

Name and logo of community health service	Credentiailling and Scope of Practice Policy	Approval date:
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1. POLICY

The Community Health Service is committed to ensuring the service providers it employs are appropriately credentiailled and have their scope of clinical practice defined. Credentiailling and defining the scope of practice will occur at initial appointment and on a regular (annually, triennially) ongoing basis for all service providers.

2. PURPOSE AND SCOPE

The purpose of this policy is to ensure that *The Community Health Service* provides quality, safe health services through the appointment of appropriately qualified and skilled staff and regular review of competencies. The processes of credentiailling and defining the scope of clinical practice are integral to the organisations enacting of it's clinical governance responsibilities.

3. REFERENCES AND LEGISLATION

Australian Council for Safety and Quality in Health Care. *Standard for Credentiailling and Defining the Scope of Clinical Practice*. Canberra July 2004
www.safetyandquality.org

Department of Human Services, Rural and Regional Health Services Branch
Credentiailling and Privileging (defining the scope of clinical practice) for Medical Practitioners in Victorian Rural Health Services – a Policy Handbook March 2006
 Melbourne

Victorian Health Professions Registration Act 2005

4. DEFINITIONS

Certification Certification is a term that has been used to describe the process of verifying the truth of an individual's assertion of qualification.

Clinical Governance The systems by which the governing body, managers and clinicians share responsibility and are held accountable for patient or client care, minimising risks to consumers, and for continuously monitoring and improving the quality of clinical care.¹

¹ Australian Council of Healthcare Standards. ACHS NEWS. Issue 12 Spring 2004:4

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Clinical Practice The professional activity undertaken by a health care professional relating directly to patient care

Credentials *Credentials* are the background and experience an applicant presents for consideration when applying for a job and typically include professional education and degrees, professional registration and accreditation, work history, references and health status.

Credentialling Credentialling is the formal process used to verify the qualifications, experience, professional standing and other relevant professional attributes of practitioners for the purpose of forming a view about their competence, performance and professional suitability to provide safe, high quality health care services within specific organisational environments.²

Competence The demonstrated ability to provide health care services at an appropriate level of safety and quality

Defining the Scope of Clinical Practice Defining the scope of clinical practice follows on from credentialling and involves delineating the extent of an individual practitioner's clinical practice within a particular organisation based on the individual's credentials, competence, performance and professional suitability and the needs and the capacity of the organisation to support the practitioner's scope of clinical practice.³

The terms *defining the scope of clinical practice* and *clinical privileging* are often used interchangeably.

Registration Professional registration determined by a registering authority that determines the criteria for entry to a professional body, set, uphold and enforce standards of practice (including codes of conduct and ethics) and identify conditions that lead to entry and exit from the profession.

5. RESPONSIBILITY

Individual

The individual health care professional has a responsibility to ensure:

- They have the appropriate credentials for their position

² Australian Council for Quality in Health Care. National Standard on credentialling and defining the scope of practice. Australian Council for Safety and Quality in Health Care, Canberra, July 2004

³ *ibid*

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- They deliver health care as per their credentialling and individually defined scope of clinical practice
- They notify management of any change to the status of their registration or any event/situation that may effect their ability to practice

Management

Each manager is responsible for ensuring that all health care professional within their program:

- are appropriately credentialed
- only deliver care within their defined scope of practice

Organisation

The Community Health Service is responsible for

- implementing an appropriate clinical governance system that ensures delivery of safe, quality care
- that all health professionals that it employs are appropriately credentialed and the their scope of practice defined.
- ensuring an appropriate appeals process for credentialling and scope of practice decisions is available to staff

6. MONITORING

Managers will report to the (quality, clinical governance) committee. The x committee will report to the CEO and BOM via the executive management team every x months.

7. DOCUMENTS

- Credentialling and Scope of Practice Procedure
- Clinical Governance Policy and Procedure
- Recruitment Policy and Procedure
- Staff Development Policy and Procedure

8. HISTRY

DATE	Initial Issue
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