

NEW ACCREDITATION APPLICATION

MEDICAL PRACTITIONER 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** – Credentialing Officer; bph.credentialingoffice@uchealth.com.au
 - **St Andrew's War Memorial Hospital** – Director Medical Services; michael.gillman@uchealth.com.au
 - **St Stephens Private Hospital** - Credentialing Officer; sshb.credentialingoffice@uchealth.com.au
 - **The Wesley Hospital** – Director Medical Services; dmsoffice.wesley@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 supported, 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:

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

Follow your personalised link to apply for credentialing online, upload 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****

NEW ACCREDITATION APPLICATION

MEDICAL PRACTITIONER FACT SHEET

Step Four:

Your complete application is sent for **Executive Review**, you may be invited to an interview.

Step Five:

Your complete 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 Accreditation Credentialing Sub Committee (ACSC) 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 and Indemnity Requirements:

Health care profession type	Qualification / Registration and Other requirements	Indemnity & Immunisation requirements
Visiting Medical Practitioner	<ul style="list-style-type: none"> Specialist AHPRA Registration 	<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
Surgical Assistant	<ul style="list-style-type: none"> General AHPRA Registration – Limited or Provisional Registration requires the support of the Supervisor and Director of Medical Services 	
Resident Medical Officer	<ul style="list-style-type: none"> General AHPRA Registration – Limited or Provisional Registration requires the support of the Supervisor and Director of Medical Services 	
Dental Assistant	<ul style="list-style-type: none"> Certificate III in Dental Assisting Proposed position description outlining duties, and confirming duties will be performed under direct supervision of the Surgeon 	<ul style="list-style-type: none"> Completed UnitingCare Immunisation Questionnaire – available at https://www.unitingcareqld.com.au/credentialing-document-hub