

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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EXECUTIVE SPONSOR	Director, Allied Health
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FUNCTIONAL GROUP(S)	Allied Health
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SUMMARY	<p>This procedure is to be followed when a new Allied Health professional is employed in SESLHD to ensure the appropriate qualifications, skills and competencies of <u>all</u> Allied Health staff.</p> <p>Registered health professionals with conditions on their registration should be managed as per the process set out in this document.</p>

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions**SESLHDPR/771****1. POLICY STATEMENT**

The purpose of this procedure is to ensure that recruitment and appointment of allied health professionals is conducted in line with NSW Health and SESLHD policies and guidelines.

Robust recruitment, credentialling and scope of clinical practice processes are key elements in ensuring the safety of consumers in health service organisations. Allied health professionals (AHP) are a diverse workforce employed under a range of industrial awards with varying qualification requirements. Verifying qualifications, defining scope of clinical practice, and checking registration status (where applicable) are essential components of the application, recruitment and appointment process. All hiring managers should be aware of recruitment and credentialling requirements when employing registered and non-registered allied health professionals.

2. BACKGROUND

The governance and organisational structure of the allied health (AH) workforce underpins the ability of clinicians to provide safe, high quality, innovative and person-centred care. This procedure is designed to improve the quality and consistency of the allied health recruitment and credentialling process.

The foundations for good governance are laid during the recruitment phase, well before a clinician commences in a new role. Foundational elements for robust governance include:

- an appropriate position description that has been graded by the Allied Health Grading Committee (AHGC);
- clear operational and/or professional reporting lines that support discipline identity;
- access to appropriate supervision; and
- a clear understanding of discipline scope of practice.

Credentialling is the process by which qualifications, experience and clinical competency is verified for staff that are new to the organisation or commencing in new roles. The AH workforce must possess the qualifications, skills, training, and where relevant registration for the role in which they are employed.

Professional association membership is a requirement of registration for the registered professions. Most non-registered AHPs are required to have qualifications that deem them eligible for membership of their relevant professional association. A list of the relevant professional associations is at [Appendix A](#).

This procedure outlines the steps that managers should take to ensure that their AH employees in both registered and non-registered professions, have the qualifications required to undertake the duties of their assigned role by confirming the credentials of allied health staff at commencement of employment and on an ongoing basis as required.

2.1 Registered Allied Health Professionals

Not all AHPs are registered. Registered professions are currently:

- Occupational therapy
- Pharmacy

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

- Physiotherapy
- Podiatry
- Psychology
- Medical radiation practitioners

Health professionals from registered professions are required to maintain full practising registration with the Australian Health Practitioner Regulation Agency (AHPRA) as a condition of their employment. Registered health professionals may have a condition placed on their registration that restricts their practice in some way. This may be for recency of practice reasons, supervisory requirements for newly qualified or overseas trained professionals, or for disciplinary reasons. Current conditions which restrict a practitioner's practice of the profession are published on the AHPRA - Register of Practitioners. When a National Board or adjudication body decides the conditions are no longer required to ensure safe practice, they are removed and are no longer published.

3. RESPONSIBILITIES

3.1 Employees will:

- All AHPs will be credentialled on commencement through the recruitment process.
- Non-registered AHPs will provide evidence of their professional qualifications and practicing membership/eligibility for practicing membership of their relevant professional association.
- Registered AHPs will maintain practising registration throughout their employment.
- Registered AHPs are obliged to inform their manager if they have conditions placed on their registration and are obliged to comply with all conditions and/or undertakings on their registration. This may require a coordinated approach with an individualised supervision and management plan.

3.2 Heads of Department or Recruiting Managers will:

- Ensure that the qualifications and skills of applicants in recruitment actions align with the requirements of the relevant industrial award and/or policy and legislative requirements as per [Appendix A](#).
- Not all requirements for clinical roles may be apparent and consultation with the discipline advisor or clinical lead is recommended prior to development of any new position descriptions. For example all orthoptists working in South Eastern Sydney Local Health District (SESLHD) are required to administer eye drops and must therefore be registered with the Australian Orthoptic Board.
- For registered professions, managers will confirm full registration status via Stafflink or the AHPRA website.
- Where there is lack of clarity regarding required qualifications, for example for overseas applicants, advice must be sought from the Director of AH or delegate via SESLHD-AlliedHealthGrading@health.nsw.gov.au.
- Include a more senior AHP on recruitment panels when AH staff are recruited, including when positions are graded against multiple awards.

3.3 Allied Health Managers/ Service Managers will:

- Manage staff with conditions on their professional registration as per [Appendix B](#).

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

3.4 Director of Allied Health and Discipline Advisors will:

- Provide advice to recruiting managers/service managers regarding credentialling requirements for their profession.
- Participate or provide an appropriate delegate for recruitment and selection panels, including advising on credentialling requirements.

4. PROCEDURE

4.1 All SESLHD services that employ Allied Health Professionals are to have:

- Local procedures in place to ensure that their AH employees meet the minimum qualification requirements as set out in the relevant industrial award.

4.2 All SESLHD services that employ registered Allied Health Professionals are to have:

- Local procedures in place for ensuring the currency of registration / enrolment / authority to practice of their AH staff to which registration applies.
- Line managers of registered AHPs should check annual registration renewals either via stafflink reporting or manually on the AHPRA website.
- Clear internal audit requirements with responsibilities for compliance clearly assigned.

Note: The specific requirements for the registration of individual allied health disciplines are listed as per the [AHPRA Website](#) and include (but are not limited to) standards for:

- Endorsed areas of practice
- Continuous professional development requirements, including minimum hours of professional development required annually
- Professional indemnity insurance
- Supervision of new graduates and postgraduate students.

While the details of health conditions are not published on the AHPRA Register of Practitioners, section 176BA of the National Law provides for the content and detail of health conditions to be provided to an employer to assist with the oversight and supervision of a practitioner with conditions related to health.

4.3 When recruiting to allied health roles, Hiring Managers must have:

- A position description graded by the grading committee
- A more senior AHP on the recruitment panel

5. DOCUMENTATION

SESLHD Register of Allied Health Practitioners with Conditions is held centrally by the Director of Allied Health. It is the responsibility of the line manager to provide details regarding any allied health clinician with conditions including changes to any conditions or changes to employment status, to the Director of Allied Health. The clinician's first name, surname, discipline, facility,

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

manager's name, condition, and any relevant comments should be forwarded marked confidential to SESLHD-DistrictAlliedHealth@health.nsw.gov.au.

6. AUDIT

A Stafflink Professional Registration Audit for registered Allied Health staff is run by SESLHD Workforce Governance & Systems team SESLHD-WorkforceGovernance@health.nsw.gov.au around 2 weeks after the annual registration renewal date for AHPs (30 November each year). This provides a list of AHPs across the organisation who were not able to have their registration automatically validated through the AHPRA/Stafflink interface. These reports are distributed by the AH Directorate via the Discipline Advisors to the facility/service AH manager or professional lead. It is the line managers responsibility to verify registration and update the information in Stafflink. The line manager should provide feedback to the AHP on the mismatch details. It is the AHP's responsibility to update their details with AHPRA or SESLHD. A further Professional Registration Audit is run in January to capture any outstanding employees showing as not registered. These are manually verified by the Allied Health Directorate and distributed to line managers who update in Stafflink.

7. REFERENCES

- [NSW Health Principles of Allied Health Governance 2023](#)
- SESLHD Strengthening Allied Health: Guiding Principles – Supporting a high performing Allied Health workforce
- [SESLHDPD/329 - Extended and Advanced Clinical Practice Roles for Allied Health Professionals](#)

8. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
20 June 2024	1.0	New document to amalgamate SESLHDBR/074 - Registered Allied Health Professions with Conditions - Management of and SESLHDPD/191 - Allied Health Registration / Enrolment / Authority to Practice. Approved at SESLHD Clinical and Quality Council.
13 March 2025	1.1	Minor update to include Appendix A. Change of document title and editing for clarification.

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

Appendix A

Discipline	Professional Association
Audiologist	Audiology Australia (AudA)
Art Therapist	Australian, New Zealand and Asian Creative Arts Therapies Association (ANZACATA)
Counsellor	Australian Counselling Association (ACA)
Dietitian	Dietitians Australia (DA)
Diversional Therapist	Australian Recreational Therapy Association (ARTA)
Exercise Physiologist	Exercise & Sports Science Australia (ESSA)
Genetics Counsellor	Australasian Society of Genetic Counsellors (ASGC)
Music Therapist	Australian Music Therapy Association (AMTA)
Occupational Therapist	AHPRA registration
Orthoptist	Orthoptics Australia (OA)
Orthotist	Australian Orthotic Prosthetic Association (AOPA)
Pharmacist	AHPRA registration
Physiotherapist	AHPRA registration
Podiatrist	AHPRA registration
Psychologist	AHPRA registration
Social Worker	Australian Association of Social Workers (AASW)
Speech Pathologist	Speech Pathology Australia (SPA)

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

Appendix B

	Action	Responsibility
Person applies for position	<ul style="list-style-type: none"> If registration conditions are in place, the selection panel (in consultation with the relevant Allied Health Department Head / AH Site or Service Manager/ Director of Pharmacy) determines if the applicant is employable in the position, taking into consideration site rotations with such appointment. Where there is no direct Allied Health Department Head, the selection panel should seek guidance from the relevant Discipline Advisor, Principal Psychologist, Director of Pharmacy or Director of Allied Health. 	<ul style="list-style-type: none"> Convenor and members of the selection panel
Appointment process	<ul style="list-style-type: none"> The selection panel makes a recommendation for appointment to the appropriate delegated officer and provides advice of the registration conditions. Delegated officer authorises offer of appointment and confirms appointment with the relevant AH Department Head / Site or Service Manager / Director of Pharmacy. AH Department Head / Site or Service Manager / Director of Pharmacy advises the DAH and the General Manager of the appointment and the nature of the condition. The DAH notifies the relevant Discipline Advisor of the clinician with conditions. Details regarding any allied health clinician with conditions are forwarded to SESLHD-DistrictAlliedHealth@health.nsw.gov.au with the clinician's first name, surname, discipline, facility, manager's name, condition and any comments. 	<ul style="list-style-type: none"> Convenor AH Department Head /Site or Service Manager / Director of Pharmacy
Governance Process	<ul style="list-style-type: none"> AH Department Head /Site or Service Manager /Director of Pharmacy is to ensure registration conditions are met, with the appointment of a Board approved supervisor if necessary. Board approved supervisor is to ensure that regular reports, as required by the Board, are completed and forwarded to the Board. 	<ul style="list-style-type: none"> AH Department Head /Site or Service Manager / Director of Pharmacy
Rotating positions /Secondments	<p>If the allied health professional is to rotate to another site as part of their employment or training:</p> <ul style="list-style-type: none"> AH Department Head /Site or Service Manager / Director of Pharmacy of the home site confirms with the relevant Registration Board that the allied health professional's registration conditions will allow them to conduct authorised practice at the secondment site. AH Department Head /Site or Service Manager / Director of Pharmacy at the home site to liaise with equivalent position at the seconding facility. 	<ul style="list-style-type: none"> AH Department Head /Site or Service Manager/ Director of Pharmacy at Home site

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

	<ul style="list-style-type: none"> • If necessary, the home site AH Department Head /Site or Service Manager / Director of Pharmacy arranges for Registration Board approval to add the secondment site to the practitioners' conditions of registration. • The AH Department Head/Site or Service Manager/ Director of Pharmacy of the home site ensures that the AH Department Head /Site or Service Manager / Director of Pharmacy of the secondment site is aware of the intention to rotate the allied health professional with registration condition, the specific nature of the condition and that the condition can be met at the secondment site. • The home site AH Department Head /Site or Service Manager / Director of Pharmacy ensures that the Executive at all relevant sites is made aware of the arrangement. • The secondment site AH Department Head /Site or Service Manager / Director of Pharmacy arranges for conditions of the registration to be met at the secondment site, including appointment of a Board approved supervisor if necessary. • If relevant, the Board appointed supervisor ensures reports are submitted to the Registration Board as required under the allied health practitioner's registration conditions. • The AH Department Head /Site or Service Manager / Director of Pharmacy provides quarterly reports to the DAH confirming the allied health professional is working in accordance with the conditions of registration. This information is to be verified by the site General Manager. 	<ul style="list-style-type: none"> • AH Department Head / Site or Service Manager / Director of Pharmacy at secondment site • AH Department Head /Site or Service Manager/ Director of Pharmacy to DAH
<p>Change in Condition Status</p>	<ul style="list-style-type: none"> • If the conditions of registration are lifted for an individual employee, the AH Department Head /Site or Service Manager / Director of Pharmacy is to ensure that the DAH and the relevant site Executive is notified. 	<ul style="list-style-type: none"> • AH Department Head /Site or Service Manager / Director of Pharmacy
<p>A new condition is applied</p>	<ul style="list-style-type: none"> • AH Department Head /Site or Service Manager / Director of Pharmacy advises the DAH and the site or service General Manager of the new status and the nature of the conditions. • AH Department Head / Site or Service Manager/ Director of Pharmacy reviews whether employee is still able to perform role. • AH Department Head / Site or Service Manager / Director of Pharmacy advises the DAH to place the practitioner on the Local Health District Register of Allied Health Practitioners with Conditions. • The ongoing Governance process (outlined above) must be 	<ul style="list-style-type: none"> • AH Department Head / Site or Service Manager / Director of Pharmacy

SESLHD PROCEDURE

Recruitment and Credentialling of Allied Health Professionals – registered and non-registered professions

SESLHDPR/771

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