

## Guideline: Application Forms for Credentialing

### Overview

- A key component of the application for credentialing and scope of clinical practice (SoCP) pack is the application form.
- It is important that the form is completed correctly to avoid delays in the application being tabled and to ensure the appropriate SoCP is considered.
- The application form may be completed electronically except for the page requiring the applicant's and witness's signatures.
- The application form must be thoroughly checked prior to being submitted to RRCSU and the Committee.
- An incomplete application form will not be submitted to the Committee for consideration.
- The SoCPs which a practitioner can request are limited to those that are within the Clinical Services Capability Framework (CSCF) of the rural and remote Hospital and Health Services.
- For ease of use, application forms are provided for specific professions and groups of practitioners.
  - General Practitioners
  - Dentists
  - Radiologists
  - Specialists (including the Flying Specialist Service)
  - Royal Flying Doctor Service General Practitioners
  - Queensland Country Practice Senior Relievers
- A checklist of standard documents for inclusion in the application pack is included in the form.

### Key requirements

All relevant sections of the application form must be completed. Some specific requirements are noted below.

- **Application Type:**
  - New – where the practitioner does not have a formal SoCP or has a current interim SoCP
  - Renewal – the practitioner is renewing their current formal SoCP
  - Change / Additional – where a practitioner has a current SoCP wishes to amend or apply for additional procedures to be included
- **Location** – ensure the correct location, especially the HHS, where the practitioner will be working is requested.
- **Training Program Details** – Practitioners on an approved College training program must provide relevant details.
- **Referees** – contact details of at least two professional peer referees who can attest to the applicant's clinical practice in the past 12 months.

- **Declaration and Authorisation:**

- Any 'yes' responses to questions in the Declaration must be fully explained. It may be necessary to attach a written statement and copies of any relevant correspondence.
- Electronic signatures, in any format, are not accepted.<sup>1</sup>
- The date the applicant signs the form and the date the witness signs the form must be the same.

- **Scope of Clinical Practice Requested**

- The list of SoCPs available is aligned to the service requirements of the rural and remote hospital and health services
- Requested SoCPs will only be considered that are supported by relevant credentials (for example; qualifications, CPD, references etc.)
- Provision is made in the Specialist Application Form for other specialties not listed.
- Practitioners working in specialist areas but without the relevant qualification or specialist registration can apply for non-specialist or supervised SoCP in the relevant clinical domain.
- Practitioners applying for SoCP in a domain, in which they are a trainee, must apply for 'Supervised' SoCP.

---

<sup>1</sup> Under the *Electronic Transactions (Qld) Act 2001*, Scheduled 1, electronic signatures in any format are not permitted on documents required to be witnessed by another person.