Credentialling and Scope of Clinical Practice System for Allied & Scientific Health Professionals

Allied Health User Guide

Government of South Australia

SA Health

Contents

Purpose of this document

This document is intended to provide guidance to Allied Health practitioners who are required to enter information on the SA Health Credentialling and Scope of Clinical Practice System (CSCPS).

System Overview

The Credentialling and Scope of Clinical Practice System (CSCPS) is a web based application that is used to maintain a consistent and centralised data set of information pertaining to Health Practitioners credentials and scope of clinical practice. It allows the safe and efficient storing of CSCPS data in a centralised and web accessible system.

System issues

Please contact your Super-User in your LHN for assistance with any of the following:

> Access to the system and setting up new users.

> Problems encountered using the system.

> Changes required to the system, including new items to be added to drop down lists.

> Training.

Allied Health Practitioners are not required to complete all fields on CSCPS database.

Allied Health are only required to complete the four (4) fields below:

1. Person details

2. Registration /accreditation /membership

3. Credential

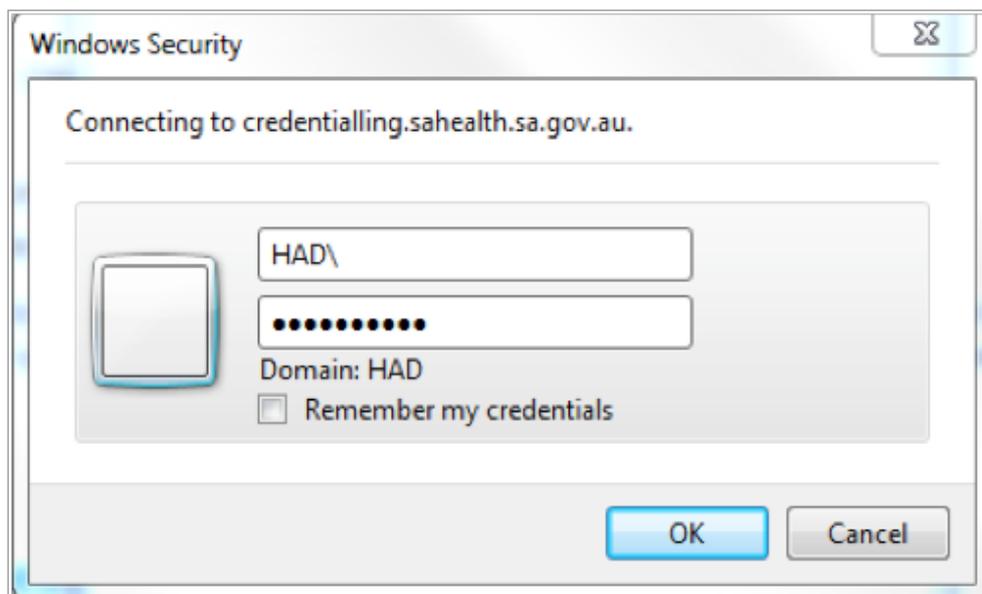4. Scope of Practice (SOP)

System Access and Log In

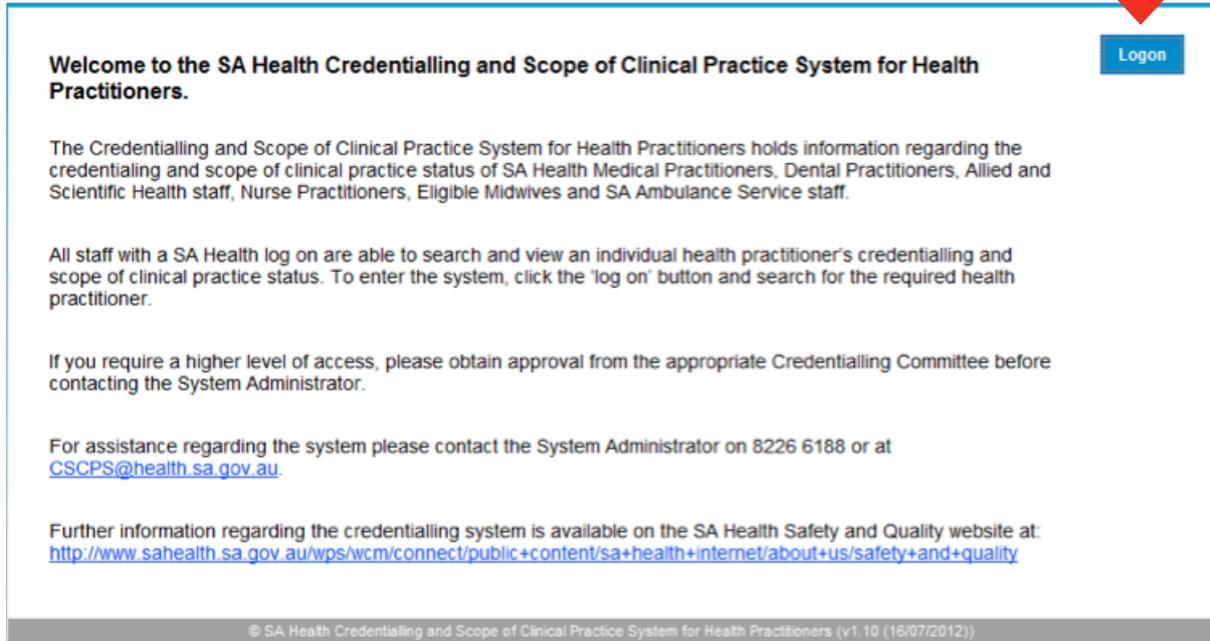The CSCPS is available on all SA health computers via;

1. Start

2. All Programs

3. Corporate programs

4. SAH applications

5. Credentialling and Scope of Clinical Practice System
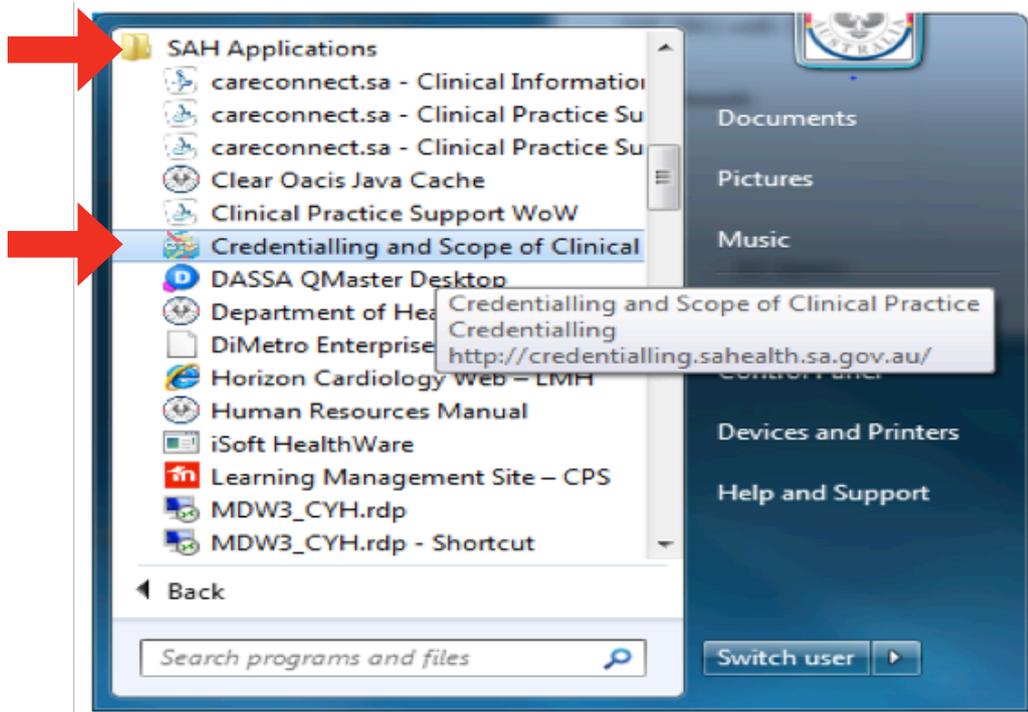
Once you click on the link, enter your usual computer user name and password. For those not on Windows 7 you will be required to enter HAD\ before your user name.

Welcome screen to logon

Navigating the System

Entering information

Use the blue action buttons located at the bottom of each screen to enter information into a practitioners record.

Mandatory fields

* Some field labels will be preceded by a red asterisk. This indicates that the field is mandatory and must be completed before the form can be saved.

Edit

 Some field labels will be preceded by a edit icon. The edit icon allows the user to re-enter the record and make changes to the information.

Save Cancel

 Use this icon to save information or to return to the practitioners record.

This tab allows users to upload documents. NB allied health staff are only required to upload qualifications.

Searching for a Health Practitioner

The process of updating information to a Health Practitioner's record or adding a new Health Practitioner to the system always starts with searching for the Health Practitioner you require.

To search for a Health Practitioner:

> click on the top search button

> enter part of the Surname and their first initial and click search

> click on the correct Health Practitioner from the search result below.

Search results are displayed at the bottom of the screen.

Adding a new Health Practitioner

The process of adding a new Health Practitioner to the system:

> Search for the Health Practitioner you require.
  If a practitioner's record is not on the CSCPS you will need to add the record.

NB: A search must be performed to ensure the practitioner does not already exist in the system. Failure to do this will result in a duplicate.

To add a practitioner to the system:

> Select the 'add record' tab at the top of the screen.

> Complete all mandatory fields marked with a * red asterisk.

> Select 'add record' blue tab at the bottom of the screen.

Please note Allied Health is not recording home address and personal contact numbers.

1. Personal details.

This section records a practitioner's personal details, criminal history check and qualifications.

1. **Personal Details** - ensure that all personal details are accurate. Allied Health does not collect or record a practitioners home address or personal phone details. The credentialling committee will automatically populate when a scope of practice is entered.

2. **Criminal History Check** - enter information if available or if required. Please only upload the clearance email.

3. **Qualifications** - self-regulating practitioners are required to record qualifications and upload separately in the CSCPS. The degree parchment or final transcript (or certified copy) is to be scanned (maximum size 1 Mb). For registered professions the Australian Health Practitioner Regulation Agency (AHPRA) has responsibility of verification.

Uploading Qualifications

Allied Health are only required to upload qualifications for self-regulating professionals and people employed under a grandparent clause. Complete all available information.

2. Registration / Accreditation / Professional Association (Membership)

This tab contains information regarding the practitioner's registrations, license (not required for allied health), accreditation and professional association details.

The CSCPS will always display the last entry regardless of the expiry date.

Registration – used for registered professionals only, complete all known fields, including profession, registration number, registration type, and expiry date.
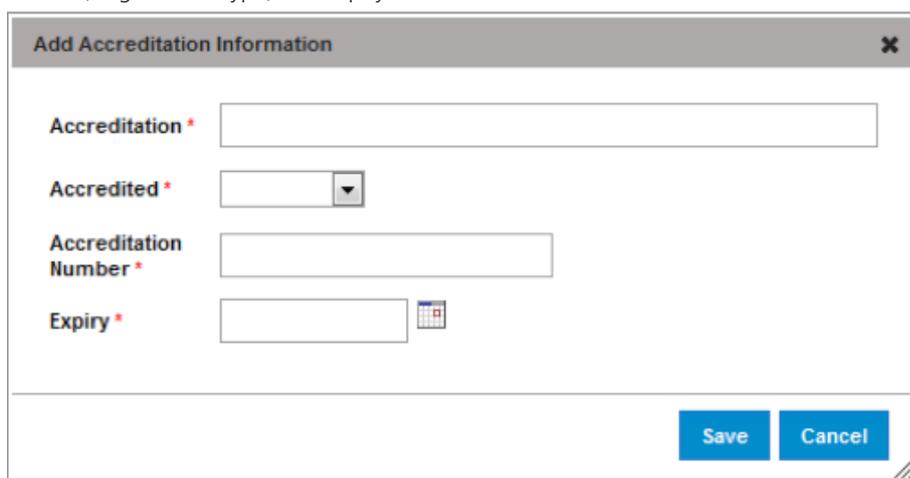

Accreditation– for self-regulated professions only who have an Accreditation Program. For example Accredited Practicing Dietitian.
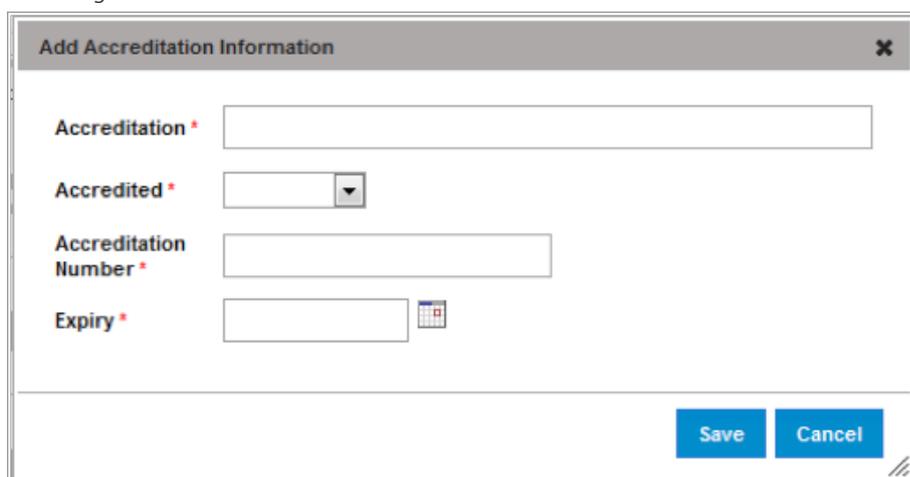
Professional Association (Membership) - for self-regulated professions only. Details regarding a practitioner's professional membership or eligibility for membership must be recorded. Complete all known information relating to the practitioners membership.
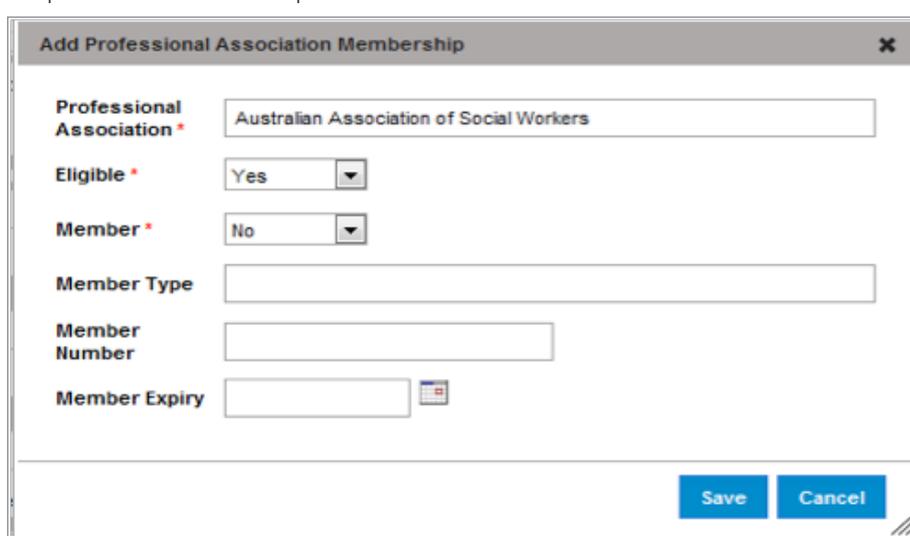
3. Entering a Credential

This section records a practitioner's credential status. Allied Health Practitioners are required to be credentialed to practice in SA Health facilities and be re-credentialled every 12 months.

If the Practitioner has already had a credential entered and it is still current, it will be displayed under 'Credentials'. If it has expired, you will need to check the 'Show Expired Credentials' box to display.

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Allied health are only required to complete the following fields:

> **Dated Credentialled**- date the Allied Health Manager or Senior Allied Health Professional signed the credentialling application or re-credentialling application document.

> **Expiry Date**- allied health re-credentialling is required every 12 months.

> **Committee** – enter the Allied Health Credentialling Committee for the practitioner's Local Health Network. Please confirm that the primary committee is correct and displayed in the 'Personal Details' tab.

> **Limitations/ Conditions**- It is the responsibility of the Allied Health Manager or Senior Allied Health Professional to limit a practitioner's scope of clinical practice in accordance with the recommendations of the registration board, the professional association or the Health and Community Services Complaints Commissioner.

> Limitation/conditions must be recorded on the CSCPS in the Limitations/Conditions field. Allied Health is only required to write 'Restrictions to Practice' if limitations or conditions apply. Details about the limitations/conditions should not be recorded within the CSCPS.

Entering a Scope of Clinical Practice (SOP)

This section records a practitioner's scope of clinical practice. Allied health practitioners are required to have a SOP to practice in SA Health. The SOP should be reviewed and re-entered every 12 months.

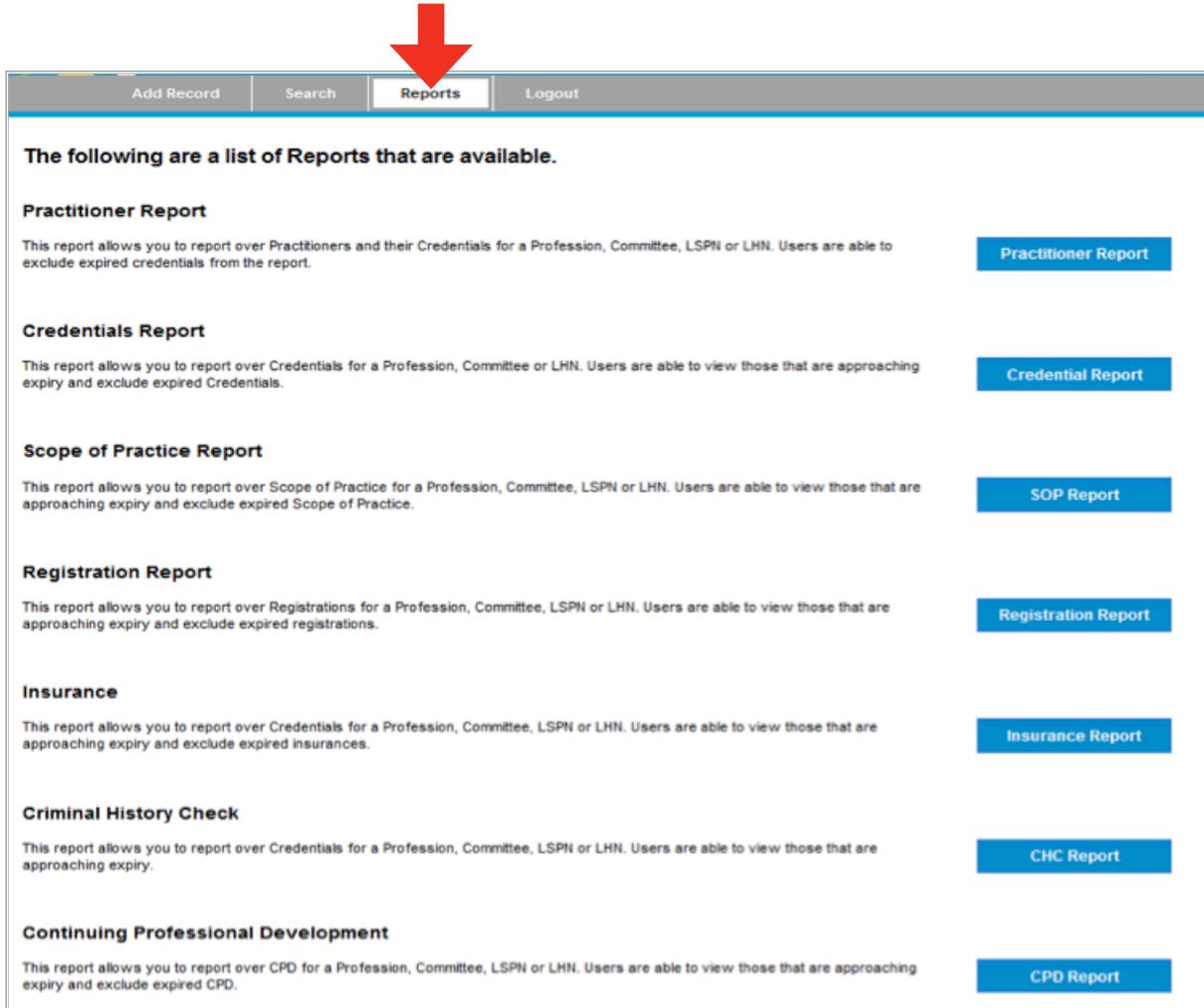Complete all mandatory fields (*), please see example below:

Note

> **SOP** – Allied Health staff limit this section to their primary profession eg. Social Work or Occupational Therapy.

> **Date Effective** – enter the date that the Credentialling or Re-credentialling documents were approved.

> **Review Date** – enter the date the SOP will expire 12 month from date effective.

> **Performance review** – Allied Health is required to enter the completion date of the last Performance Review and Development Plan. The Performance Review document is not to be uploaded.

> **Limitations/ conditions** – It is the responsibility of the Allied Health Manager or Senior Allied Health Professional to limit a practitioner's scope of practice in accordance with the recommendations of the registration board, the professional association or the Health and Community Services Complaints Commissioner (HCSCC). This limitation must be recorded on the CSCPS inserted in the Limitations/Conditions field. Allied health is only required to write 'Restrictions to Practice' if limitations or conditions apply.

Reports:

The top link to '**Reports**' shows a list of reports available to you with a short description about each.
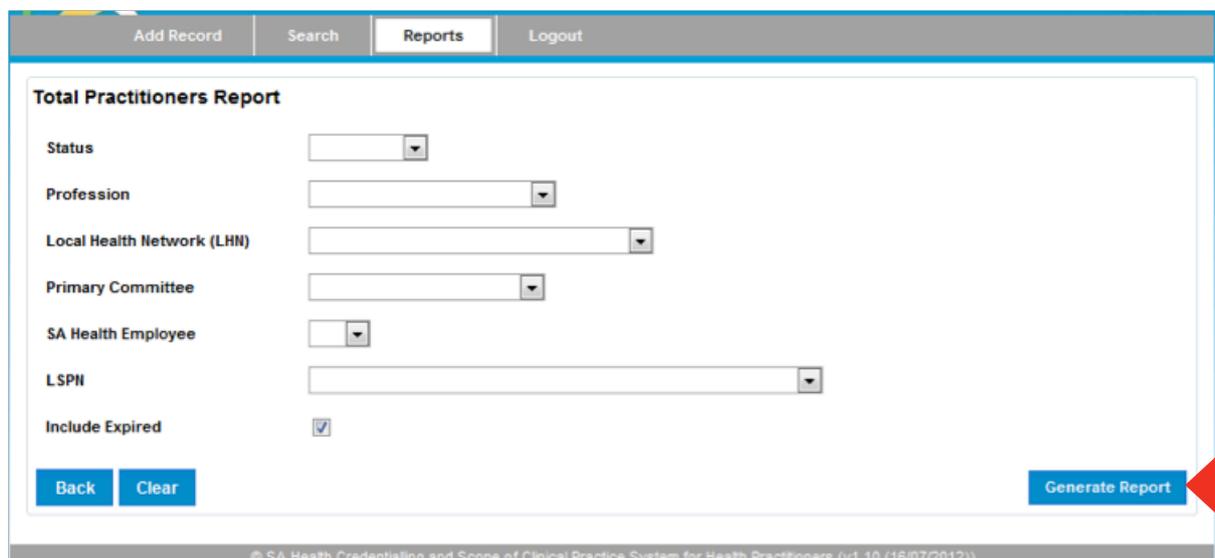
Both the Credentialling Report and the Scope of Practice Report are recommended for allied health use.

Each report screen will have a range of options to select from to customise the report. Select the appropriate option from one or more of the drop down lists. You are not required to fill in all tabs.

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Click 'Generate Report' to create the report.

The report will open in the CSCPS. You can then export the report into an Excel, PDF or Word format for use.
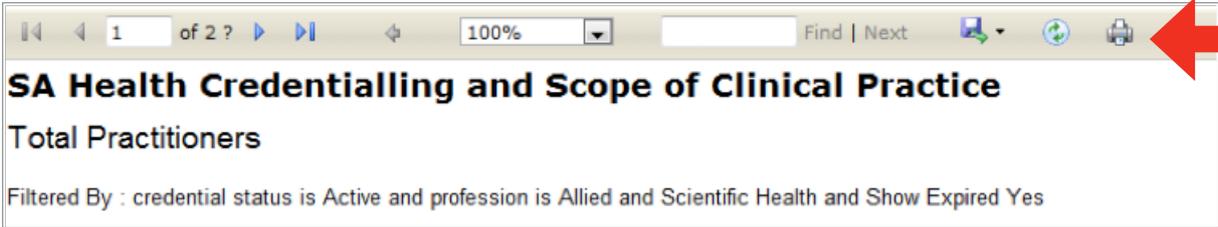
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