



Credentialing requirements for Medical Practitioners accredited for Voluntary Assisted Dying Guideline

1. Guiding Principles

The purpose of this document is to assist WA Country Health Service (WACHS) in ensuring appropriate credentialing requirements are met with respect to medical practitioners who choose to participate in the Voluntary Assisted Dying (VAD) process in accordance with the *Voluntary Assisted Dying Act 2019* (the Act) and the Credentialing and Defining the Scope of Clinical Practice for Medical Practitioners Standard (the Credentialing Standard).

2. Guideline

2.1 Voluntary Assisted Dying Training requirements

The Act requires medical practitioners who request to participate in the VAD process to successfully complete the WA VAD Approved Training prior to commencing. To initiate this process, medical practitioners are required to have their eligibility verified by the WA Department of Health prior to being granted access to the WA VAD Approved Training via an online portal system. The online portal system along with the medical practitioner's verification details is monitored by the Voluntary Assisted Dying Board.

Medical practitioners are expected to provide verification documents such as; proof of identity, Australian Health Practitioner Regulation Agency (AHPRA) Registration number, current Curriculum Vitae and details of two (2) professional referees as the first step to becoming a VAD Approved practitioner. Once authorised, the medical practitioner can proceed with the appropriate training requirements.

When a medical practitioner successfully completes the WA VAD Approved Training, they will receive:

- A Statement of Completion stating they have successfully completed the online component of the training; and
- An Outcome Letter stating that all requirements of the WA VAD Approved Training have been completed.

The WA VAD Approved Training remains valid for a three (3) year period from the date of successful completion.

2.2 Voluntary Assisted Dying Recertification requirements

Three (3) months prior to expiry of the VAD Approved Training, the WA Department of Health will provide an upcoming expiry reminder to the medical practitioner.

If the medical practitioner intends to continue participating in voluntary assisted dying, the process will commence again in full (i.e. WA Department of Health eligibility verification process and re-certification of VAD Training).

2.3 Voluntary Assisted Dying Credentialing requirements

Any medical practitioner requesting to participate in the VAD process within a WACHS facility must be credentialed in accordance with the Credentialing Standard as part of the Department of Health MP 0084/18 Credentialing and Defining the Scope of Clinical Practice Policy.

As the medical practitioner is required to provide all verification documents to the Department of Health before becoming a VAD Approved practitioner (outlined in section 2.1), the credentialing requirements for WACHS has been 'limited' accordingly.

In the event that;

- A non-credentialed practitioner is attending a WACHS region to provide VAD services, a 'limited' credentialing process will need to occur via the CredWA system. The following information and documentation are required to complete the credentialing process:
 - Practitioners full name and contact details, including email address
 - WA VAD Approved 'Outcome Letter'
 - AHPRA Registration Number
 - Current Criminal Record Screen (CRS)
 - Evidence of COVID-19 Vaccination
 - Commencement Date
 - Region/Site the practitioner is attending
- A medical practitioner with already endorsed WACHS credentialing and an appropriate contract in place wishes to provide VAD services, the "VAD" scope of practice will be included within the practitioners already endorsed credentialing position. The following information and documentation will be required;
 - Practitioners full name and contact details, including email address
 - WA VAD Approved 'Outcome Letter'
 - AHPRA Registration Number
 - Commencement Date
 - Region/Site the practitioner is attending
- A medical practitioner with already endorsed VAD credentialing is scheduled to attend a WACHS facility, no new credentialing or documentation from the medical practitioner will be required.

Refer to [Appendix 1 - Process flowchart for medical practitioners requesting VAD credentialing](#)

2.4 Emergency Credentialing

Where a medical practitioner does not have suitable credentialing in place before providing VAD services, the Regional Director Medical Services (RDMS) can provide written approval for temporary credentialing of up to five (5) business days by completing an Emergency Credentialing and Indemnity Form (ECIF).

All documentation required for credentialing (mentioned in section 2.3) must still be obtained from the medical practitioner before the RDMS can approve the ECIF. The medical practitioner must receive interim credentialing within the five (5) business day validity of the ECIF.

2.5 Support Resources

WACHS acknowledges that staff may be personally affected by VAD in different ways. The Employee Assistance Program (EAP) can be accessed by all WACHS staff members if support is required. Additional support can be provided by the Statewide Care Navigator Service (SWCNS).

3. Definitions

Australian Health Practitioner Regulation Agency	Supports the 10 National Boards Chiropractic Board of Australia, Dental Board of Australia, Medical Board of Australia, Nursing and Midwifery Board of Australia, Optometry Board of Australia, Osteopathy Board of Australia, Pharmacy Board of Australia, Physiotherapy Board of Australia, Podiatry Board of Australia, Psychology Board of Australia in implementing the national registration and accreditation scheme.
CASOP	Credentialing and Scope of Practice Committee (WACHS)
Credentialing	Is the formal process used to verify the qualifications, experience and professional standing of medical practitioners for the purpose of forming a view about their competence, performance and professional suitability to provide safe, high quality health care services within specific organisation environments.
Employee Assistance Program	An Employee Assistance Program (EAP) provides free, confidential professional counselling and support that is short term and solution focused for employees and eligible members of their families.
Scope of Practice	The type of medical services that an individual medical practitioner is approved to provide at a health care facility.
Statewide Care	The service established to provide a statewide point of contact for information and assistance relating to

Navigator Service (SWCNS)	VAD in Western Australia. This includes help locating a practitioner who is willing and eligible to participate and providing support to staff and patients.
Voluntary Assisted Dying (VAD)	The legal process that enables an eligible person to access, administer or have administered to them, the VAD substance for the purpose of causing their death.
WA Voluntary Assisted Dying (VAD) Approved Training	The mandatory training that must be completed before a medical practitioner can carry out assessment and administration actions under the <i>Voluntary Assisted Dying Act 2019</i> .

4. Roles and Responsibilities

4.1 Requesting Medical Practitioner

It is the responsibility of the requesting medical practitioner to:

- ensure all eligibility requirements are met in accordance with the *Voluntary Assisted Dying Act 2019* prior to engaging in the VAD process with a patient
- All documentation is provided to the Regional Credentialing Officer

4.2 Regional Credentialing Officer

The Regional Credentialing Officer is responsible for ensuring the requesting medical practitioner has provided all relevant credentialing documentation prior to the practitioner providing VAD Services (as per [section 2.3](#)).

Should emergency credentialing be required, the regional credentialing officer is responsible for completing an ECIF with approval by the RDMS.

4.3 Central Office Credentialing Officer

The Central Office Credentialing Officer is responsible for facilitating the credentialing process via CredWA once all relevant credentialing documentation has been received by the Region prior to the practitioner providing VAD Services. Any outstanding documents will be followed up by the Central Office Credentialing Officer.

Central Office will advise the requesting medical practitioner and the Regional VAD Lead once credentialing has been approved.

4.4 Credentialing and Scope of Practice (CASOP) Committee

The CASOP Committee is responsible for the review and verification of qualifications and training to ensure the medical practitioner's experience and skills support the scope of practice required to provide VAD approved services.

5. Compliance

Failure to comply with this policy document may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System in accordance with the [Records Management Policy](#).

7. Evaluation

Monitoring of compliance with this document is to be carried out by the Central Office Credentialing Team, every one (1) year using the following means or tools:

- WA VAD Approved Training documents uploaded onto credentialing profile
- Regular reporting on the VAD Approved Training expiry dates
- CASOP Committee review of VAD Approved medical practitioners every one (1) year

8. Standards

[National Safety and Quality Health Service Standards](#) – 1.23, 1.24

9. Legislation

[Voluntary Assisted Dying Act 2019](#) (WA)

10. References

1. [Voluntary Assistant Dying Act 2019](#) (WA)
2. [WA Voluntary Assisted Dying Guidelines](#)
3. [Medical Credentialing and Compliance Requirement Guidelines](#)

11. Related Forms

[WACHS Emergency Credentialing and Indemnity Form \(ECIF\)](#)

12. Related Policy Documents

WACHS [Voluntary Assisted Dying Policy](#)

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Always source the current version from [WACHS HealthPoint Policies](#).

13. Related WA Health System Policies

MP 0084/18 [Credentialing and Defining Scope of Clinical Practice Policy](#)
MP 0154/21 [Managing Voluntary Assisted Dying Policy](#)
[Credentialing and Defining Scope of Clinical Practice for Medical Practitioners Standard](#)

14. Policy Framework

[Clinical Governance, Safety and Quality](#)

15. Appendices

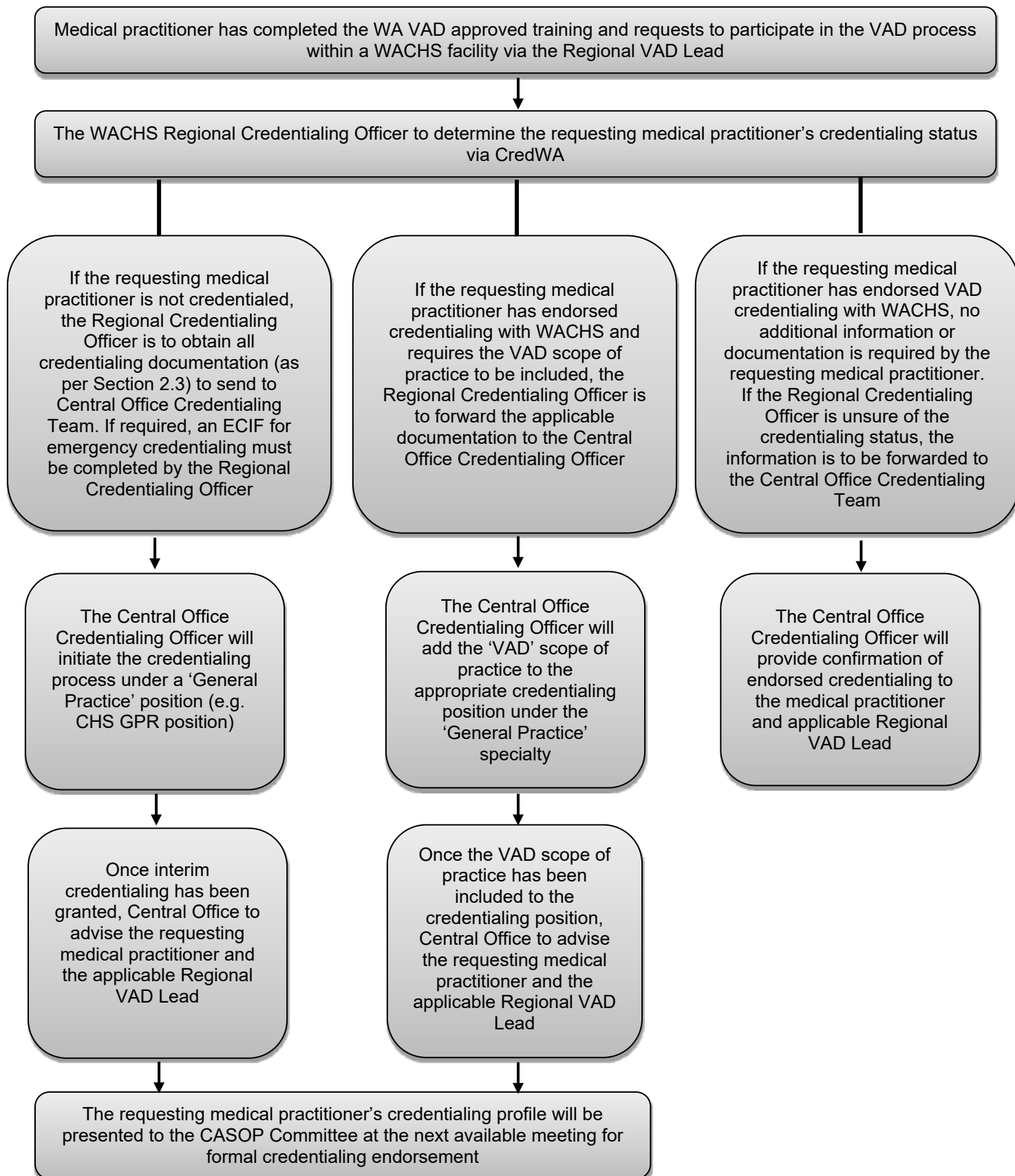
[Appendix 1 – Process flowchart for medical practitioners requesting VAD credentialing](#)

**This document can be made available in alternative formats
on request for a person with a disability**

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Appendix 1 – Process flowchart for medical practitioners requesting VAD credentialing



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