CheckUP Outreach Provider Registration Form Contents and Instructions

This is a reference document for the CheckUP Outreach Provider Registration Form. This is provided for reference only. All registration forms are to be submitted online.

Please note:

- If you are completing the Registration Form for the first time, the registration form **MUST** be completed in **one** sitting. The form cannot be partially saved. Once submitted, the form can be updated. In addition to this you have the option of clicking "Save and submit later".
- If you have completed the form before, you will be able to update previous information and submit the form.

How to complete the Registration Form:

Step 1: To access the Registration Form you will require:

1) login details to CheckUP's Outreach Management System (OMS), and

2) a unique link to your Registration Form.

Not an existing OMS user? Please email contracts@checkup.org.au with your Name, Email address and Organisation/ Business name (as per your ABN). Login details will be sent to you.

Step 2: Prior to commencing the Registration Form, we highly recommend you review the supporting documentation provided, as outlined below.

As you navigate through the Registration Form, you will be required to provide contact details and details of contractual documentation (such as insurance expiry dates etc.). Please review the supporting documentation to ensure you have the required documentation available.

Step 3: Please click on your unique link, complete the Registration Form and submit.

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Step 4: Once the Registration Form has been completed and copies of the documents listed on the Contractual Requirements Evidence have been provided, the Funding Schedule will be issued.

Funding Schedules will only be issued when these requirements have been met.

Please note:

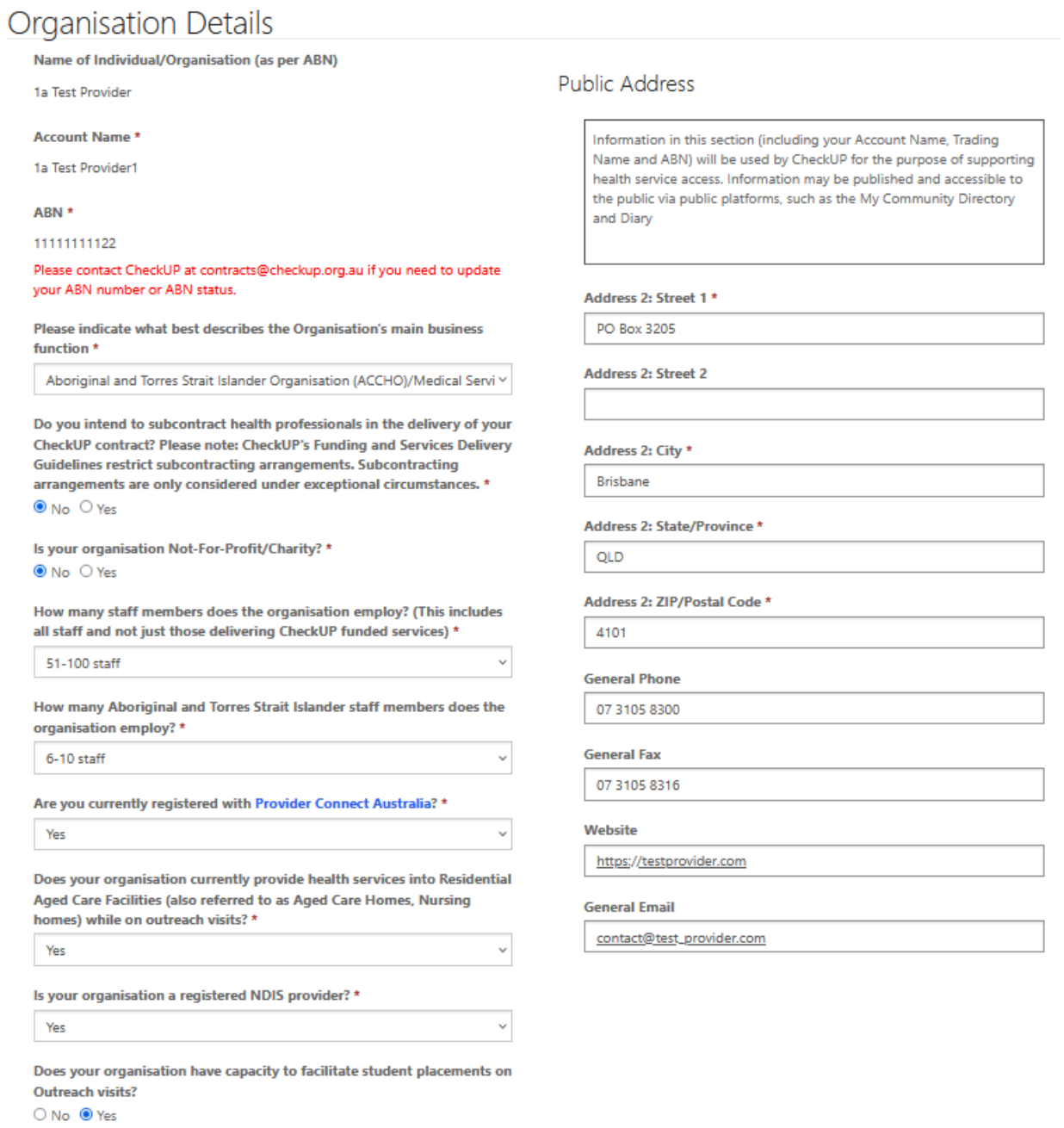
- The registration form is for your organisation only and is only accessible via the unique link provided. Once initially submitted, the registration form can be accessed via this link again and will allow you to maintain your details over the contract period.
- Only users associated with your organisation in CheckUP's Outreach Management System (OMS) and who have access to the unique link can access and update the information on this form.
- Information collected via the online registration form will be stored securely in CheckUP's OMS.
- The registration form must be maintained by your organisation throughout the contracting period.
- Each organisation must ensure all information included in the registration form and all documentation provided to CheckUP remains up to date throughout the contracting period.
- CheckUP will undertake regular quality checks and audits to ensure information submitted through this process meets contractual requirements.

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Registration Form Contents

Organisation Details



Organisation Details

Name of Individual/Organisation (as per ABN)

1a Test Provider

Account Name *

1a Test Provider1

ABN *

11111111122

Please contact CheckUP at contracts@checkup.org.au if you need to update your ABN number or ABN status.

Please indicate what best describes the Organisation's main business function *

Aboriginal and Torres Strait Islander Organisation (ACCHO)/Medical Servi

Do you intend to subcontract health professionals in the delivery of your CheckUP contract? Please note: CheckUP's Funding and Services Delivery Guidelines restrict subcontracting arrangements. Subcontracting arrangements are only considered under exceptional circumstances. *

(•) No ( ) Yes

Is your organisation Not-For-Profit/Charity? *

(•) No ( ) Yes

How many staff members does the organisation employ? (This includes all staff and not just those delivering CheckUP funded services) *

51-100 staff

How many Aboriginal and Torres Strait Islander staff members does the organisation employ? *

6-10 staff

Are you currently registered with Provider Connect Australia? *

Yes

Does your organisation currently provide health services into Residential Aged Care Facilities (also referred to as Aged Care Homes, Nursing homes) while on outreach visits? *

Yes

Is your organisation a registered NDIS provider? *

Yes

Does your organisation have capacity to facilitate student placements on Outreach visits?

( ) No (•) Yes

Public Address

Information in this section (including your Account Name, Trading Name and ABN) will be used by CheckUP for the purpose of supporting health service access. Information may be published and accessible to the public via public platforms, such as the My Community Directory and Diary

Address 2: Street 1 *

PO Box 3205

Address 2: Street 2

Address 2: City *

Brisbane

Address 2: State/Province *

QLD

Address 2: ZIP/Postal Code *

4101

General Phone

07 3105 8300

General Fax

07 3105 8316

Website

https://testprovider.com

General Email

contact@test_provider.com

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Postal Address/Invoicing Address

Address 1: Street 1 *

Level 2, 36 Russell Street

Address 1: Street 2

Address 1: City *

Brisbane

Address 1: State/Province *

QLD

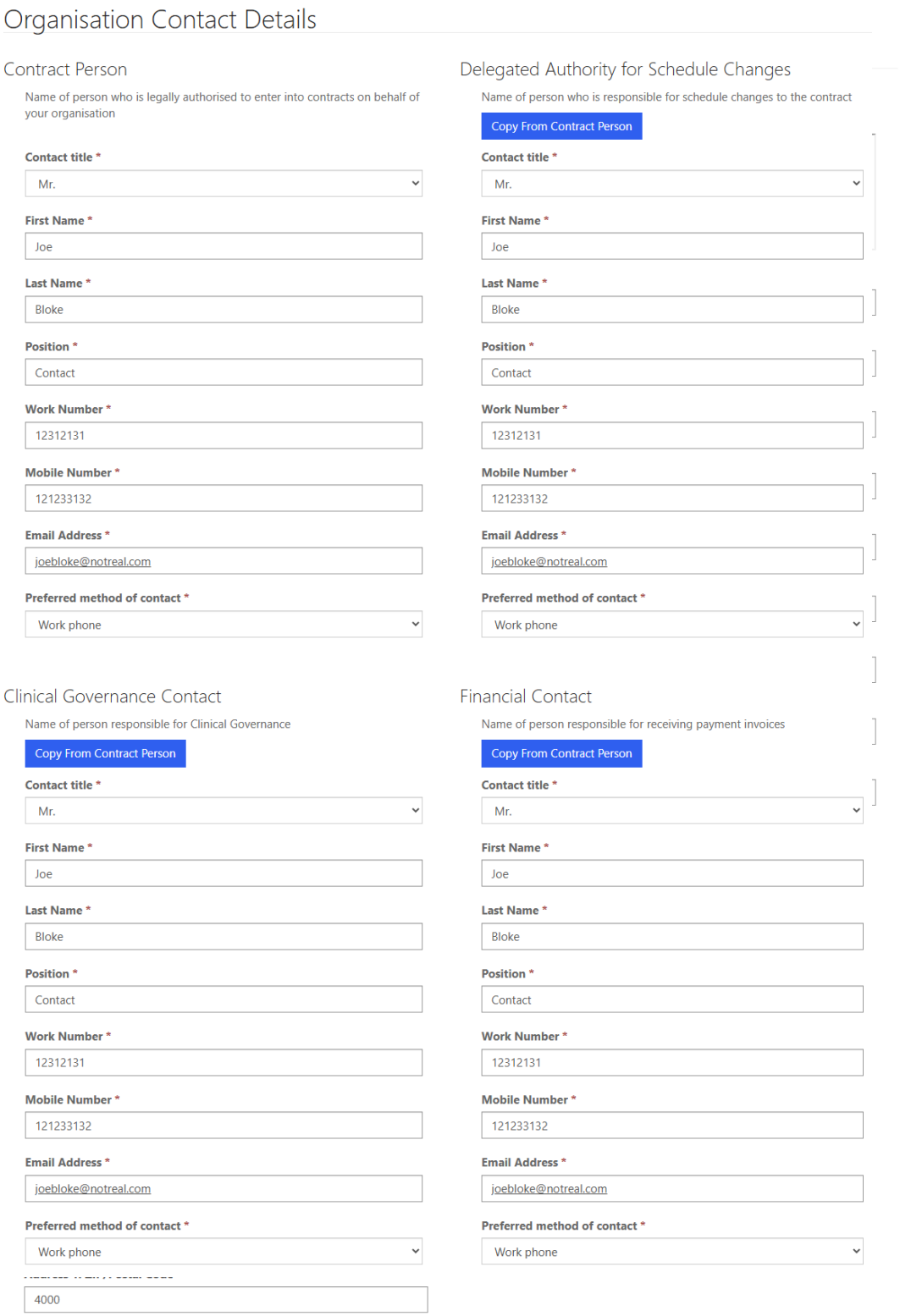
Address 1: ZIP/Postal Code *

4000

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Organisation Contact Details



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Optional Additional Contract Persons

In addition to the Contract Person nominated above, you have the option to nominate additional contacts to be cc'd into all correspondence relating to the Agreement (including contract variations).

Additional Contract Person 1

First Name

Last Name

Position

Email Address

Additional Contract Person 2

First Name

Last Name

Position

Email Address

Additional Contract Person 3

First Name

Last Name

Position

Email Address

Additional Contract Person 4

First Name

Sulu

Last Name

Malau

Position

Email Address

malau77@hotmail.com

Payment Details

Payment Details

CheckUP is required to have the payment details for the Organisation on file and up to date.

DO NOT send your bank details directly to CheckUP.

If you are registering as a Provider for the first time, CheckUP's finance team will arrange for collection and verification of your payment details through Eftsure. You will receive an onboarding email from EFTsure. Please follow the link to complete the process.

If you are an existing Provider and need to update your bank details, please contact finance@checkup.org.au and advise that they need to be updated. CheckUP will update your details through Eftsure's secure verification process.

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Accreditation/Professional Registration

Accreditation With An Industry Standard

Accreditation is public recognition by an accreditation body of the achievement of accreditation standards.

Does your organisation have accreditation against one of the following standards or with one of the following bodies? *

○ No ◉ Yes

What Accreditation does your Organisation/Business have? *

Select options

Do the selected accreditation/s cover ALL services and locations that you/ your organisation is contracted to deliver under the CheckUP Service agreement?

○ No ◉ Yes

A copy of one up-to-date accreditation certificate is required to be held with CheckUP at all times.
Please ensure these are uploaded below.
CheckUP may request additional documentation and information as required.

OR

Accreditation With An Industry Standard

Accreditation is public recognition by an accreditation body of the achievement of accreditation standards.

Does your organisation have accreditation against one of the following standards or with one of the following bodies? *

○ No ◉ Yes

What Accreditation does your Organisation/Business have? *

National Safety and Quality Health Service (NSQHS) Standards

Do the selected accreditation/s cover ALL services and locations that you/ your organisation is contracted to deliver under the CheckUP Service agreement?

◉ No ○ Yes

A copy of one up-to-date accreditation certificate is required to be held with CheckUP at all times.
Please ensure these are uploaded below.
CheckUP may request additional documentation and information as required.

Professional Registration

Each Health Professional delivering services under the contract must be EITHER:

- an AHPRA registered health professional OR
- hold Membership with a Professional Body or appropriate health Qualification AND have a Blue Card.

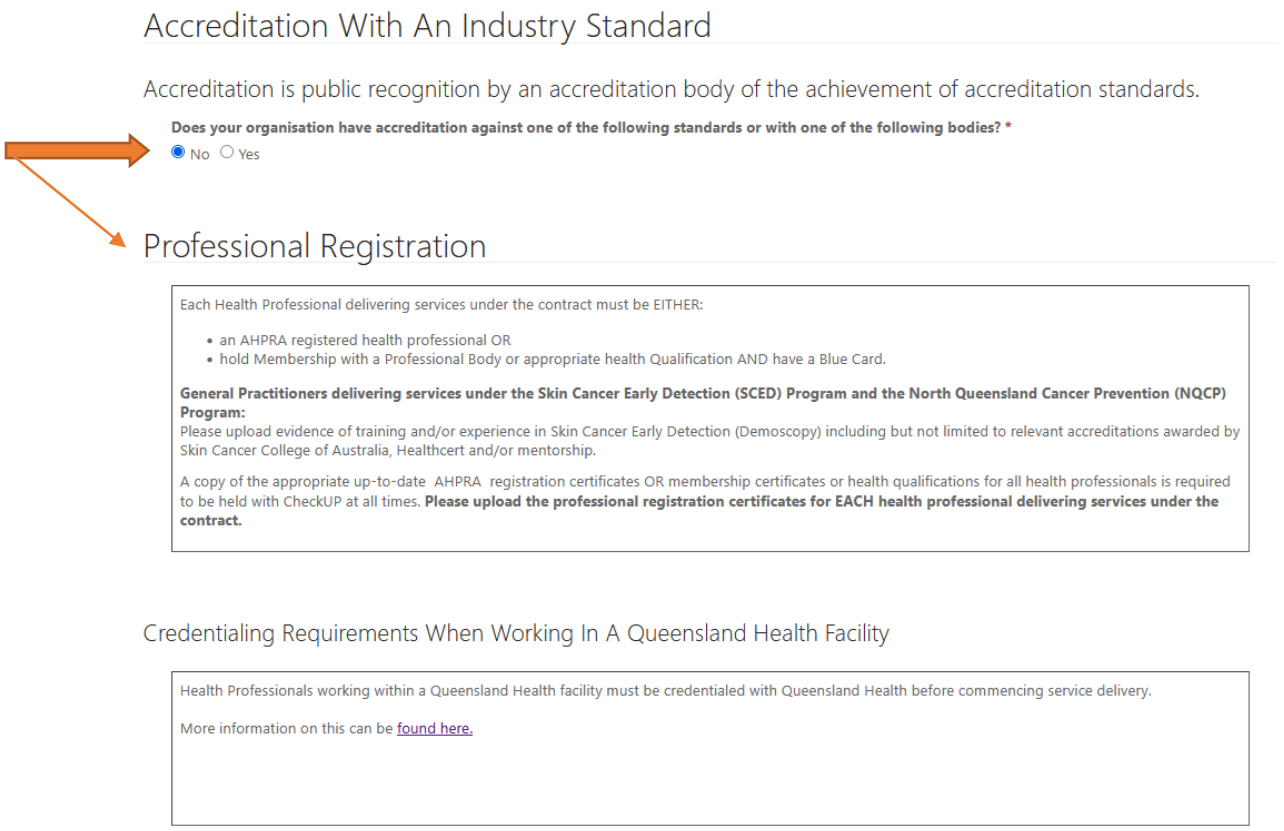
General Practitioners delivering services under the Skin Cancer Early Detection (SCED) Program and the North Queensland Cancer Prevention (NQCP) Program:
Please upload evidence of training and/or experience in Skin Cancer Early Detection (Demoscopy) including but not limited to relevant accreditations awarded by Skin Cancer College of Australia, Healthcert and/or mentorship.

A copy of the appropriate up-to-date AHPRA registration certificates OR membership certificates OR health qualifications for those service providers delivering into locations NOT covered under the accreditation is required to be held with CheckUP at all times. **Please ensure these are uploaded below.**

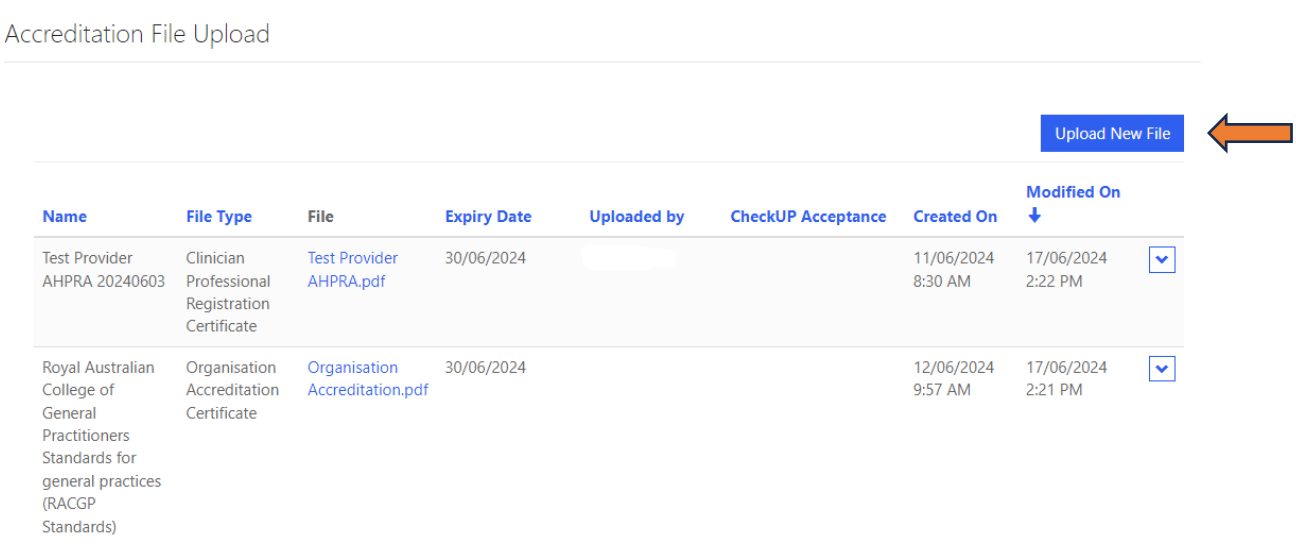
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OR



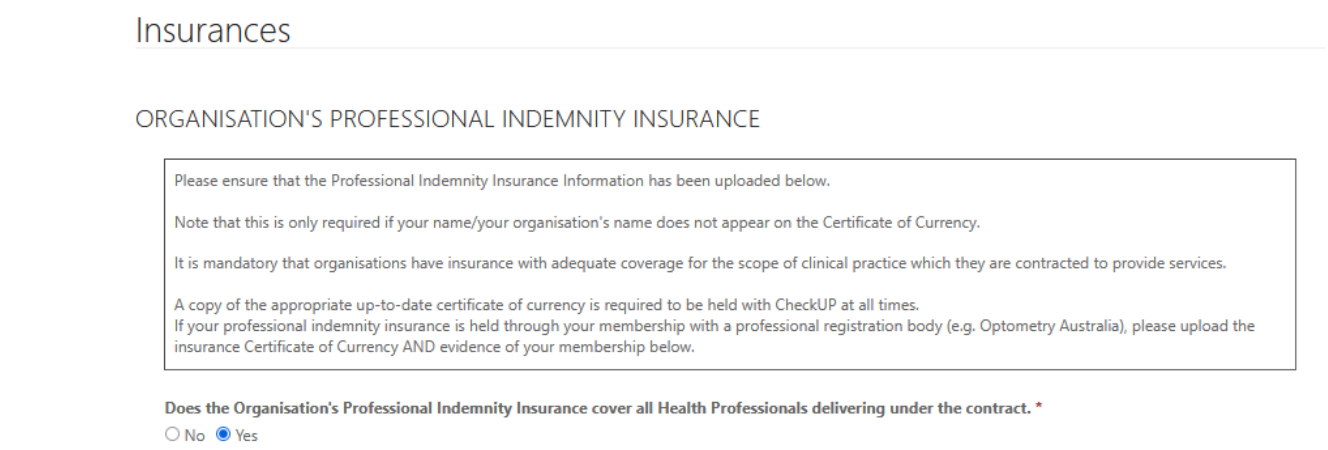
Please upload current accreditation and/or professional registration documents here:



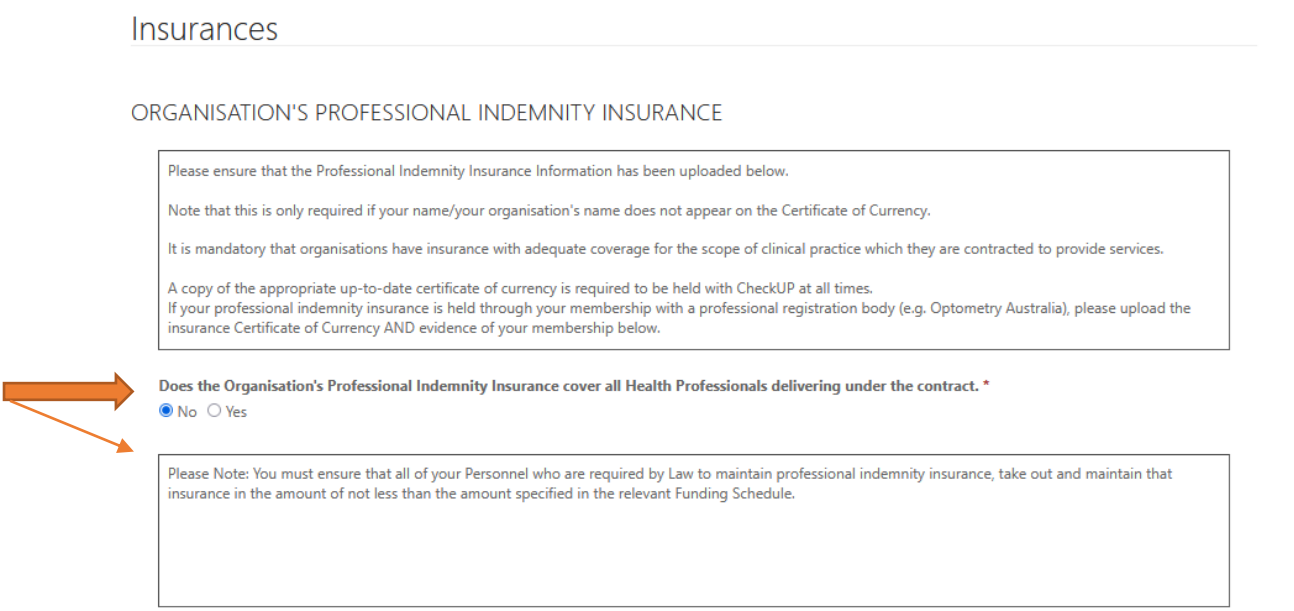
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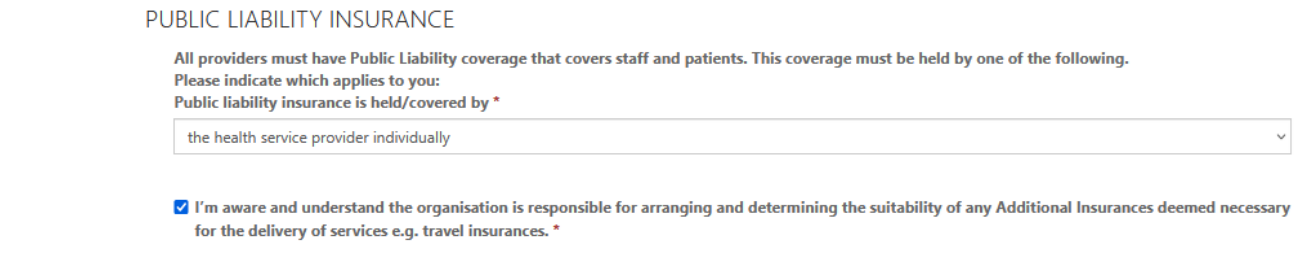
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Insurances



OR





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OR

PUBLIC LIABILITY INSURANCE

All providers must have Public Liability coverage that covers staff and patients. This coverage must be held by one of the following.
Please indicate which applies to you:
Public liability insurance is held/covered by *

the facility the health service provider is delivering services in

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

If you do not have your own Public Liability Insurance and are working within a host facility, you will need to direct any queries regarding insurance coverage to the relevant contact at that facility, as coverage will depend on the specific arrangements and agreements in place.

If further assistance is required, please contact the Clinical Governance team at CheckUP on (07) 3105 8300 or ask your Regional Coordinator or Program Manager to help direct you to the correct person in CheckUP.

☑ **I'm aware and understand the organisation is responsible for arranging and determining the suitability of any Additional Insurances deemed necessary for the delivery of services e.g. travel insurances. ***

OR

PUBLIC LIABILITY INSURANCE

All providers must have Public Liability coverage that covers staff and patients. This coverage must be held by one of the following.
Please indicate which applies to you:
Public liability insurance is held/covered by *

the organisation that employs or contracts the health service provider

Please ensure that the Public Liability Insurance information has been uploaded below.

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

If you do not have your own Public Liability Insurance and are working within a host facility, you will need to direct any queries regarding insurance coverage to the relevant contact at that facility, as coverage will depend on the specific arrangements and agreements in place.

If further assistance is required, please contact the Clinical Governance team at CheckUP on (07) 3105 8300 or ask your Regional Coordinator or Program Manager to help direct you to the correct person in CheckUP.

☑ **I'm aware and understand the organisation is responsible for arranging and determining the suitability of any Additional Insurances deemed necessary for the delivery of services e.g. travel insurances. ***

Please upload current insurance documents here:

Indemnity/Insurance File Upload

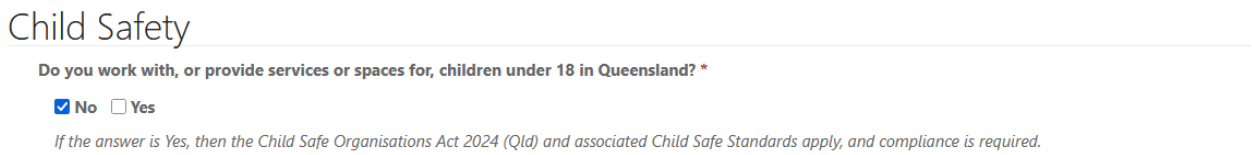
Upload New File

Name	File Type	Issuer	Policy Number	File	Expiry Date	Uploaded by	CheckUP Acceptance	Created On	Modified On
Test Provider Indemnity Insurance	Organisation Professional Indemnity Insurance	AON	Test123	Prof Insurance 123.pdf	30/09/2024	Test Provider		17/06/2024 1:38 PM	17/06/2024 1:39 PM

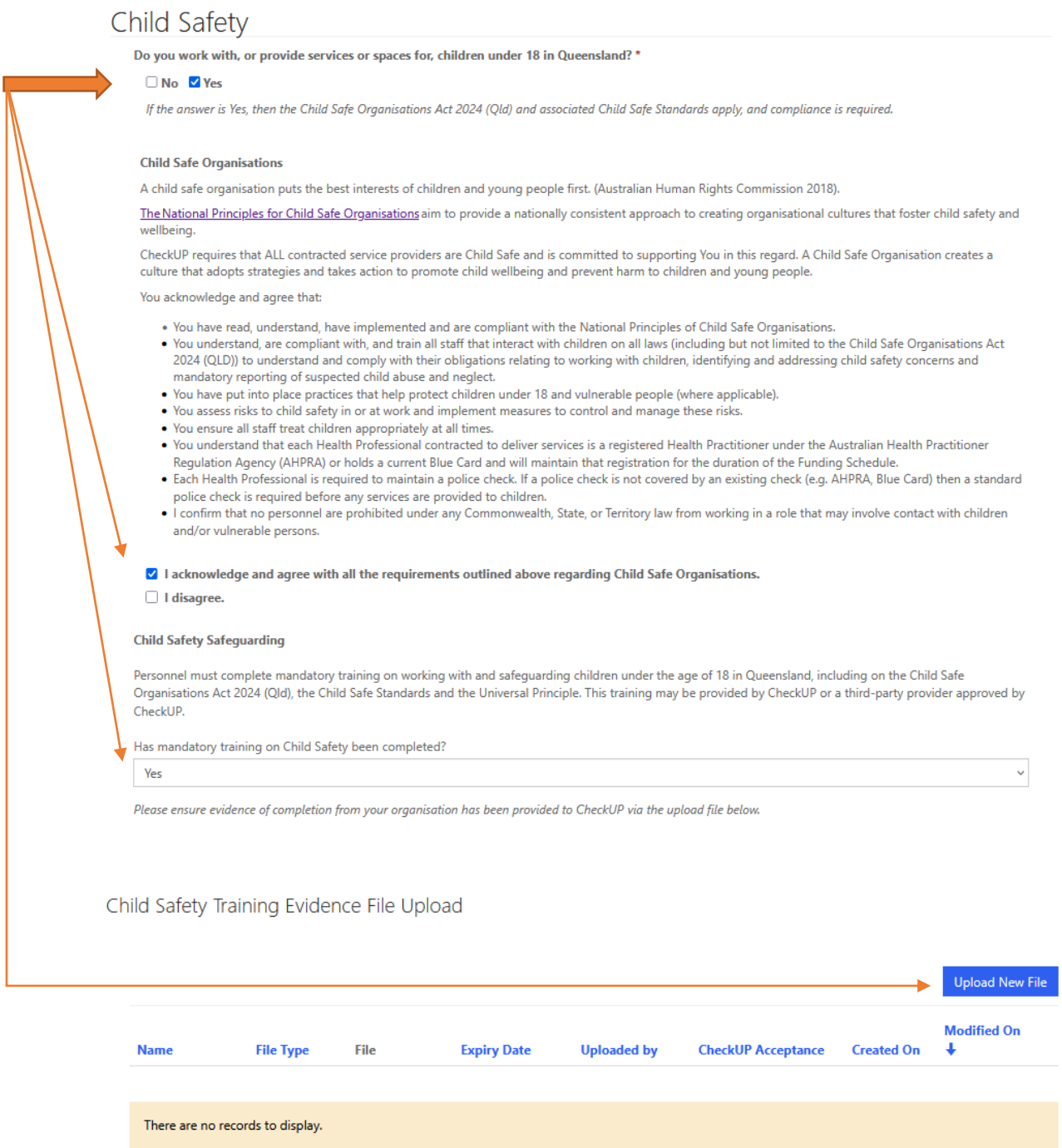
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Child Safety



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Cultural Awareness

Cultural Awareness Requirements

Improving access to health care services for Aboriginal and Torres Strait Islander peoples is one of CheckUP's priorities. We acknowledge Aboriginal and Torres Strait Islander peoples as the Traditional Custodians of the land, and respect and value the diversity of Aboriginal and Torres Strait Islander cultures in Australia. CheckUP is committed to working respectfully and effectively in collaboration with Aboriginal and Torres Strait Islander communities and peoples to improve health outcomes.

It is vital that CheckUP providers deliver culturally safe services. All personnel delivering Outreach services must be culturally aware and competent, regardless of the service delivered, the location and the patient cohort seen.

To ensure our providers have the necessary cultural awareness, CheckUP requires all personnel delivering Outreach services to have completed cultural awareness training. This is a contractual requirement that must be met within 3 months of the Funding Schedule being signed.

CheckUP provides access to Malu Learning's online cultural awareness training via our Learning Management System (LMS). This training is free for CheckUP Members and CheckUP Providers (individuals and organisations contracted to deliver CheckUP Outreach services). There are three self-paced courses available:

- Foundations – develop meaningful cultural awareness (3–4 hours)
- Comprehensive – in-depth exploration of Indigenous histories, cultures and perspectives (4–5 hours)
- Refresher – revisit learnings from the Foundations course through the lens of recent events (2–3 hours)

To access these courses, please follow the links above or visit https://healthservices-checkup.talentlms.com/. You'll need to log in or sign up, navigate to the course catalog, and select 'Get this course' on your chosen course. You can then begin the course by navigating to 'My training'.

Providers will need to upload at least one certificate or other evidence of training. This may be:

- a certificate from one of the courses provided by CheckUP;
- a certificate from another cultural awareness, safety or responsiveness course;
- a transcript or register showing completion of an applicable course; or
- a declaration confirming all personnel have completed cultural awareness training, signed by the CEO (or another authorised officer).

Have all personnel delivering services under your contract with CheckUP undertaken Cultural Awareness Training? *

☐ No ☑ Yes

Please ensure at least one file showing evidence of training completion has been provided to CheckUP via the upload file below.

Does the Organisation currently offer any of the following strategies to build ongoing cultural awareness and capability of staff or visiting staff? Select all that apply. *

Online Cultural Awareness Training, Cultural mentors and coaches

Does your Organisation have a Reconciliation Action Plan (RAP)? *

Yes

What services or supports does the Organisation offer or utilise when providing services for Aboriginal and/or Torres Strait Islander people? Select all that apply. *

Drop-in appointments, Group appointments, Bulk billing

If None of these, Other or Not applicable please provide further explanation

Cultural Awareness File Uploads

Upload New File

OR

Have all personnel delivering services under your contract with CheckUP undertaken Cultural Awareness Training? *

☑ No ☐ Yes

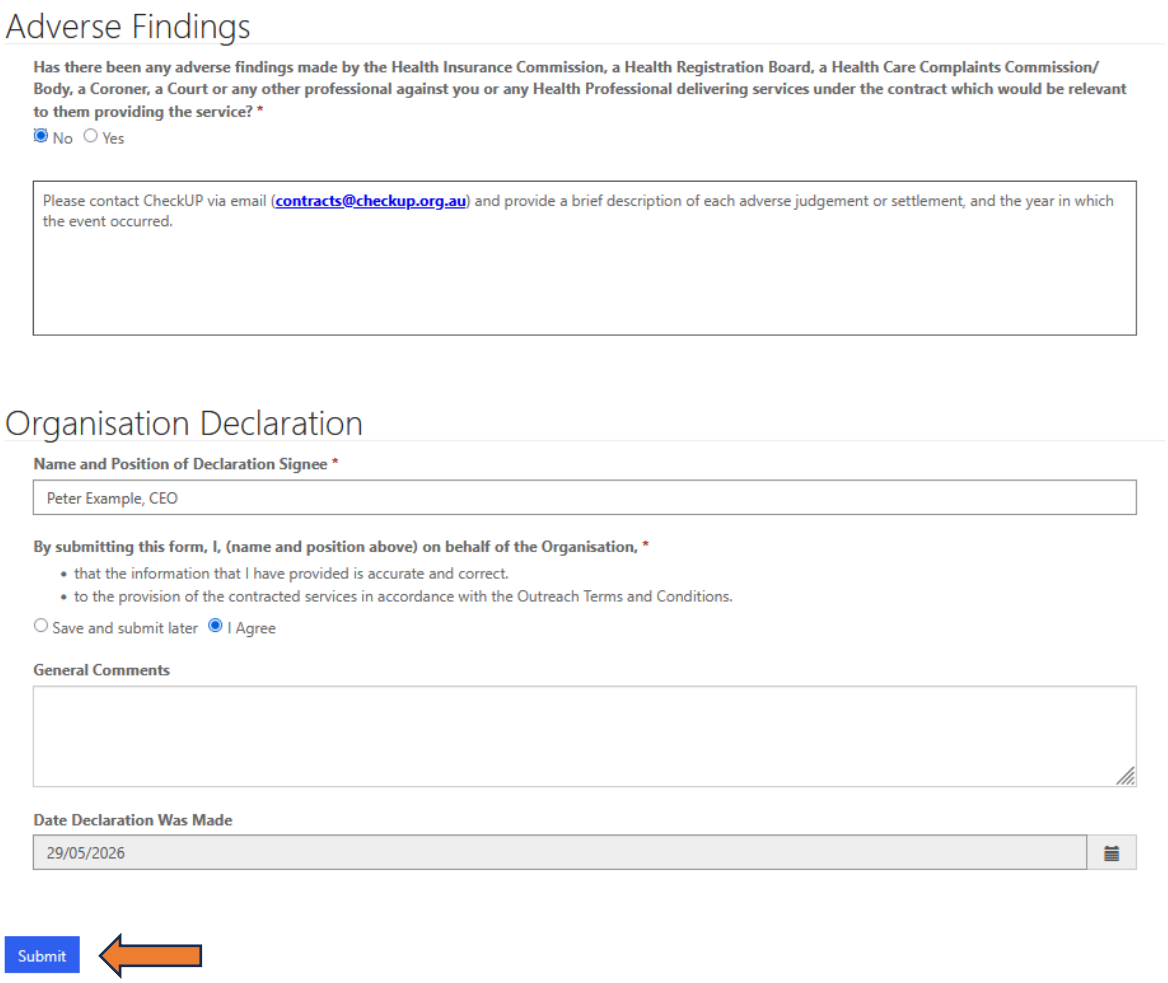
It is a requirement that at least one of the Malu Learning courses (or training from another provider) be completed within three months of contract execution. Please contact CheckUP if you require assistance

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Please note that if you submit your Registration Form without Cultural Responsiveness training completion, you must complete the training withing three months of contract execution. The training can be found on the CheckUP LMS and certificates of completion can be uploaded via your registration form or emailed to contracts@checkup.org.au.

Adverse Findings and Declaration



Further Information

For further information on the Registration Form, please contact CheckUP on 07 3105 8300 or email contracts@checkup.org.au.

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