

# NEW CREDENTIALING APPLICATION

## MEDICAL PRACTITIONER FACT SHEET



Thank you for your interest in apply for credentialing at a UnitingCare Hospital.  
We have created this fact sheet to assist with making an enquiry and applying for credentialing.

### Step One:

Submit an Expression of Interest (EOI) to the Hospital/s you are interested in applying to, please include a current CV and cover letter in your email

- **Buderim Private Hospital** - bph.credentialingoffice@uchealth.com.au
- **St Andrew's War Memorial Hospital** – DMS; michael.gillman@uchealth.com.au
- **St Stephens Private Hospital** - sshb.credentialingoffice@uchealth.com.au
- **The Wesley Hospital** – DMS; dmsoffice.wesley@uchealth.com.au

### Step Two:

Your CV and cover letter will be reviewed by our executive and business development teams.

### Step Three:

You will receive an email from the Executive advising if there is a business need for your specialty. If there is no business need, this will be the end of the process at this point in time.

### Step Four:

If there is a business need, you will be emailed with the details and requirements to apply for credentialing, these include:

- ☐ Certificate of currency
- ☐ AHPRA Registration
- ☐ 100 points of Current ID (as per bank requirements)
- ☐ Proof of Current Vaccination Status for:
  - Measles, Mumps, Rubella
  - Varicella (chicken pox)
  - Tetanus, Diphtheria & Pertussis
  - Hepatitis B
  - Influenza
  - Covid-19 – three doses
- ☐ 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. It is desirable that at least one of these referees be credentialed with the Hospital/s you are applying to.

### Step Five:

Follow your personalised link to apply for credentialing online, updating 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 – please save this email address to your safe contacts. As critical reminders will be sent from this address\*\***

### Step Six:

Your application will be reviewed for completeness and referees will be emailed a link to follow and complete our referee report. Once we have two complete referee reports and all requested documents, your application is considered complete. **\*\*applications that are incomplete at 30 days will be marked as not continued and closed\*\***

# *NEW CREDENTIALING APPLICATION*

## *MEDICAL PRACTITIONER FACT SHEET*

**Step Seven:**

Your complete application is sent for Pre-Committee Review, you may be invited to an interview; this request will come directly from the email address mentioned in step five.

**Step Eight:**

Your application will be sent for Peer Review once the Pre-Committee Review (+/- interview) is complete.

**Step Nine:**

When both Pre-Committee and Peer Review are complete, your application may be assigned to the next scheduled (Accreditation Credentialing Sub Committee) ACSC meeting. The frequency of these meeting varies at each hospital.

**Step Ten:**

Shortly after the ACSC meeting, you will be advised the outcome of your application from the email address mentioned in step five.

**Step Eleven:**

Should you be sent a Letter of Offer (LoO), this needs to be accepted within two weeks. If the offer is not accepted, it will expire, and a new application (step one) will be required.

**Step Twelve:**

Within 3 weeks of the ACSC meeting, the DMS office will be advised of applicants who have accepted their LoO. The DMS Office will facilitate Hospital orientation, access cards, car-parking etc