

## CheckUP Contractual Requirements Checklist

There are 5 steps to complete as part of the Outreach contracting process.

**Step 1: For new providers only:** Complete the New Provider Details Form. This will collect details about your new ABN and contact details. This will be sent via DocuSign and will be addressed from “CheckUP Contracting via DocuSign” or [dse@aumail.docusign.net](mailto:dse@aumail.docusign.net).

**Step 2:** Sign the Outreach Terms and Conditions. This is your overarching contract with CheckUP and will not contain any specific **service** details. This will be sent via DocuSign.

**Step 3:** Clinical Governance Check: Complete the online Provider Registration Form and submit all relevant Contractual Requirements/ evidence (**see table below**). Once you complete Step 2, you will be sent a unique Registration Form link and further instructions via email from [contracts@checkup.org.au](mailto:contracts@checkup.org.au). On completion and approval of Step 3, you will be successfully registered as a ‘CheckUP Outreach Services Provider’.

**Step 4:** Sign the Funding Schedule. This will outline your **contracted service details** for the current financial year. This will be sent via DocuSign.

**Step 5:** Payment details. CheckUP Australia works with EFTsure to verify the payment details of our suppliers before payments are made, to minimise the risk of errors or fraud. All suppliers will need to be verified through EFTsure to ensure invoices are paid in a timely manner. You will receive an email from [verifications@checkup.org.au](mailto:verifications@checkup.org.au) to commence the verification process.

Documents of evidence are collected annually, or as required, as verification of eligibility against contract requirements and must remain current throughout the contract period.

<p><b><u>Accreditation or Professional Registration</u></b></p> <p>Are you an accredited organisation?</p>	<p><b>Yes</b></p>	<p>Please provide a copy of the organisation Accreditation Certificate of Currency</p>
	<p><b>No</b></p> <p><b>Please provide evidence of professional registration</b></p>	<p>For all <b>AHPRA Registered Health Professionals providing services under the contract</b>, a copy of their AHPRA Registration Certificate is required.</p> <p>For all <b>non-AHPRA Registered/self-regulated Health Professionals providing services under the contract</b> a copy of their accreditation with a relevant Professional Body, <b>OR</b> for non-regulated professions, a <b>qualification certificate</b> is accepted</p>
<p><b><u>Insurances</u></b></p>	<p><b>Professional Indemnity/ Medical Malpractice</b></p>	<p>A copy of the Organisation's Professional Indemnity Certificate.</p> <p>Please note, if the <b>Organisation's Professional Indemnity policy DOES NOT cover all Health Professionals providing services under the contract:</b></p> <p>A copy of all Individual Health Professional Indemnity Certificates only for all <b>non-AHPRA Registered</b> Health Professionals delivering services.</p>

	<b>Public Liability</b>	<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"> <li>a) by the health service provider individually, <b>OR</b></li> <li>b) the Organisation that employs or contracts the health service provider, <b>OR</b></li> <li>c) the facility the health service provider is delivering services in.</li> </ul> <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>
<u><b>Training</b></u>	<b>Cultural Responsiveness Training</b>	<p>It is a contractual requirement that all Health Professionals delivering Outreach services have undertaken cultural responsiveness training. Health Professionals have 3 months, following execution of the Outreach Service Contract, to demonstrate how they have met this requirement e.g. certificate of completion or declaration of organisation training program.</p> <p>Usual compliance audits will be undertaken to ensure all Health Professionals and Organisations have met this requirement.</p> <p>The Indigenous Allied Health Australia is CheckUP's preferred provider of cultural responsiveness training. CheckUP has purchased the <b>IAHA Cultural Responsiveness online training</b> and offers modules 1 and 2 <b>free of charge</b> for all Health Professionals and Organisations delivering Outreach services.</p>