



## Guideline: Scope of Clinical Practice References – Guide for HHSs

### Overview

- All applications for credentialing and scope of clinical practice (SoCP) require a minimum of two (2) written references.
- Additional references may be required where SoCP is requested in a number of clinical domains or clinical procedures.
- Referees must:
  - have worked with the applicant within past 12 calendar months
  - be a relevant peer
  - be able to comment on the applicant's clinical skills in the SoCP for which they have applied
  - be independent of the applicant and not have a conflict of interest
- An appropriate peer is a practitioner who works in the same clinical domain as the applicant. For example; a practitioner applying for SoCP in surgery must have a reference from a surgeon, or a psychiatrist must have a reference from another psychiatrist.
- The preferred format is the General SoCP Referee Report template. Locum agency reference forms may be accepted if they provide the same information as the approved template.
- In cases where a practitioner works in solo practice at least one reference must be from an appropriate peer, and the other may be from an appropriate health care professional who has direct contact with the applicant.
- 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 by a locum agency which is subsequently confirmed by email from the referee.

### Examples

- A general practitioner applies for SoCP in general practice, obstetrics and anaesthetics would require 3 references:
  - 1 reference attesting to skills in general practice
  - 1 reference attesting to skills in obstetrics from a specialist obstetrician or a practitioner with SoCP in Obstetrics
  - 1 reference attesting to skills in anaesthetics from a specialist anaesthetist or a practitioner with SoCP in anaesthetics

- **Acceptable:**
  - A doctor works in an isolated sole practitioner environment; 1 reference is from another doctor in the same clinical domain, and the other reference is from the Director of Nursing.
  - A dentist works in an isolated sole practitioner environment; 1 reference is from another dentist, and the other reference is from a dental assistant or dental therapist.
  - One reference from a peer in the same clinical domain, and another from the clinical line manager or Executive Direct of Medical Services or Director of Oral Health.
- **Not acceptable:**
  - Recruitment references
  - 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
  - A verbal reference without email verification
  - The referee is a junior or trainee practitioner
  - The referee has only worked with the 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 is a direct relative, e.g. husband, wife, brother, sister
  - The referee has a conflict of interest