Credentialing: external allied health practitioner flowchart

External AHP wishing to practice in MNHHS facilities/services but not employed by an HHS who requires credentialing (see ***Section 5 Allied Health Credentialing procedure***)

Profession-specific Manager or **EDAH office** provides Application Package to applicant including:

- ***External allied health: new/mutual recognition/re-application*** form or ***Interim letter*** template
- Code of Conduct for the QLD Public Service
- Criminal History Form (either *General* or *Aged Care*)
- VPD immunity evidence guide

Applicant completes forms, provides documented evidence, and submits to **Profession-specific Manager**

Profession-specific Manager:

1. Submits criminal history check.
2. Completes ***Credentialing application: referee report*** with at least one referee.
3. Interviews applicant (OPTIONAL) if further information required.
4. Makes scope of practice recommendation (based on qualifications, competencies, experience, professional standing/attributes of applicant) by completing **Section 2** of application form (ensures all signature blocks are completed as appropriate).

Work Unit Manager
(*if not Profession-specific Manager*)

1. Completes **Section 2.2** of application form.
2. Otherwise Profession-specific Manager completes **Section 2.2 and Section 2.3.**

Profession-specific Manager submits application with their recommendation to EDAH (Chair of MNHHS Allied Health Credentialing and Defining Scope of Clinical Practice Committee and delegated **Primary Decision Maker** (PDM)) via metronorthalliedhealth@health.qld.gov.au within **30 business days** of receiving application.

EDAH MNHHS makes decision to approve or reject application and includes parameters around scope of clinical practice for approved applications.

EDAH office:

1. **Prepares and sends outcome letter to applicant** (pending criminal history check if applicable) (cc Profession-specific Manager) within **20 business days** of receiving completed application, including advice that applicant may appeal if their application is denied, withheld, limited or granted in a different form to that requested.
2. Records credentialing status on Credentialing Database.

Profession-specific Manager/ Clinical supervisor:

1. Provides applicant with formal orientation to workplace.

Applicant:

1. Participates in orientation and commences clinical practice.
2. Participates in clinical supervision with nominated supervisor.
3. Ensures clinical supervisor reports to Profession-specific Manager / PDM every 6 months using ***External allied health practitioner: supervision report.***

Scheduled Reviews:

- Annually:
  - **EDAH office** checks professional registration on national database
  - **Applicant** provides evidence of ongoing professional association membership and indemnity insurance
- Every **3 years** (or sooner if credentialed period less than this):
  - **EDAH office** sends ***External allied health: credentialing re-application*** three (3) months prior to expiry
  - **Applicant** submits re-application form two (2) months prior to expiry date, as per process above