative