# CheckUP Contractual Requirements Evidence List

There are five 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.

**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: Registration form** and **Clinical Governance Check**: Once you complete Step 2, you will be sent a unique Registration Form link and further instructions via email from contracts@checkup.org.au. Complete the online Provider Registration Form and submit all relevant Contractual Requirements/evidence **(see below).** 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 to commence the verification process.

This document outlines what evidence you need to provide to CheckUP as part of step 3. Documents of evidence are collected as verification of eligibility against contract requirements and must remain current throughout the contract period. Documents are collected annually or as required. Any documents that expire during the contracting period must be updated via the Provider Registration Form.



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**Please have the following documents ready to be uploaded as evidence when you complete the Provider Registration Form:**

- **Accreditation Certificate** (if you are an accredited organisation)
- **Professional Registration Certificate/s** (if you are not an accredited organisation)
- **Professional Indemnity/Medical Malpractice Certificate of Currency**
- **Public Liability Insurance Certificate of Currency** (only required to upload if held through the organisation that employs or contracts the health service provider)
- **Evidence of Child Safety training** (for those providing services or spaces for children under 18 in Queensland)
- **Evidence of Cultural Awareness training**
- **For General Practitioners delivering services under the Skin Cancer Early Detection (SCED) Program and the North Queensland Cancer Prevention (NQCP) Program:** Evidence of training and/or experience in Skin Cancer Early Detection (Dermoscopy) including but not limited to relevant accreditations awarded by Skin Cancer College of Australia, Healthcert and/or mentorship.

The evidence CheckUP requires from you may differ based on your organisation's circumstances. Please see the tables on the following pages to determine what is required.



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## Accreditation/Professional Registration

Evidence of accreditation and/or professional registration must be provided. Please note that if the accreditation does not cover all personnel who will be delivering health services under the contract, then professional registration evidence is required for all those personnel.

| Are you an accredited organisation? | Yes | No |
|---|---|---|
| You will need to upload | The organisation's certificate of accreditation. | Evidence of professional registration for all health professionals providing services under the contract:<br>• For all **AHPRA registered Health Professionals**, a copy of their AHPRA registration certificate<br>• For all **self-regulated professions,** a copy of their registration with the relevant professional body (e.g. ESSA, ADEA, APD, SPA)<br>• For all for **non-regulated professions**, a qualification certificate. |

The following accreditations are accepted:

- Australian Council of Health Care (ACHS) EQuIP Standards
- Diagnostic Imaging Accreditation Scheme Standards
- Human Services Quality Standards (HSQF)
- National Disability Insurance Scheme (NDIS) Practice Standards
- National Standards for Mental Health Services (NSMHS)
- Nations Safety and Quality Health Services (NSQHS) Standards
- National Safety and Quality Primary and Community Healthcare Standards (NSQPCH)
- QIC Health and Community Services Standards
- Royal Australian College of General Practitioners Standards for general practices (RACGP Standards)
- Australian Physiotherapy Association (APA) Standards for Physiotherapy Practices.



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## Professional Indemnity/Medical Malpractice Insurance

All providers must be covered by professional indemnity/medical malpractice insurance as outlined in the Terms and Conditions. You must also ensure that all your Personnel who are required by Law to maintain professional indemnity insurance take out and maintain that insurance in the amount of not less than the amount specified in the relevant Funding Schedule.

| **Does your Professional Indemnity/Medical Malpractice Insurance cover ALL health professionals providing services under your contract?** | **Yes** | **No** |
|---|---|---|
| **You will need to upload** | Professional Indemnity Insurance Certificate of Currency for the organisation (or individual if operating as the sole clinician). | Professional Indemnity Insurance Certificate of Currency for the organisation.<br><br>Note that evidence of insurance for any health professionals not covered by this policy may be requested at any time. |



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## Public Liability Insurance

All providers must have public liability coverage that covers staff and patients. This coverage must be held by:

a. the health service provider individually, OR
b. the organisation that employs or contracts the health service provider, OR
c. the facility the health service provider is delivering services in.

CheckUP only requires evidence of Public Liability Insurance if it is held by b) the organisation that employs or contracts the health service provider. Although option a. and c. are not collected annually, evidence of insurance may be requested at any time.

Visiting health professionals or contractors should not assume they are covered by any facility's Public Liability Insurance.

| Who holds the requisite public liability insurance? | a. The health service provider individually | b. The organisation that employs or contracts the health service provider | c. The facility the health service provider is delivering services in |
|---|---|---|---|
| You will need to upload | No upload required.<br><br>Note that evidence may be requested at any time. | The Public Liability Insurance Certificate of Currency held by the organisation (or individual if operating as the sole clinician). | No upload required.<br><br>Note that evidence may be requested at any time. |



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## Child Safety

As outlined in the Terms and Conditions and CheckUP Funding Schedule all providers working with, or providing services or spaces for, children under 18 in Queensland must complete (and provide evidence of satisfactory completion of) mandatory training on working with and safeguarding children under the age of 18 in Queensland, including on the Child Safe Organisations Act 2024 (Qld), the Child Safe Standards and the Universal Principle.

CheckUP offers access to our "Understanding the Child Safe Organisations Act 2024" webinar free of charge to Providers via our LMS. The certificate from this course may be used to show evidence of this requirement. Evidence of training can also be from the Australian Human Rights Commission's National Principles for Child Safe Organisations training modules a third-party provider (subject to approval by CheckUP).

| **Do you work with, or provide services or spaces for, children under 18 in Queensland?** | **Yes** | **No** |
|---|---|---|
| **You will need to upload** | Options for showing evidence may be:<br>• A certificate of completion from CheckUP's Child Safety Webinar<br>• Certificate/s or transcript from the AHRC's National Principles for Child Safe Organisations e-learning modules<br>• Other evidence of training that shows you are aware of, and comply with, the National Principles for Child Safe Organisations. | No upload required. |



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## Cultural Awareness training

It is a contractual requirement that all personnel delivering Outreach services have undertaken cultural awareness training. CheckUP provides access to Malu Learning's Cultural Awareness training to our Outreach providers for free via our LMS.

| How have you met this requirement? | Malu Learning or other online cultural awareness training | In-house or other training | Cannot yet demonstrate |
|---|---|---|---|
| You will need to upload | At least one completion certificate or training summary showing evidence of completion | Evidence of completion (e.g., Certificates or Organisation declaration) | Health Professionals have three months, following the execution of the Outreach Service Contract, to demonstrate how they have met this requirement. |



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