

NEW ACCREDITATION APPLICATION

ALLIED HEALTH & NURSE FACT SHEET



Thank you for your interest in applying for accreditation at a UnitingCare Hospital. We have created this fact sheet to assist with applying for accreditation.

Step One:

- A. Submit an Expression of Interest (EOI) Form to the Hospital/s you are interested in applying to, the expression of interest form outlines required information.
 - **Buderim Private Hospital** - bph.credentialingoffice@uchealth.com.au
 - **St Andrew's War Memorial Hospital** – Lyna.Astley@uchealth.com.au
 - **St Stephens Private Hospital** - sshb.credentialingoffice@uchealth.com.au
 - **The Wesley Hospital** – cheryl.clayton@uchealth.com.au
- B. Your EOI will be reviewed by our Executive and Business Development teams.
- C. You will receive an email from the Executive advising if your EOI is able to be supported by their Hospital. If unable to support your EOI, this will be the end of the process at this point in time.
- D. Practitioners whose EOI is supported, may be contacted to arrange completion of the Practitioner Identity Confirmation Form

Step Two:

IF approved, you will receive a system email (from no-reply@patientsafety.com.au – please check your junk box if not received – **please save this email address to your safe contacts, as critical reminders will be sent from this address**) with the details and requirements to apply for accreditation, these include:

- ☐ Indemnity Certificate of currency – which covers the scope being requested
- ☐ AHPRA Registration (if held)
- ☐ Identity documentation if not completed in step one
- ☐ Completed UnitingCare Immunisation questionnaire
- ☐ Current CV
- ☐ Qualifications NOT listed on AHPRA website, that support the scope you are applying for
- ☐ Names, email addresses and mobile of three referees who are familiar with your current clinical practice.

Follow your personalised link to apply for accreditation online, updating each requested document at the end of the application and completing the application form fully. ****You will receive a confirmation email once your application is submitted successfully**

Step Three:

- A. Your application will be reviewed for completeness, any information which may be missing will be requested by system email. Applications with all requested documents and information will be progressed for consideration by the Hospital/s who supported your EOI.
- B. Referee reports will be requested via a system emailed link – ensure the email address you input is correct.
- C. **Two referee reports and all requested documents and information are required for your application to be considered complete.**

****Applications that are incomplete at 30 days will be marked as not continued and closed****

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Step Four:

Your complete application is sent for **Executive Review**, you may be invited to an interview; this request will come directly from the email address mentioned in step five.

Step Five:

Your application will be sent for **Peer Review** once the Executive Review (+/- interview) is complete.

Step Six:

- A. When the Peer Review is complete, your application may be assigned to the next scheduled SC-ACSC (Specially-Convened Accreditation Credentialing Sub Committee) meeting, for consideration by the Hospital's Medical Advisory Committee, who will make a recommendation to the General Manager. The frequency of these meetings and time taken to finalise meeting decisions varies at each hospital.
- B. Unsuccessful applicants will receive a letter from the General Manager – end of process at this point in time.
- C. Applicants with an endorsed application will receive a letter of offer via system email.

Step Seven:

Accept your Letter of Offer (LoO) within two weeks.

If the offer is not accepted, it will expire, and a new expression of interest (step one) will be required.

Step Eight:

When the letter of offer acceptance window closes, the Hospital will be advised of applicants who have accepted their letter of offer. The Hospital will facilitate orientation, access cards, car-parking etc. Please address any queries to the email address above.

Minimum Qualification, Indemnity and Immunisation Requirements:

Health care profession type	Qualification / Registration and Other requirements	Indemnity & Immunisation requirements
Dental Assistants (covered under medical Policy – see the Medical application Fact Sheet)		
ALLIED HEALTH PROFESSION TYPES		
Acupuncturist		<ul style="list-style-type: none"> Indemnity certificate of currency (CoC) to be in the name of the applicant - where the CoC is not held by the practitioner, written confirmation from the named party is to be provided at initial application and each subsequent renewal Category of Indemnity listed on the certificate of currency to be the same as the requested scope of clinical practice – where the category does not align, the product disclosure statement (noting page number) which confirms the scope is covered, may also be uploaded, at initial application and each subsequent renewal
Audiologist		
Cardiac Radiographer		
Cardiac Scientists		
Electrophysiology Technician		
Chiropodist		
Clinical Psychologist	<ul style="list-style-type: none"> AHPRA Registration 	
Diabetes Educator		
Dietitian/Nutrition		
Echo Technician		
Exercise Physiology		
Health Counsellor		
Massage Therapist		
Medical Imaging Technologist		
Neurophysiology Technician		

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Occupational Therapist	<ul style="list-style-type: none">AHPRA Registration	<ul style="list-style-type: none">Completed UnitingCare Immunisation Questionnaire – available at https://www.unitingcareqld.com.au/credentialing-document-hub
Optometrist	<ul style="list-style-type: none">AHPRA Registration	
Pharmacist	<ul style="list-style-type: none">AHPRA Registration	
Physiotherapist	<ul style="list-style-type: none">AHPRA Registration	
Podiatrist	<ul style="list-style-type: none">AHPRA Registration	
Polysomnographic Technician		
Prosthetics and Orthotic		
Radiographer		
Respiratory Scientist		
Sleep Technician		
Social Worker		
Speech Pathologist		
Stomal therapist		
Yoga Teacher		
NURSE PROFESSION TYPES		
Practice Nurse	<ul style="list-style-type: none">AHPRA Registration as a Registered NurseProposed position description outlining duties (education, documenting care plans and dressings) which will be undertaken	<ul style="list-style-type: none">Indemnity certificate of currency (CoC) to be in the name of the applicant - where the CoC is not held by the practitioner, written confirmation from the named party is to be provided at initial application and each subsequent renewalCategory of Indemnity listed on the certificate of currency to be the same as the requested scope of clinical practice – where the category does not align, the product disclosure statement (noting page number) which confirms the scope is covered, may also be uploaded, at initial application and each subsequent renewalCompleted UnitingCare Immunisation Questionnaire – available at https://www.unitingcareqld.com.au/credentialing-document-hub
Breast Care Nurse	<ul style="list-style-type: none">AHPRA Registration as a Registered NurseProposed position description outlining duties (education, documenting care plans and dressings) which will be undertaken	
Perioperative Nurse Surgical Assistant	<ul style="list-style-type: none">AHPRA Registration as a Registered NurseTraining and qualifications as per the AANSA PNSA Position StatementProposed position description outlining duties, in line with the AANSA PNSA Position Statement, and confirming duties will be performed under direct supervision of the Surgeon	