

CheckUP Contractual Requirements Checklist

Contracting documents are collected annually as verification of eligibility against contract requirements and must remain current throughout the contract period.

1. For **ORGANISATIONS WHO ARE ACCREDITED** with one of the industry standards below:

- Australian Council of Health Care (ACHS) EQUIP6 Standards
- Human Services Quality Standards (HSQF)
- National Disability Insurance Scheme (NDIS) Practice Standards
- National Standards for Mental Health Service (NSMHS)
- National Safety and Quality Health Service (NSQHS) Standards
- QIC Health and Community Services Standards
- Royal Australian College of General Practitioners Standards for general practices (RACGP Standards)
- National Safety and Quality Primary and Community Healthcare Standards (PHCS)

		1. Documents required for ORGANISATIONS WHO ARE ACCREDITED/CERTIFIED with one of the industry standards listed.	✓
ACCREDITATION	Accreditation Certificate	A copy of <u>one</u> of the Organisation's Accreditation Certificates from list above.	
INSURANCE	Professional Indemnity	A copy of the Organisation's Professional Indemnity Certificate.	
	Public Liability	<p>All providers must have public liability coverage that covers staff and patients. This coverage must be held:</p> <ul style="list-style-type: none"> a) by the health service provider individually OR b) the Organisation that employees or contracts the health service provider OR c) the facility the health service provider is delivering services in. <p>CheckUP will only request to collect evidence from:</p> <p style="padding-left: 40px;">The above b), An Organisation's whose Certificate of Currency (COC) of Public Liability covers all health service providers providing services under the contract,</p> <p style="padding-left: 40px;">Although option a) and c) are not collected annually, evidence may be requested at any time.</p> <p><i>Visiting health professionals or contractors should not assume they are covered by any facility's Public Liability Insurance.</i></p> <p>If you do not have your own Public Liability Insurance and are working with a Queensland Health facility you will need to redirect your initial query to the relevant Hospital and Health Service (HHS) responsible for that facility, as the coverage provided will vary dependant on the arrangements and contracts in place.</p> <ul style="list-style-type: none"> ▪ Contact details: Queensland Health Insurance Services Team on ask_ist@health.qld.gov.au or (07) 3199 3809. 	
CHILD SAFETY	Working with Children's Policy	<p>A copy of the Organisation's Working with Children's Policy (if available).</p> <p>It is expected that all relevant organisations/businesses will have a Working with Children's Policy.</p>	

		1. Documents required for ORGANISATIONS WHO ARE ACCREDITED/CERTIFIED with one of the industry standards listed.	✓
		<p>Note: Blue card is not required to be collected on registration by CheckUP but if you work with Children or vulnerable people, CheckUP requires all health professionals to:</p> <ul style="list-style-type: none"> • comply with child safety requirements consistent with the child safe principles AND • be a registered health practitioner with The Australian Health Practitioners Regulation Agency (AHPRA) <p>OR</p> <ul style="list-style-type: none"> • hold a current Blue Card. 	
CULTURAL RESPONSIVENESS	Cultural Responsiveness Training	<p>The Indigenous Allied Health Australia is CheckUP's preferred provider of cultural responsiveness training. CheckUP has purchased the IAHA Cultural Responsiveness online training and offers modules 1 and 2 free of charge for all Health Professionals and Organisations delivering Outreach services.</p> <p>Level One – Start with Cultural Awareness</p> <p>Level Two – Unpacking the IAHA Cultural Responsiveness in Action Framework</p> <p>Health Professional completion of this requirement will be managed by CheckUP, with no further evidence of completion required.</p> <p>If you have completed another form of Cultural Responsiveness training within the last 12 months, please provide evidence of this.</p>	

2. For **INDIVIDUAL SERVICE PROVIDERS** or **ORGANISATIONS WHO ARE NOT ACCREDITED** with one of the industry standards listed.

		2. Documents required for INDIVIDUAL SERVICE PROVIDERS or ORGANISATIONS WHO ARE NOT ACCREDITED/CERTIFIED with one of the industry standards listed.	✓
Proof of qualifications and/or registration status	AHPRA Registration, or Accreditation with a Professional Body, Or qualification	The following documents are required for all Health Professionals providing services under the contract: <ul style="list-style-type: none"> ▪ For any AHPRA Registered Health Professionals, a copy of their AHPRA Registration Certificate ▪ For any non-AHPRA Registered/self-regulated Health Professionals: <ul style="list-style-type: none"> ○ a copy of their accreditation with a relevant Professional Body, OR ○ for non-regulated professions, a qualification certificate is accepted (as per Minimum Requirements for Health Professionals Doc_188) 	
INSURANCE	Professional Indemnity	If Organisation's Professional Indemnity policy <u>DOES</u> cover all Health Professionals providing services under the contract: <ul style="list-style-type: none"> ▪ A copy of the Organisation's Professional Indemnity Certificate. OR If Organisation's Professional Indemnity policy <u>DOES NOT</u> cover all Health Professionals providing services under the contract: <ul style="list-style-type: none"> ▪ A copy of all Individual Health Professional Indemnity Certificates only for all non-AHPRA Registered Health Professionals delivering services. 	
	Public Liability	All providers must have public liability coverage that covers staff and patients. This coverage must be held: <ul style="list-style-type: none"> a) by the health service provider individually, OR b) the Organisation that employees or contracts the health service provider, OR 	

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		<p>c) the facility the health service provider is delivering services in.</p> <p>CheckUP will only request to collect evidence if relevant from of: The above b), An Organisation's whose Certificate of Currency (COC) of Public Liability coverings all health service providers providing services under the contract, Although option a) and c) are not collected annually evidence of may be requested of at any time <i>Visiting health professionals or contractors should not assume they are covered by any facility's Public Liability Insurance.</i></p> <p>If you do not have your own Public Liability Insurance and are working with a Queensland Health facility you will need to redirect your initial query to the relevant Hospital and Health Service (HHS) responsible for that facility, as the coverage provided will vary dependant on the arrangements and contracts in place.</p> <ul style="list-style-type: none"> ▪ Contact details: Queensland Health Insurance Services Team on ask_ist@health.qld.gov.au or (07) 3199 3809.
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CULTURAL RESPONSIVENESS	Cultural Responsiveness Training	<p>The Indigenous Allied Health Australia is CheckUP’s preferred provider of cultural responsiveness training. CheckUP has purchased the IAHA Cultural Responsiveness online training and offers modules 1 and 2 free of charge for all Health Professionals and Organisations delivering Outreach services.</p> <p style="padding-left: 40px;">Level One – Start with Cultural Awareness</p> <p style="padding-left: 40px;">Level Two – Unpacking the IAHA Cultural Responsiveness in Action Framework</p> <p>Health Professional completion of this requirement will be managed by CheckUP, with no further evidence of completion required.</p> <p>If you have completed another form of Cultural Responsiveness training within the last 12 months, please provide evidence of this.</p>	