

Human Resources Policy

Employment Screening

Policy Number: B40 (QH-POL-122)

Publication date: June 2020

Purpose: To outline the employment screening processes required by Queensland Health or by legislation for employees and other persons in addition to Directive 07/11 – Employment Screening (extended to Queensland Health via the Public Service Regulation 2008).

Application: This policy applies to all Queensland Health employees.

This policy also applies to other persons, including agency staff/locums, contractors, consultants, students and volunteers.

Delegation: The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

Legislative or other authority:

- *Aged Care Act 1997* (Cth) and associated Accountability Principles 1998 and Sanctions Principles 1997
- *Aged Care Amendment (2008 Measures No. 2) Act 2008* (Cth)
- *Bankruptcy Act 1966* (Cth)
- *Biosecurity Act 2015* (Cth)
- *Child Protection (Offender Reporting) Act 2004*
- *Commission for Children and Young People and Child Guardian Act 2000*
- *Corrective Services Act 2006*
- *Crimes Act 1914* (Cth)
- *Criminal Code Act 1899*
- *Criminal Law (Rehabilitation of Offenders) Act 1986*
- *Customs Act 1901* (Cth)
- Health Ombudsman Regulation 2014
- *Health Practitioner Regulation National Law Act 2009*
- *Hospital and Health Boards Act 2011*
- *Juvenile Justice Act 1992*
- *Penalties and Sentences Act 1992*
- *Information Privacy Act 2009*
- *Public Service Act 2008*
- Public Service Regulation 2008
- *Radiation Safety Act 1999*
- *Public Records Act 2002*
- *State Building Protective Security Act 1983*
- *Superannuation Industry (Supervision) Act 1993*
- *Working with Children (Risk Management and Screening) Act 2000*
- Public Service Commission Directive 02/14 – Appeals Directive
- Public Service Commission Directive 15/13 – Recruitment and Selection
- Public Service Commission Directive 07/11 – Employment Screening
- Code of Conduct for the Queensland Public Service

Related policy or documents:

- Vaccine preventable diseases (VPD) requirements HED No. 01/16
- Recruitment and Selection HR Policy B1(QH-POL-212)
- Health professionals registration – Medical officers, nurses, midwives and other health professionals HR Policy B14 (QH-POL-147)
- Citizenship, Residency, Visas and Immigration HR Policy B46 (QH-POL-250)
- Employees to notify supervisor if charged with or convicted of an indictable offence HR Policy E4 (QH-POL-127)
- Performance and development HR Policy G9 (QH-POL-189)
- Queensland Health Intellectual Property Policy (QH-POL-009)
- Hospital and Health Service guide to pre-employment screening
- Queensland Corrective Services Procedure Properties – Relevant Persons
- Queensland Corrective Services Guidelines for Assessing Suitability – Relevant Persons
- Queensland Government Information Standard No.42A Information Privacy for the Queensland Department of Health
- Queensland Health Criminal History Assessment Framework
- Public Service Commission Chief Executive Guideline 02/13: Evidence of Attribute – Aboriginal and/or Torres Strait Islander Identified Roles
- National Code of Conduct for Health Care Workers (Queensland)

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1 Policy

Queensland Health has a responsibility to:

- ensure the safety and security of employees, volunteers and members of the Queensland community who rely on and/or receive services provided by Queensland Health
- maintain public confidence in the integrity of Queensland Health employees and Queensland Health information
- treat current and prospective employees, and volunteers fairly in relation to any consideration of their suitability for employment in Queensland Health
- ensure that assessments and decisions made about whether to appoint a person to perform the duties of a particular job in Queensland Health are consistent, based on the principles of merit and allow for natural justice.

1.1 Employment screening in Queensland Health

An offer of employment cannot be made until the appropriate pre-employment checks are completed. Prospective employees must not commence work in the proposed role prior to satisfying this requirement.

Part 6 of the *Public Service Act 2008* provides the legislative basis for criminal history checking provisions for general Queensland Health employment. In addition, the Public Service Commission Directive 07/11 – Employment Screening applies via regulation to Queensland Health employees through Public Service Regulation 2008.

Queensland Health complies with other state and Commonwealth legislative and regulatory requirements relating to employment screening in specific areas of employment, as follows:

- *Aged Care Act 1997* (Cth) for aged care services
- *Biosecurity Act 2015* (Cth)
- *Corrective Services Act 2006* for offender health services
- *Customs Act 1901* (Cth)
- Health Ombudsman Regulation 2014
- *Health Practitioner Regulation National Law Act 2009*
- *Radiation Safety Act 1999*
- *Working with Children (Risk Management and Screening) Act 2000* (Working with Children Act) for regulated child-related employment.

Reference to employment screening requirements relevant to the role must be made when the vacancy is advertised.

Role descriptions must specify any mandatory qualifications or registration required to practice in the role. Evidence of prospective employees holding the required qualifications must be provided. All new employees are required to provide proof of identity as part of the recruitment process. Refer to Recruitment and Selection HR Policy B1 for further information on these requirements.

Nothing found in the course of employment screening may be used to unlawfully discriminate against any person.

Current employees may be required to undertake employment screening (e.g. a criminal history check, probity check) when moving into a different role (e.g. secondment, higher duties, promotion, transfer, deployment, etc.) that has additional legislative, financial or immunisation requirements. Refer to the table in Attachment One for specific requirements.

1.2 Confidentiality

Employment screening information and documentation about a person's criminal history must only be used during recruitment in assessing the suitability of a person to perform the duties of a job.

Any employees participating in employment screening processes, including those providing administrative support, must be made aware of their obligations for privacy and confidentiality, and compliance with this policy.

Criminal history information must be managed in accordance with privacy requirements in the *Information Privacy Act 2009* and the Privacy and Right to Information available on QHEPS. Refer also to section 2.4 for information on the retention and destruction of documentation.

1.3 Non-disclosure

A person must not be asked to disclose their personal criminal history information to a selection panel or other employee at any stage during a selection process.

2 Criminal history checks

Full details of Queensland Health criminal history checking requirements are outlined in Attachment One.

2.1 New Zealand criminal history checks

Applicants who have resided in New Zealand for six months or more during the last 10 years are required to also undergo a New Zealand criminal history check.

2.2 Criminal history assessment factors

In determining the suitability of an applicant to perform the relevant duties of a position, a Criminal History Assessment Representative (CHAR) or Criminal History Assessment Panel (CHAP) must consider a number of factors in their decision-making process, including:

- any legislative requirements which provide automatic exclusion from employment in specific areas for certain offences
- the relevance of the offence to the duties of the job to which it is recommended the person be appointed
- whether the appointment of the person with such a criminal history is likely to substantially conflict with Queensland Health's values and the Code of Conduct for the Queensland Public Service, or seriously erode public or client confidence in Queensland Health.

Further information on CHAR/CHAP roles is included in Attachment Two.

2.3 Natural justice

When the CHAR/CHAP considers that an applicant may be unsuitable for appointment or ongoing appointment, the applicant must be provided with an opportunity to respond (natural justice).

The CHAR/CHAP or appropriate delegate will provide the applicant with:

- a copy of the criminal history report
- a request to confirm that they are the person to whom the criminal history report relates

- an invitation to make a written representation as to their suitability for appointment and to provide other information they consider may be relevant to the consideration of their circumstances and their suitability for appointment to Queensland Health.

The CHAR/CHAP is to act fairly, in good faith and without bias in considering the representations made by the applicant.

If there is no response to the request for the information above within 14 days, no further opportunities will be provided.

When the Queensland Corrective Services (QCS) chief executive (or delegate) considers an applicant may be unsuitable for appointment to a Queensland Health position providing offender health services, the applicant will be provided with an opportunity to respond in accordance with the QCS Procedure Properties – Relevant Persons.

2.4 Retention and destruction of criminal history documentation

In ensuring compliance with the *Information Privacy Act 2009* and the *Public Records Act 2002*, the criminal history module VADER is the **only** authorised system to process, retain and store information relating to an employee's identified criminal history.

The person requesting the criminal history check, the local work unit/facility or human resources unit, is **not** to record or store:

- information relating to an employee's disclosable criminal history on an employee's personnel file
- information relating to an employee's disclosable criminal history on the payroll system or other record keeping system
- any consent and/or criminal history application documentation.

Criminal history information about an applicant or current employee is to be stored securely in accordance with recordkeeping policy. Information is to be destroyed only after appeal and judicial review time frames have expired in accordance with the *Public Service Act 2008*, Public Service Commission Directive 07/11 – Employment Screening and Public Service Commission Directive 02/14 – Appeals. Such information may include:

- the consent form, including proof of identity documentation
- correspondence to or from the Queensland Police Service (QPS) or QCS Ethical Standards Unit
- correspondence to and from the applicant regarding the criminal history checking process
- any documents developed in undertaking the assessment of suitability or the reasons for finding the applicant unsuitable to perform relevant duties as a result of criminal history checking.

3 Qualifications and/or registration checking

Where a role description has mandatory qualifications or registration required to practise in the role, evidence of prospective employees holding the required qualifications must be provided. Where qualifications are deemed to be highly desirable and are used in decision making to determine merit, evidence of qualifications must also be provided.

Prior to permitting a person to commence any clinical duties, registration or credentials to practice in Australia must be verified by the panel chair/line manager.

For nationally regulated professions, a search of the Australian Health Practitioner Regulation Agency (AHPRA) Register of Practitioners must be conducted to verify registration -

<https://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx>

For non-AHPRA registered professions, a certified copy of their qualifications must be provided by the applicant and a check of prohibition orders under the National Code of Conduct for Health Care Workers (Queensland) must be undertaken. Prohibition order information is available from the Office of the Health Ombudsman in Queensland.

The panel chair/line manager must also confirm that the qualification/s and registration or membership eligibility are appropriate for the position and duties to be performed and identify any endorsements or limitations placed on the right to practice (refer to Health professionals registration – Medical officers, nurses, midwives and other health professionals HR Policy B14). Refer to Attachment Three for further requirements.

A copy of the AHPRA Register search and certified copy of qualification/s must be submitted with commencement of duty forms.

4 Vaccine preventable disease vaccination check

Some roles within Queensland Health are designated as 'vaccine preventable disease (VPD) risk roles'. Preferred applicants for VPD risk roles must be able to provide evidence that they either:

- have been vaccinated against the VPD's listed in the role description; or
- are not susceptible to the VPD's listed in the role description.

Hiring managers must seek this evidence for preferred applicants of VPD risk roles. Any offer of employment is subject to the supply of this evidence.

Refer to Recruitment and Selection HR Policy B1 and Vaccine preventable diseases (VPD) requirements HED No. 01/16 for further information.

5 Internet search

Internet search can assist in identifying any previously unidentified criminal history, adverse findings or malpractice that may potentially impact on an employee's ability to safely deliver services required of their role.

Internet search is mandatory for all medical officer roles as outlined in section 5.1

HR and recruitment teams must establish local guidelines outlining which other roles such searches apply to and when and how such screening is undertaken.

Principles of natural justice must be applied for any adverse information sourced through this search as for section 2.3.

5.1 Medical officer internet search

It is a requirement that all medical officers be subject to an internet search as part of the recruitment process. Medical officers who are employed via recruitment agencies, as contractors or as locums are also required to have an internet search conducted.

The internet search is to assist in the identification of any previously unidentified criminal history or adverse findings that may potentially impact on the medical officer's ability to deliver safe quality care to consumers of Queensland Health services.

The internet search is to be conducted based on the following criteria:

- First name
- Last name
- Title (i.e. Dr)
- Search engine: Google.

The first three pages (10 hits per page) of the search results are to be viewed and signed by the Executive Director Medical Services (EDMS) and kept on the medical officer's personnel file.

The internet search **must** be completed and any concerns addressed prior to commencement of employment. Any adverse information is to be reported by the EDMS to the Health Service Chief Executive immediately.

The EDMS is responsible for:

- ensuring the internet search is conducted as per the criteria listed above
- reviewing the content of the internet search
- identifying and investigating any adverse information
- reporting any findings to the Health Service Chief Executive and Credentialing Committee
- ensuring a copy of the internet search is kept on the medical officer's personnel file
- ensuring the outcomes of any investigations are recorded on the medical officer's personnel file
- ensuring the internet search is completed prior to the medical officer commencing employment with Queensland Health
- ensuring the applicant is afforded natural justice in the event of any identified adverse information.

6 Citizenship/visa checks

Prior to any offer of employment being made it is the responsibility of the panel chair/hiring manager to check the applicant satisfies citizenship or visa requirements and is eligible for appointment or to work in Australia (refer to Citizenship, Residency, Visas and Immigration HR Policy B46).

7 Radiation licencing safety checks

Employees who access or deal with information regarding licences issued under the *Radiation Safety Act 1999* have access to highly sensitive information regarding the possession and use of radioactive materials; therefore, all employees working in this area are required to have a security background assessment check completed by the Australian Security Intelligence Organisation, in addition to general criminal history checks.

8 Identified roles

Where a position has been classified as "Identified", the appointee is required to provide Evidence of Attribute as part of the recruitment process. Evidence of Attribute for all staff in Identified positions must be retained on their official Personnel File.

Evidence of Attribute must be as outlined in Section 8 of the Public Service Commission Chief Executive Guideline 02/13: Evidence of Attribute – Aboriginal and/or Torres Strait Islander Identified Roles and Sections 25(1)(a) and (g), 46(1)(b) and 53(a) of the *Public Service Act 2008*.

By definition a person who is not an Aboriginal and/or Torres Strait Islander cannot be employed (on any basis) to perform the duties of an Aboriginal and/or Torres Strait Islander identified role.

9 Fit and proper person check

Employees carrying out biosecurity activities under the *Biosecurity Act 2015* are required to be fit and proper persons. Biosecurity activities include handling quarantine material. Prior to permitting a person to carry out biosecurity activities, the manager must arrange for a fit and proper person declaration to be completed and provided to the organisational compliance officer.

10 Serious discipline history check

Referees are required to disclose knowledge of an applicant's previous history of serious disciplinary action in public sector employment. Under section 179A of the *Public Service Act 2008*, selection panels may also request disclosure of serious discipline history from applicants who are or were public service employees.

Where adverse information is taken into account by the panel such that it adversely affects the recommendation for appointment, the information must be put to the applicant for response. Under the principles of natural justice, any response from the applicant must be documented and considered by the panel ahead of making their final recommendation.

Definitions:

Applicant	A person applying for a job in Queensland Health who, depending on the duration and location of the position applied for, may be required to undergo a requisite criminal history check.
Appointment	The employment of a person to work in Queensland Health in any paid or unpaid employment capacity, including volunteering or student placements.
Break in service	Break in service occurs when an employee separates from Queensland Health for any period.
Certified documents	Documents certified to be true copies of the original by a justice of the peace, commissioner of declarations, barrister, solicitor or notary public.
Corrective Services criminal history check	A check required under the <i>Corrective Services Act 2006</i> for persons to be engaged to work in offender health services. The check is undertaken by the Queensland Police Service of Australia-wide police records, based on a person's name, to certify if a person either has or does not have disclosable charges and/or convictions. The check includes spent convictions. The outcome of the criminal history check is used by the Corrective Services delegate to determine the suitability of the person to work in offender health services.
Criminal History Assessment Panel (CHAP)	Queensland Health nominated representatives who assist the Criminal History Representative to determine the suitability of an applicant with a disclosable criminal history to be appointed to a position in Queensland Health.
Criminal History Assessment Representative (CHAR)	Queensland Health nominated representative responsible for determining suitability of an applicant with a disclosable criminal history to be appointed to a position in Queensland Health.
Criminal history check	A search of police records Australia-wide undertaken by the Queensland Police Service, based on a person's name, to certify if a person either has or does not have a disclosable conviction/s. The outcome of the criminal history check is used by the CHAP to determine the suitability of the person to undertake general employment in Queensland Health.

Disclosable conviction	A conviction that is recorded by the court and has not been rehabilitated or spent under the <i>Criminal Law (Rehabilitation of Offenders) Act 1986</i> and, in the case of Commonwealth convictions, the <i>Crimes Act 1914</i> (Cth), and the disclosure of which to any person does not breach the <i>Criminal Law (Rehabilitation of Offenders) Act</i> , <i>Penalties and Sentences Act 1992</i> , and the <i>Juvenile Justice Act 1992</i> .
Employment screening	The process of undertaking criminal history checks authorised by legislation or other relevant checks to determine the suitability of a recommended person proposed to be engaged to perform duties on behalf of Queensland Health.
Fit and proper person test	A determination as per section 530 of the <i>Biosecurity Act 2015</i> .
General employment	Is any employment within Queensland Health other than employment in an aged care service or in offender health services. General employment applies to all occupational groups and employment categories.
Indictable offence	<p>An offence for which a charge may be laid by indictment or an equivalent process, whether that is the only, or an optional, way to lay a charge of the offence.</p> <p>An offence against a law of the Commonwealth or of a State or Territory, or that of a foreign country or part of a foreign country that when committed corresponds to an indictable offence against a law of the Commonwealth or of a State or Territory.</p> <p>The <i>Criminal Code Act 1899</i> specifies that offences may be criminal offences or regulatory offences. Criminal offences comprise crimes, misdemeanours and simple offences. Only offences designated as crimes and misdemeanours are indictable offences. An indictable offence is a more serious offence. Charges of an indictable offence are usually heard before a judge and jury. Regulatory and simple offences may be heard by a Magistrates Court without a jury.</p>
Key personnel	Any person responsible for the nursing services provided in an aged care service or who is responsible for the day-to-day operations of the service. For example, Directors of Nursing and Nursing Officers Grade 7 and above (including relief, secondment, temporary or casual arrangements).
National police certificate	<p>A national criminal history check report prepared by the Australian Federal Police or by the police force or police service of a State or Territory that discloses evidence of whether a person:</p> <ul style="list-style-type: none"> • has no recorded criminal convictions • has been convicted of an offence • has been charged with, and found guilty of, an offence but discharged without conviction • is the subject of any criminal charge still pending before a Court.
Probity check	Refers to verification of more detailed information usually used in executive and higher level positions with financial delegations and may include verification of CV details, checks related to bankruptcy, civil litigation, and financial regulatory history.
Serious disciplinary action	(a) disciplinary action under a public sector disciplinary law involving— (i) termination of employment; or (ii) reduction of classification level or rank; or (iii) transfer or redeployment to other employment; or

	(iv) reduction of remuneration level; or (b) a disciplinary declaration under a public sector disciplinary law that states a disciplinary action mentioned in paragraph (a)(i) or (ii) as the disciplinary action that would have been taken against the person if the person's employment had not ended.
Verification	<p>For registration:</p> <ul style="list-style-type: none"> • view the health professional's registration details on the public access online register (i.e. the minimum mandatory verification); and • check the details contained within, including: <ul style="list-style-type: none"> - sight the original or a certified copy of a health professional's registration certificate - ensure the name on the registration certificate/public access register is the same as other documentation in the possession of Queensland Health - confirm that the registration is current and appropriate for the position and/or roles to be performed - identify any endorsements and/or limitations placed on the health professional's right to practice. <p>For membership:</p> <ul style="list-style-type: none"> • ensure the health professional has attained the required qualification standards or other pre-requisites required for membership eligibility of the relevant professional association • sight the original or a certified copy of a health professional's professional association membership card/letter/certificate; • ensure the name on the membership document is the same as other documentation in the possession of Queensland Health.

History:

June 2020	<ul style="list-style-type: none"> • Policy application amended as a result of changes to the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.
December 2016	<ul style="list-style-type: none"> • Policy: <ul style="list-style-type: none"> - formatted as part of the HR Policy review - updated references and naming conventions - changed title from 'Criminal History Checking' to 'Employment Screening' - included requirements for current employees to undertake criminal history checks when their employment circumstances change, if required (refer to section 1.1) - updated timeframes for when an employment check has to be undertaken - included additional screening provisions under the <i>Radiation Safety Act 1999</i> and <i>Biosecurity Act 2015</i> - included professional registration, citizenship/visa, vaccine preventable diseases, serious disciplinary history and New Zealand criminal history checks and internet searches - updated to reflect changes related to prescribed employer and local HHS processes.
June 2009	<ul style="list-style-type: none"> • Policy amended to update student and volunteer provisions in accordance with Commission for Children and Young People and Child Guardian advice.

January 2009	<ul style="list-style-type: none"> • Policy amended to include Corrective Services criminal history checks and updates to aged care criminal history check requirements. IRM 3.12-2 Aged Care – Legislative Requirements Relating to Key Personnel and IRM 3.12-3 Pre-employment Screening – Child Related Employment both incorporated into this HR policy.
January 2009	<ul style="list-style-type: none"> • Policy formatted into HR Policy template as a result of the HR Policy Framework consolidation
Previous	<ul style="list-style-type: none"> • IRM 3.12-1 Criminal History Checking Policy and Procedures • IRM 3.12-2 Aged Care – Legislative Requirements Relating to Key Personnel • IRM 3.12-3 Pre-employment Screening – Child Related Employment

Attachment One – Criminal history checking requirements

EMPLOYMENT CATEGORY	QUEENSLAND HEALTH – CRIMINAL HISTORY CHECKING REQUIREMENTS				
	GENERAL CRIMINAL HISTORY CHECK	CORRECTIVE SERVICES CRIMINAL HISTORY CHECK	AGED CARE CRIMINAL HISTORY CHECK (National Police Certificate)	AGED CARE CHECKS	WORKING WITH CHILDREN CHECK (Blue Card)
References	Part 6 of the <i>Public Service Act 2008</i> <i>Public Service Regulation 2008</i> Public Service Commission Directive 7/11	<i>Corrective Services Act 2006</i>	<i>Aged Care Act 1997</i> and associated <i>Accountability Principles 1998</i> and <i>Sanctions Principles 1997</i>		<i>Working with Children (Risk Management and Screening) Act 2000</i>
PAID EMPLOYEES					
Permanent Appointment*	<ul style="list-style-type: none"> Persons engaged after 1 August 2006 Existing permanent employees engaged prior to 1 August 2006 accepting permanent deployment or redeployment, transfer or promotion to Queensland Health Forensic and Scientific Services (QHFS) Existing permanent employees engaged prior to 1 August 2006 undertaking a temporary internal secondment or higher duties/relieving arrangement with QHFS. 	<ul style="list-style-type: none"> Persons engaged in offender health services Existing permanent employees accepting permanent deployment or redeployment, transfer or promotion to offender health services Existing permanent employees undertaking a temporary internal secondment or higher duties/relieving arrangement with offender health services Existing permanent employees required to provide services in a Queensland Corrective Services (QCS) facility. 	<ul style="list-style-type: none"> Persons engaged in aged care services Existing permanent employees accepting permanent deployment or redeployment, transfer or promotion to an aged care service Existing permanent employees undertaking a temporary internal secondment or higher duties/relieving arrangement with an aged care service. 	<ul style="list-style-type: none"> Persons engaged as Key Personnel▲ in aged care services Existing permanent employees accepting permanent deployment or redeployment, transfer or promotion to an aged care service as Key Personnel Existing permanent employees undertaking a temporary internal secondment or higher duties/relieving arrangement with an aged care service as Key Personnel. 	<ul style="list-style-type: none"> Persons engaged, other than registered health practitioners, who will provide health, counselling or support services only or mainly to children, or who will provide services to children for the minimum frequency.
Temporary Appointment	<ul style="list-style-type: none"> Persons engaged or expected to be engaged for 	<ul style="list-style-type: none"> Persons engaged in offender health services 	<ul style="list-style-type: none"> Persons engaged in aged care services regardless 	<ul style="list-style-type: none"> Persons engaged as Key Personnel▲ in aged care 	<ul style="list-style-type: none"> Persons engaged, other than registered health

EMPLOYMENT CATEGORY	QUEENSLAND HEALTH – CRIMINAL HISTORY CHECKING REQUIREMENTS				
	GENERAL CRIMINAL HISTORY CHECK	CORRECTIVE SERVICES CRIMINAL HISTORY CHECK	AGED CARE CRIMINAL HISTORY CHECK (National Police Certificate)	AGED CARE CHECKS	WORKING WITH CHILDREN CHECK (Blue Card)
(including Relief Pool)	<p>more than 1 month. This includes consecutive temporary and/or casual appointments and extensions</p> <ul style="list-style-type: none"> Persons engaged in QHFSS regardless of the duration of the temporary appointment. 	<p>or providing services in a QCS facility regardless of the duration of the temporary appointment.</p>	<p>of the duration of the temporary appointment</p>	<p>services regardless of the duration of the temporary appointment</p>	<p>practitioners, who will provide health, counselling or support services only or mainly to children, or who will provide services to children for at least the minimum frequency.</p>
Casual Appointment (including Relief Pool)	<ul style="list-style-type: none"> Persons engaged or expected to be engaged for more than 1 month. This includes consecutive casual and/or temporary appointments and extensions Persons engaged in QHFSS regardless of the duration of the casual appointment. 	<ul style="list-style-type: none"> Persons engaged in offender health services or providing services in a QCS facility regardless of the duration of the casual appointment. 	<ul style="list-style-type: none"> Persons engaged in aged care services regardless of the duration of the casual appointment. 	<ul style="list-style-type: none"> Persons engaged as Key Personnel▲ in aged care services regardless of the duration of the casual appointment.. 	<ul style="list-style-type: none"> Persons engaged, other than registered health practitioners, who will provide health, counselling or support services only or mainly to children, or who will provide services to children for at least the minimum frequency.
AGENCY STAFF/LOCUMS	<ul style="list-style-type: none"> Any agency staff/locums engaged for a continuous period exceeding 1 month Any agency staff/locums engaged in QHFSS regardless of the duration of the appointment Check undertaken by Queensland Health. This requirement is to form part of the contract or service agreement. 	<ul style="list-style-type: none"> Any agency staff/locums engaged in offender health services or providing services in a QCS facility Check undertaken by Queensland Health. This requirement is to form part of the tender, contract or service agreement. 	<ul style="list-style-type: none"> Any agency staff/locums 16 years of age and over engaged in aged care services who have, or are reasonably likely to have, access to care recipients It is the responsibility of the agency/locum service to ensure staff provided to Queensland Health have a current national police certificate or blue card∞. This requirement is to form part of the tender, contract or service 	<ul style="list-style-type: none"> Any agency staff/locums engaged in an aged care service as Key Personnel▲ It is the responsibility of the agency/locum service to ensure staff provided to Queensland Health as Key Personnel have had the appropriate probity checks. This requirement is to form part of the tender, contract or service agreement. 	<ul style="list-style-type: none"> Any agency staff/locums engaged, other than registered health practitioners, who will provide health, counselling or support services only or mainly to children, or who will provide services to children for at least the minimum frequency It is the responsibility of the agency/locum service to ensure staff provided to Queensland Health have a current blue card unless exempted. This

EMPLOYMENT CATEGORY	QUEENSLAND HEALTH – CRIMINAL HISTORY CHECKING REQUIREMENTS				
	GENERAL CRIMINAL HISTORY CHECK	CORRECTIVE SERVICES CRIMINAL HISTORY CHECK	AGED CARE CRIMINAL HISTORY CHECK (National Police Certificate)	AGED CARE CHECKS	WORKING WITH CHILDREN CHECK (Blue Card)
			agreement.		requirement is to form part of the tender, contract or service agreement.
CONSULTANTS/ INDEPENDENT CONTRACTORS (including training consultants)	<ul style="list-style-type: none"> Any consultant/ independent contractor and their staff who will be engaged for a continuous period exceeding 1 month and who will provide direct patient care or require access to patients or patient records for training or other purposes Check undertaken by Queensland Health. This requirement is to form part of the tender, contract or service agreement. 	<ul style="list-style-type: none"> Any consultants/ independent contractors and their staff engaged in offender health services or providing services in a QCS facility Check undertaken by Queensland Health. This requirement is to form part of the tender, contract or service agreement. 	<ul style="list-style-type: none"> Consultants/independent contractors and their staff 16 years of age and over engaged in aged care services who have, or are reasonably likely to have, access to care recipients It is the responsibility of the consultancy or independent contractor to ensure they and any staff have a current national police certificate or blue card[∞]. This requirement is to form part of the tender, contract or service agreement. 		<ul style="list-style-type: none"> Consultants/independent contractors and their employees who operate regulated businesses as stipulated under the <i>Working with Children (Risk Management and Screening) Act 2000</i>, unless exempt It is the responsibility of the consultancy or independent contractor to ensure they and any staff have a current blue card. This requirement is to form part of the tender, contract or service agreement.
STUDENTS					
Health Professional Students	<ul style="list-style-type: none"> Health professional students undertaking clinical placements refer blue card requirements Health professional students engaged in paid employment during the course of their studies, refer to requirements for permanent, temporary or casual appointments. 	<ul style="list-style-type: none"> Any health professional student undertaking clinical placements in offender health services or in a QCS facility Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> Health professional students undertaking clinical placements in aged care services who have, or are reasonably likely to have, unsupervised access to care recipients are to hold a current national police certificate or blue card. 		<ul style="list-style-type: none"> Health professional students undertaking clinical placements with Queensland Health when employment is regulated, i.e. health, counselling or support services are provided, or are likely to be provided, to children, are required to hold a current student blue card. It is the responsibility of the education provider to ensure students have a

EMPLOYMENT CATEGORY	QUEENSLAND HEALTH – CRIMINAL HISTORY CHECKING REQUIREMENTS				
	GENERAL CRIMINAL HISTORY CHECK	CORRECTIVE SERVICES CRIMINAL HISTORY CHECK	AGED CARE CRIMINAL HISTORY CHECK (National Police Certificate)	AGED CARE CHECKS	WORKING WITH CHILDREN CHECK (Blue Card)
					current student blue card.
Non-Health Professional Students	<ul style="list-style-type: none"> • Non-health professional students undertaking practical placements when the combined duration is expected to exceed 1 month in total. • Non-health professional students engaged in paid employment during the course of their studies, refer to requirements for permanent, temporary or casual appointments • Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> • Any non-health professional students undertaking practical placements in offender health services or in a QCS facility • Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> • Non-health professional students undertaking practical placements in aged care services who have, or are reasonably likely to have, unsupervised access to care recipients are to hold a current national police certificate or blue card. 		
Secondary School Students	<ul style="list-style-type: none"> • Secondary school students 18 years of age or over undertaking structured workplace learning, i.e. work experience to sample employment, when the total duration of work experience placements is expected to exceed 1 month • Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> • Any secondary school student undertaking structured workplace learning, i.e. work experience to sample employment in offender health services or in a QCS facility • Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> • Secondary school students 18 years of age or over undertaking structured workplace learning, i.e. work experience to sample employment, in aged care services, who have, or are reasonably likely to have, unsupervised access to care recipients are to hold a current national police certificate or blue card. 		<ul style="list-style-type: none"> • Secondary school students 18 years of age or over, undertaking structured workplace learning, i.e. work experience to sample regulated employment, i.e. health, counselling or support services, who provide, or are likely to provide, services to children, are required to hold a current student blue card • Secondary school students undertaking school-based traineeships or accredited courses with an education provider, who undertake practical

EMPLOYMENT CATEGORY	QUEENSLAND HEALTH – CRIMINAL HISTORY CHECKING REQUIREMENTS				
	GENERAL CRIMINAL HISTORY CHECK	CORRECTIVE SERVICES CRIMINAL HISTORY CHECK	AGED CARE CRIMINAL HISTORY CHECK (National Police Certificate)	AGED CARE CHECKS	WORKING WITH CHILDREN CHECK (Blue Card)
					<p>placements with Queensland Health when regulated employment, i.e. health, counselling or support services are provided, or are likely to be provided, to children, are required to hold a current student blue card.</p> <ul style="list-style-type: none"> It is the responsibility of the school or education provider to ensure students have a current student blue card.
Queensland Health Sponsored Student Scholarship and Cadetship Holders	<ul style="list-style-type: none"> Students undertaking work placements as a requirement of their scholarship/cadetship when the total duration of work placements will exceed 1 month Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> Students undertaking work placements of any duration in offender health services or in a QCS facility as a requirement of their scholarship/cadetship Check undertaken by Queensland Health 	<ul style="list-style-type: none"> Students undertaking work placements in aged care services as a requirement of their scholarship/cadetship who have, or are reasonably likely to have, unsupervised access to care recipients are to hold a national police certificate or blue card. 		<ul style="list-style-type: none"> Students undertaking work placements with Queensland Health when employment is regulated, i.e. health, counselling or support services are provided, or are likely to be provided, to children, are required to hold a current student blue card.
VOLUNTEERS					
Volunteers engaged and coordinated by Queensland Health	<ul style="list-style-type: none"> Volunteers coordinated by Queensland Health when the duration of the volunteering is expected to exceed 1 month. Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> Any volunteer engaged in offender health services or in a QCS facility Check undertaken by Queensland Health 	<ul style="list-style-type: none"> Volunteers 16 years of age or over engaged in aged care services who have, or are reasonably likely to have, unsupervised access to care recipients are to hold a national police certificate or blue card^o Check undertaken by 		<ul style="list-style-type: none"> Volunteers 18 years of age or over, unless exempt, undertaking employment regulated under the <i>Working with Children (Risk Management and Screening) Act 2000</i>, are to have a blue card before they start volunteering regardless

EMPLOYMENT CATEGORY	QUEENSLAND HEALTH – CRIMINAL HISTORY CHECKING REQUIREMENTS				
	GENERAL CRIMINAL HISTORY CHECK	CORRECTIVE SERVICES CRIMINAL HISTORY CHECK	AGED CARE CRIMINAL HISTORY CHECK (National Police Certificate)	AGED CARE CHECKS	WORKING WITH CHILDREN CHECK (Blue Card)
			Queensland Health.		of how often they come into contact with children and young people ● Check undertaken by Queensland Health.
Volunteers of external agencies e.g. Red Cross (including Chaplains)	<ul style="list-style-type: none"> The external agency is responsible for ensuring the probity of any volunteer it allocates to provide services in Queensland Health. 	<ul style="list-style-type: none"> Any external agency volunteer engaged in offender health services or in a QCS facility Check undertaken by Queensland Health. 	<ul style="list-style-type: none"> Any external agency volunteer 16 years of age or over engaged in aged care services who has, or is reasonably likely to have, unsupervised access to care recipients It is the responsibility of the external agency to ensure its volunteers have and maintain a current national police certificate or blue card. 		<ul style="list-style-type: none"> Volunteers 18 years of age or over, unless exempt, undertaking employment regulated under the <i>Working with Children (Risk Management and Screening) Act 2000</i>, are to have a blue card before they start volunteering regardless of how often they come into contact with children and young people It is the responsibility of the volunteer organisation to ensure its volunteers have and maintain a current blue card.

* If the person has been engaged in another employment category immediately prior to their permanent appointment, confirmation is to be obtained from the local HR/Recruitment team as to whether the individual has already been subjected to the relevant check whilst engaged in that prior capacity. For example, a person is engaged in a temporary vacancy in an aged care service for 3 months. There is a requirement that the person is to have been subjected to an aged care criminal history check (national police certificate) prior to commencement. If after 2 months in the temporary engagement the person is successful in obtaining appointment in another Queensland Health aged care service, the selection panel must confirm with the local HR/Recruitment Team that an aged care check has been undertaken and the person has a current national police certificate.

▲ Refer to the definitions section of this policy for a definition of Key Personnel.

Attachment Two – Employment Screening Requirements

The following information is provided as the minimum mandatory practice, procedure or process to enable satisfactory compliance with this policy.

Local guidelines and procedures may be developed to facilitate implementation of this policy.

1 Roles and responsibilities

1.1 Criminal History Processing

Administrative and processing responsibilities include:

- using the VADER system to track and manage criminal history check information
- uploading criminal history request data to Queensland Police Service (QPS)
- liaising with the Queensland Corrective Services (QCS) Ethical Standards Unit for the coordination of Corrective Services criminal history checks
- advising delegates/managers that appointments may proceed
- undertaking audits of records to ensure all persons required to have a requisite check have done so
- receiving clearances and disclosable criminal history information on individuals from QPS
- referring disclosable criminal histories to the Criminal History Assessment Representative (CHAR) for determinations to be made on the employment of individuals
- advising applicants and delegates for appointments of CHAR decisions where an appointment is not to proceed

1.2 Criminal History Assessment Representative

The Criminal History Assessment Representative (CHAR) undertakes an assessment of an applicant's disclosable criminal history against the inherent requirements of the role for which they are recommended for appointment or engagement. A Criminal History Assessment Panel (CHAP) may be formed to assist the CHAR in their decision making.

A CHAP is recommended to have a minimum of two members, and must include the CHAR. Panel members should be senior staff with human resources, legal or management experience who have a clear understanding of the requirements of the position and Queensland Health's expectations and standards.

All appointments as a CHAR or a CHAP member must be approved by the delegate.

The CHAR officer and membership of a CHAP must be as constant as operationally possible to ensure consistency in assessment. Any interim changes to the composition of the CHAP must be approved by the delegate. Any person proposed to be a member of CHAP must undergo a criminal history check.

The CHAP may consult other advisors (e.g. clinical advisors, lawyers) as necessary in undertaking assessments, provided all consultations are undertaken in accordance with Queensland Health privacy provisions.

Recommendations from the CHAR/CHAP are submitted to the appropriate delegate for decisions and are subject to an appeal process.

A decision about whether to endorse the appointment of a person to be engaged by Queensland Health to provide offender health services is determined by the QCS chief executive (or delegate).

Delegates for appointments are to comply with decisions of the employment screening delegate or QCS chief executive (or delegate).

1.3 Key personnel

In addition to an aged care criminal history check the following checks must be undertaken for any key personnel:

- seek (with the person's written consent) a report about the person's criminal conviction record from the Australian Federal Police
- conduct a search of bankruptcy records
- conduct previous employment and referee checks.

Attachment Three – Panel chairperson/line manager verification of identity and qualifications

The panel chairperson/line manager is responsible for sighting original or certified copies of the preferred applicant's identification and qualifications.

All documents must be scanned with an attached note per document declaring that the panel chairperson/line manager has checked these documents and be attached to the selection report.

The note should state:

Original/certified documents checked by: *panel chairperson/line manager name*

Payroll number: *of panel chairperson/line manager*

And include a signature and the date the documents were checked, as per the example that follows.

