

How to transfer practitioner roles

QVAD Review Board IMS fact sheet

Overview

There may be circumstances in which an authorised voluntary assisted dying practitioner role will need to be transferred from one practitioner to another. The *Voluntary Assisted Dying Act 2021* allows for the coordinating practitioner and the administering practitioner roles to be transferred if certain conditions are met.

This document will outline how to complete these transfers in the QVAD Review Board IMS (the IMS). As with other aspects of good clinical practice, healthcare workers should strive to ensure continuity of care when facilitating transfers of care or referrals.

Case study

Dr Evans is Pam's GP and coordinating practitioner. Pam has been assessed as eligible for VAD by Dr Evans and by her oncologist, Dr Brown, in a consulting assessment.

In her appointment on Tuesday, Pam makes her final request for VAD to Dr Evans. Dr Evans lets Pam know that she is going away on holiday first thing on Thursday for two weeks. Pam explains that her pain is becoming very difficult to manage, and that, if possible, she would like to administer the VAD substance as soon as possible, but certainly within the next 5-10 days. Dr Evans explains to Pam that this might be possible, but that given she is away, she will need to transfer the role of coordinating practitioner to Dr Brown. Pam asks Dr Evans to arrange this transfer.

After the appointment, Dr Evans phones Dr Brown and explains the situation, including her need to transfer the coordinating practitioner role in light of Pam's wishes for administration. Dr Brown says that while he would like to, he does not have time to take on the role, and does not accept the transfer of the coordinating practitioner role. Dr Evans informs Pam and lets her know that she will need to undergo a further consulting assessment with a new practitioner, that the new consulting practitioner will need to find that she is eligible for VAD, and that this practitioner will need to accept the transfer of the coordinating practitioner role.



Case study (continued)

Dr Evans then phones QVAD SPS to find an authorised VAD practitioner to conduct a further consulting assessment. They put her in touch with an oncologist, Dr di Natale. Dr Evans calls Dr di Natale to see if he would be willing to accept a referral for a consulting assessment, and to take on the role of coordinating practitioner (if he finds Pam is eligible for access to VAD).

Dr di Natale accepts the referral and says he can take on the coordinating practitioner role if he assesses Pam as eligible. He meets with Pam on the Wednesday for a consulting assessment. He assesses Pam as eligible for VAD. Following the assessment, Dr Evans formally asks Dr di Natale to accept the transfer of the coordinating practitioner role, and he accepts.

Dr Evans calls Pam to let her know and Pam is pleased to hear this. Dr Evans records the transfer of the coordinating practitioner role in Pam's medical record. Next, she completes and submits *Form 7 – Coordinating Practitioner Transfer Form* to QVAD Review Board IMS. Dr di Natale is now Pam's coordinating practitioner.

Prerequisites for transfer of the coordinating practitioner role

Transfer of the coordinating practitioner role can be requested by the person accessing voluntary assisted dying, or initiated by the coordinating practitioner. **Only a consulting practitioner who has completed a consulting assessment can accept a transfer of the role of coordinating practitioner.**

The coordinating practitioner needs to contact the consulting practitioner and ask them to take on the role. Before the coordinating practitioner submits *Form 7 – Coordinating Practitioner Transfer Form*, the consulting practitioner must:

- have accepted the referral to do a consulting assessment and submitted *Form 2 – Consulting Assessment Referral Acceptance or Refusal Form*; and
- have already completed the consulting assessment; and
- have assessed the person as meeting the requirements of the consulting assessment; and
- submitted a *Form 3 – Consulting Assessment Record Form*.

How to transfer the coordinating practitioner role to the existing consulting practitioner

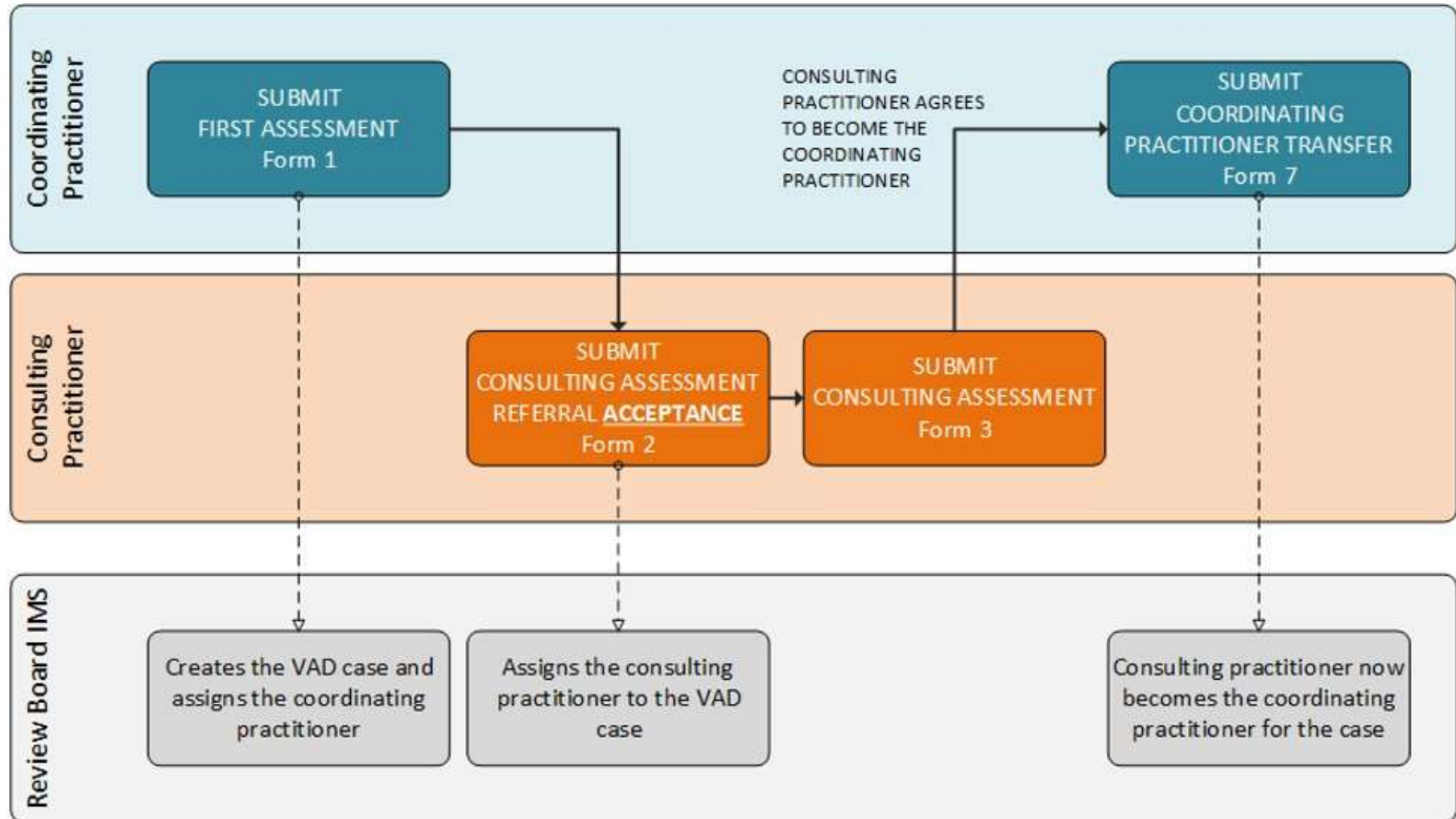
The only person who can accept the transfer of the role of coordinating practitioner is the VAD person's consulting practitioner. The consulting practitioner must inform the original coordinating practitioner of their decision to accept or refuse the transfer within two business days.

If the consulting practitioner **accepts the transfer**, the original coordinating practitioner must:

- inform the person of the transfer
- record the transfer in the person's medical record
- submit *Form 7 - Coordinating Practitioner Transfer Form* to the IMS within two business days after the acceptance.

The steps required to transfer the coordinating practitioner role are outlined in **Diagram 1** below. It is good practice for a comprehensive clinical handover to occur from the coordinating practitioner when transferring their role to the consulting practitioner. If the consulting practitioner **refuses the transfer**, the original coordinating practitioner will need to find a new consulting practitioner.

Diagram 1: Transfer to existing consulting practitioner



How to transfer the coordinating practitioner role to a new consulting practitioner

If the original consulting practitioner refuses the transfer, the original coordinating practitioner will need to find a new consulting practitioner. The Act requires that the new coordinating practitioner **must assume the role of consulting practitioner before accepting the transfer** of role to become coordinating practitioner.

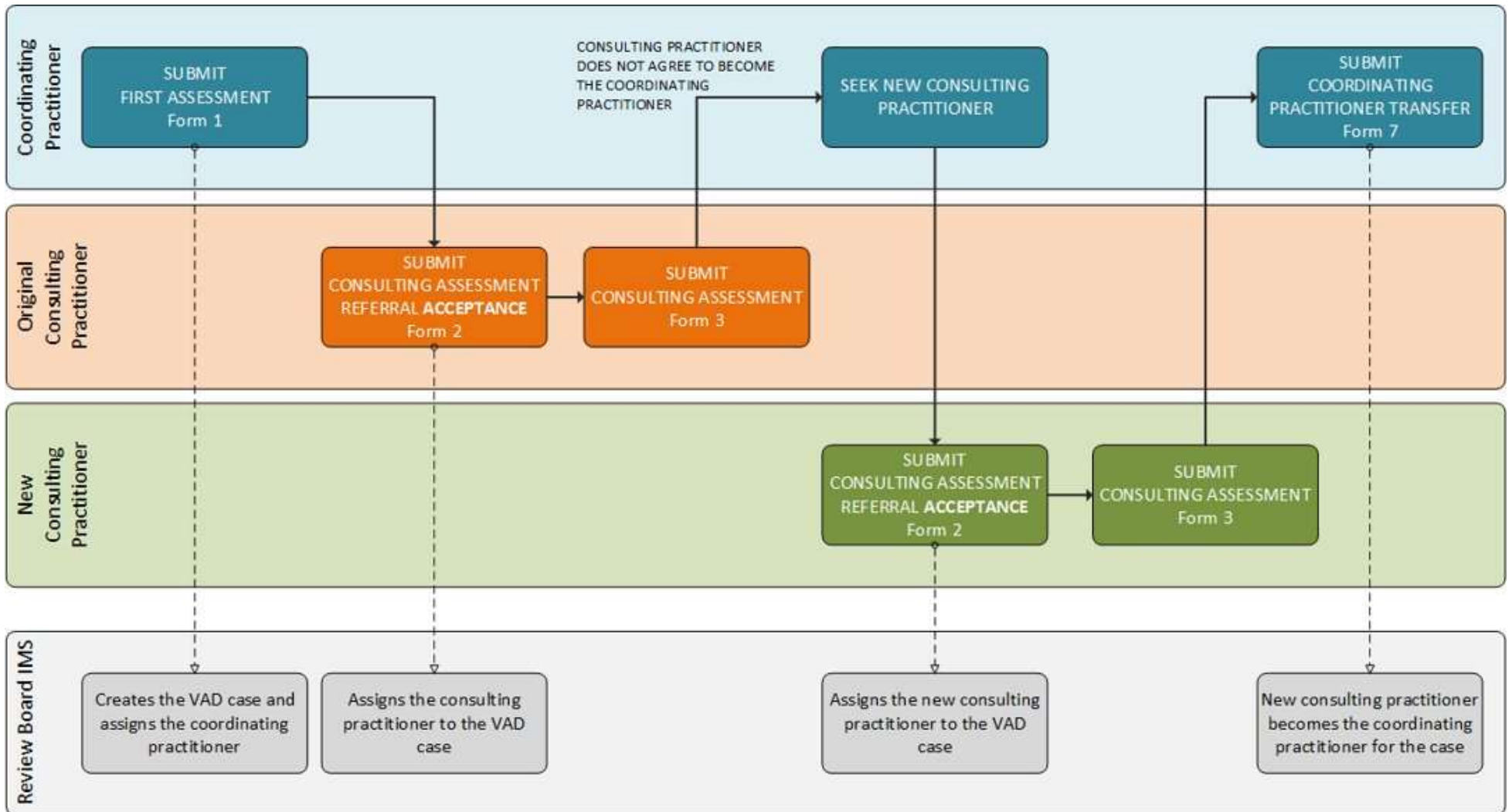
The rationale for this, as per the [Queensland Law Reform Commission](#)'s legal framework for voluntary assisted dying, is that a new medical practitioner should only be able to take on the role of coordinating practitioner if they assess the person and find them eligible.

Additional forms must be submitted if the original consulting practitioner has refused the transfer of the coordinating practitioner role. The new consulting practitioner becomes the coordinating practitioner after the following steps occur:

- the new medical practitioner accepts the referral for a further consulting assessment and submits *Form 2 – Consulting Assessment Referral Acceptance or Refusal Form*
- the new medical practitioner, who is now the consulting practitioner, completes the consulting assessment and submits *Form 3 – Consulting Assessment Record*
- the outcome of the new consulting assessment is that the person is eligible to access voluntary assisted dying
- the original coordinating practitioner transfers the role of coordinating practitioner to the new consulting practitioner and submits *Form 7 – Coordinating Practitioner Transfer Form*.

These steps are outlined in **Diagram 2** on the next page. It is good practice for a comprehensive clinical handover to occur from the coordinating practitioner when transferring their role to a new consulting practitioner. After accepting and completing the new consulting assessment, the original consulting assessment becomes void.

Diagram 2: Transfer to new consulting practitioner



How to transfer the administering practitioner role

The coordinating practitioner is the default administering practitioner for a person who chooses practitioner administration. If the original administering practitioner is unable or unwilling to administer the substance, the role can be transferred to another authorised voluntary assisted dying practitioner (medical practitioner, nurse practitioner or registered nurse).

The **role of administering practitioner can only be transferred after:**

- the person has made an administration decision; and
- the coordinating practitioner has prescribed the voluntary assisted dying substance and submitted *Form 9 – Administration Decision and Prescription Form*.

The new administering practitioner can transfer the role to another administering practitioner, if the new administering practitioner is unable to continue in the role (for example, they are ill or on leave).

If the new practitioner accepts, the original administering practitioner must:

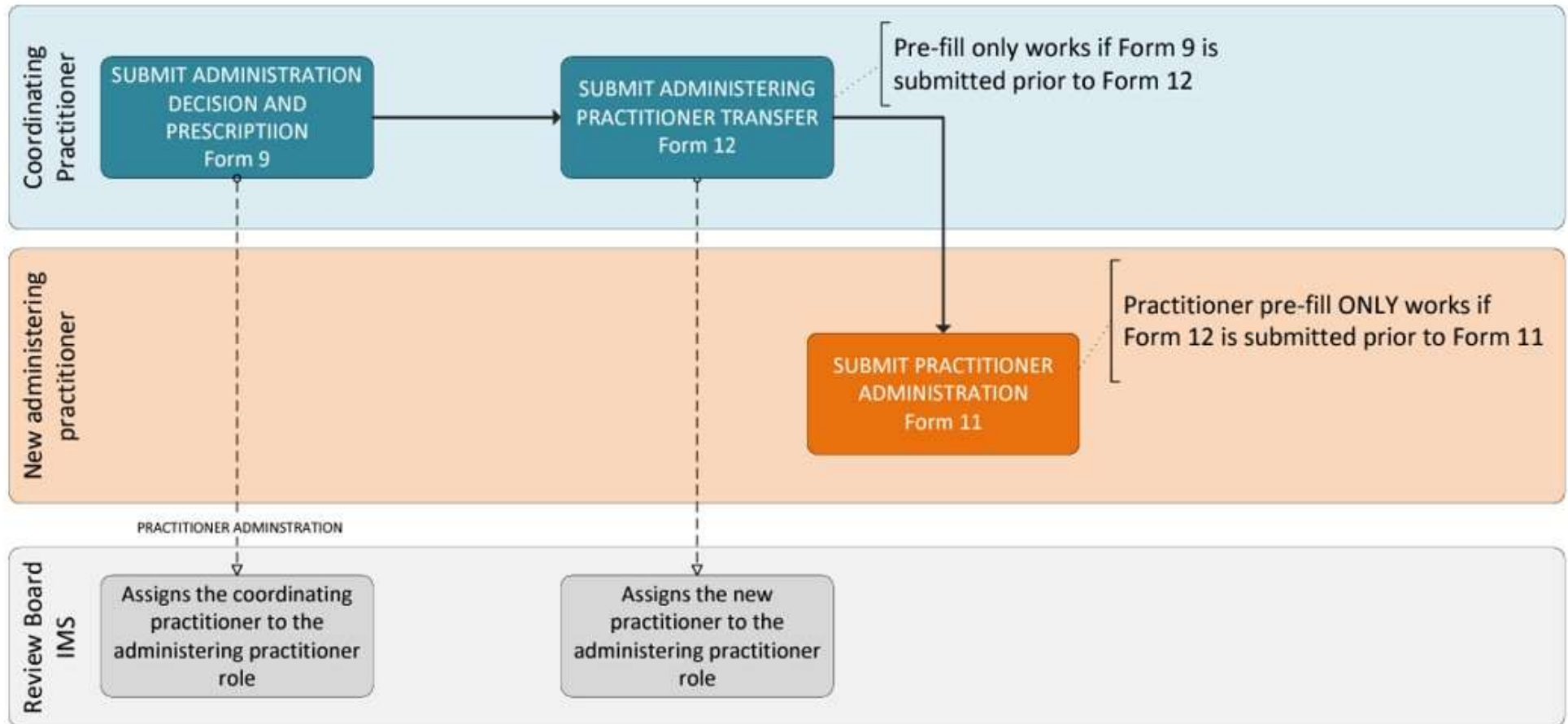
- inform the person of the transfer and the new administering practitioner's contact details
- record the transfer in the person's medical record
- complete and submit *Form 12 - Administering Practitioner Transfer Form* within two business days after the transfer was accepted.

These steps are outlined in **Diagram 3** on the next page.

It is good practice for a comprehensive clinical handover to occur from the coordinating practitioner to the administering practitioner.

Even if the administering practitioner role is transferred, the coordinating practitioner remains the coordinating practitioner.

Diagram 3: Transfer of administering practitioner role



How to search for the administering practitioner

Form 12 - Administering Practitioner Transfer Form contains a search function to prefill the details of the new administering practitioner. This search function requires the VAD Practitioner ID for the administering practitioner.

After entering the five-digit number, click away from the VAD Practitioner ID and on another field. This will trigger the IMS to prefill the rest of the details for the administering practitioner.



8. New practitioner information

These are the details stored for the administering practitioner you are transferring to - if this is the incorrect practitioner - contact the Office of the Review Board VADReviewBoard@health.gov.au

8.1 VAD Practitioner ID:

02407

8.2 Ahpra registration number:

MED0001128527

8.3 Title:

Select

8.4 Family name:

Apena

8.5 Given name:

Aremu

8.6 Practice postcode:

4000

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Frequently asked questions

I'm the coordinating practitioner for a large number of cases and I'm about to go on leave. Do I need to transfer all of these to the consulting practitioner?

No. If you are a coordinating practitioner and have concerns about the management of your case while on leave, please contact the Office of the Review Board at VADReviewBoard@health.qld.gov.au.

Can I transfer the coordinating practitioner role before a consulting assessment has been done?

No. Form 7, transferring the role to another practitioner, can only be completed with the details of the consulting practitioner who has completed a consulting assessment. This is either the original consulting practitioner, or another practitioner who has completed a consulting assessment.

Can the role of administering practitioner be transferred more than once?

Yes. The new administering practitioner can transfer the role to another administering practitioner, if the new administering practitioner is unable to continue in the role (for example, they are ill or on leave).

What do I do if I cannot find another practitioner to take on the coordinating or administering role?

Please contact QVAD-Support for assistance:

By phone: 1800 431 371

By email: QVADSupport@health.qld.gov.au

Find out More

Practitioner portal self-help website - Reference guide, FAQs and how to videos: <https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/voluntary-assisted-dying/review-board/ims>

QVAD Review Board IMS VOLUNTARY ASSISTED DYING REVIEW BOARD
Practitioner portal reference guide v0.8

This quick reference guide details step-by-step processes for the Queensland Voluntary Assisted Dying Review Board IMS (QVAD Review Board IMS) Practitioner Portal. This will step you through how to log in, submit an approved form and view your active cases.

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QVAD Review Board IMS - Practitioner portal reference guide v0.8

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Voluntary Assisted Dying Review Board

Voluntary Assisted Dying Review Board Information Management System

The Queensland Voluntary Assisted Dying Review Board Information Management System (**QVAD Review Board IMS**) is the online platform for completing and submitting forms to the Voluntary Assisted Dying Review Board as required by the Voluntary Assisted Dying Act 2021 (the Act).

It's also where practitioners can submit an application to [become an authorised voluntary assisted dying practitioner](#).

QVAD Review Board IMS is not a case management system or medical record and is not integrated with other clinical systems.

[Access the QVAD Review Board IMS](#)

How to and training resources

QVAD Review Board IMS Practitioner portal reference guide

The [quick reference guide \(PDF 1874 KB\)](#) details step-by-step processes for the Queensland Voluntary Assisted Dying Review Board IMS (QVAD Review Board IMS) Practitioner Portal. This will step you through how to log in, submit an approved form and view your active cases.

Handling personal information

Find out about [how your data is collected, handled, protected and stored](#).

Contact us

Contact the Office of the Voluntary Assisted Dying Review Board if you experience any difficulties.
At info@vadrboard.health.qld.gov.au

How to videos

Disclaimer: These videos have been developed for reference purposes using test data for practitioner and the person accessing voluntary assisted dying details.

- [How to log in as an authorised practitioner](#)
- [How to start a new voluntary assisted dying case](#)
- [How to view your active voluntary assisted dying cases](#)
- [How to submit Form 2 - Consulting Assessment Referral Acceptance or Refusal Form and Form 3 - Consulting Assessment Record Form](#)
- [How to submit forms that are manually completed by the person seeking to access VAD - Form 4 and Form 8](#)
- [How to complete and submit Form 11 - Practitioner Administration Form](#)
- [How to update my practitioner details](#)
- [How to update a partially completed form](#)
- [How to withdraw a request for a person](#)
- [How to update the voluntary assisted dying person's details](#)
- [How to download a PDF copy of a submitted form](#)

How to log in as an authorised practitioner

Want to know more?

VOLUNTARY ASSISTED DYING
REVIEW BOARD



Contact the Office of the Voluntary Assisted Dying Review Board:
8:30am-4pm Monday to Friday

By email: VADReviewBoard@health.qld.gov.au



Contact QVAD Support: 8:30am-4pm Monday to Friday

By phone: 1800 431 371

By email: qvadsupport@health.qld.gov.au



Visit the Queensland Health website www.health.qld.gov.au/vad



Participate in the community of practice run by QVAD Support



Queensland
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