

Submitting an application

Quick reference guide

Overview

This quick reference guide details the step-by-step process for submitting an application to become an authorised voluntary assisted dying practitioner in Queensland. Applications are submitted via the Queensland Voluntary Assisted Dying Review Board Information Management System ([QVAD Review Board IMS](#)).

Applications are invited from:

- **medical practitioners** to participate in Queensland's voluntary assisted dying scheme as coordinating, consulting, and administering practitioners
- **nurse practitioners** and **registered nurses** to participate in Queensland's voluntary assisted dying scheme as administering practitioners.

Prior to submitting an application

Review the:

- [eligibility requirements](#) for practitioner participation
- **information pack** for prospective practitioners
- ensure your **digital identity** meets the specific requirements.

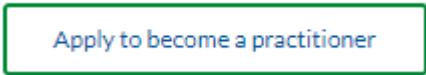
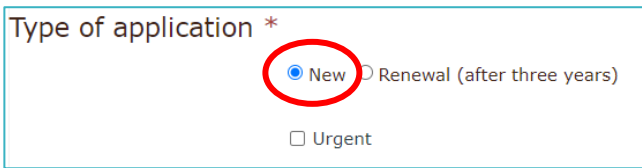
Digital identity requirements

To access QVAD Review Board IMS you will need a Digital ID with a minimum identity strength of **standard**. The Australian Government's Digital ID system is called **myID** and is a way of accessing a range of government online services using your digital identity. Accessing the QVAD Review Board IMS through Digital ID means you do not have to send your certified identity documentation to Queensland Health as part of your application.

If you are not sure of your identity strength, open your Digital ID app on your mobile phone. Your identity strength is shown at the top of the screen. If you need to increase your identity strength, you will need to validate additional identity documentation.

If you do not have a Digital ID, refer to [QLD Digital Identity frequently asked questions](#).

Steps to submitting your application

Step 1	Access the QVAD Review Board IMS via https://qvad-ims.health.qld.gov.au/
Step 2	<p>Select the application button:</p> 
Step 3	<p>Note: you will need your mobile phone accessible as part of the process, as you will be sent a code.</p> <p>After selecting the application button, you will be redirected to the Digital ID page, where you will be required to enter your Digital ID email address.</p> <p>Next, open the Digital ID app on your phone to enter the four-digit code shown on your screen.</p>
Step 4	Once logged in to the QVAD Review Board IMS, you will be directed to the practitioner application Overview page. Review the overview and privacy information and select Next .
Step 5	<p>Select New and whether the application is Urgent.</p> 
Step 6	Follow the instructions on each screen to complete and submit your application. Please refer to the key points below to help you successfully complete your application.

Key points

- All mandatory fields are marked with a red asterisk *.
- **Personal details:** when entering your personal details it is important to add your First Name and Last Name **as it appears in your Ahpra registration**.
- **Practitioner category:** enter your Ahpra ID in full including letters e.g. MED0000123456.
- **Uploading documents:** the type of document you can upload is restricted to the following file types .PDF, .JPG, .JPEG, .PNG. This has been set to minimise the risk of malicious content being uploaded to the system.
- **Contact details:** If you do not wish to receive voluntary assisted dying correspondence to your Digital ID email, add your preferred correspondence email in the box shown below:

Preferred email for receiving QVAD correspondence

Saving a draft application

- Your application will automatically be saved as you proceed. If you need to review a previous screen, select the **Previous** button at the bottom of the screen.
- If you are unable to complete the application at first attempt, you may close the screen and come back at a later time. To restart the application process, return to Step 1 above. Your draft application will show in the application list as shown below. Select the Application ID and you will be able to continue completing your application.

Applications

						Create
Application ID	First name	Last Name	Application Status	Created on	Submitted Date	
QVAD-001254	Russell	Bennett	Draft	09/09/2022 8:34 AM		

Further information

If you require more information, please contact Queensland Health's Voluntary Assisted Dying Unit via email for confidential advice or a discussion: VADUnit@health.qld.gov.au or visit the [Queensland Health website](#).