

Application and Renewal Documentation Checklist: Restricted (non-emergency) Ambulance Service Licence

Information	
Full name of licence holder	
Registered name of business	
ABN/ACN	
Business address and contact information	
Primary contact person, including position title, email and phone number	
Industrial site address (if applicable)	
Number of ambulances in fleet	
Number of non-clinical/operational staff currently employed (administration, trainers)	
Number of clinical staff currently employed (ambulance officers, paramedics etc)	
Number of non-emergency services (patient transport etc) provided, in the past 12 months	
Number of emergency transport services provided, in the past 12 months	
Number of public events attended as the provider of first aid, in the last 12 months	
Documentation/Evidence	
List of directors	
National Police Checks (NPC) for all listed directors	
Completed accountant's statement from a certified practicing accountant (CPA) or associate chartered accountant (ACA)	
Record of staff qualifications, clearances and training. Clearances may include: <ul style="list-style-type: none"> • Working With Children Check (WWCC) (for all staff transporting clients under the age of 18 years) • Aged care sector screening (for all staff transporting residents of a Commonwealth funded aged care facility) • National Police Check (NPC) (for general employment probity, vulnerable person-related employment and aged care sector screening) 	
Quality accreditation or certification, or evidence of progress toward completion The Clinical Regulation Branch will accept evidence of a Quality Management System which is not ISO or NSQHSS certificated, if it demonstrates oversight of the following areas: <ul style="list-style-type: none"> • clinical governance • business governance (policies and procedures) • risk management • staff credentialling and scope of practice procedures • incident management • feedback and complaints management • staff orientation, education and training • staff performance management • consumer engagement 	
Professional indemnity and public liability insurance of no less than \$10 million	
Clinical protocols that meet the Australian Resuscitation Council guidelines, and have been approved by a registered medical practitioner	
Standing medical orders with the name of the registered medical practitioner that approved them	
List of registered vehicles by make/model, including any modifications	
Records of equipment testing and maintenance schedule, including vehicle service. Equipment includes medical equipment, manual handling equipment and communication systems	
Processes for infection control and waste disposal, including medication disposal	
Policy for investigation of adverse incidents, patient safety and complaints	
Ongoing emergency response authorisations from SAAS (if applicable)	
Controlled Substances Licence issued by SA Health (if available at time of application or upon renewal)	

