Guideline: Nurse Practitioner Scope of Clinical Practice References

Overview

- All applications for Nurse Practitioner Credentialing and Scope of Clinical Practice (SoCP) require a minimum of three (3) written references.

- The referees must be a minimum of:
  - One peer Nurse Practitioner
  - One Senior Medical Officer
  - Current Line Manager

- Referees must:
  - have worked with the applicant within the past 12 calendar months
  - be able to comment on the applicant's clinical skills in the SoCP for which they have applied
  - be able to verify the approximate number, type and location of patients, clinical services, procedures or other interventions performed, and diagnoses of patients within the previous 12 months
  - be independent of the applicant and not have a conflict of interest

- The preferred format is the Nurse Practitioner Referee Report template. This template can be found at: https://qheps.health.qld.gov.au/rrcsu/html/cred.

- 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 which is subsequently confirmed by email from the referee.

- References in the following examples will 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 has only worked with the nurse 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

- References should be submitted by email to: RRCSU-Credentialing@health.qld.gov.au.