

# Strategic Objective:

## 1. Excellence In Service Delivery



<b>POLICY:</b>	<b>1.3</b>	<b>Scope of Practice</b>	
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1.3 Scope of Practice

**Purpose** To ensure all QEC Clinical staff and visiting Clinicians provide safe, competent and evidence based care. It is imperative that they know their scope of practice and their role boundaries.

**Target Audience** All QEC staff, Clinical staff and visiting Clinicians

**Definitions**  
 Clinicians – Specialists that provide clinical care to QEC clients, i.e. Paediatrician, Psychiatrist  
 Practicing Certificates – The individual uses, skills and knowledge as a practitioner in their regulated profession and they are required to hold a certificate to practice.  
 Clinical staff – QEC staff working in a therapeutic manner with clients.  
 Medical staff – must be registered with their professional body. Other QEC practitioners are employed according to their experience and qualifications.

**Policy**  
 All Australian Nurses and Midwives must hold a practicing certificate (PC). To obtain this annual license each applicant must meet levels of competence. All nurses must have a current PC bound by their professional bodies and must adhere to their regulations. Certificates and qualifications are viewed prior to employment at QEC.

Visiting Clinicians must provide People and Culture with copies of their qualifications, certificates and contact details.

All QEC staff are provided with a position description which describes their role and competencies required. QEC staff have an annual performance appraisal to provide opportunity to discuss their position description, key performance indicators and future professional development plans.

QEC Learning and Development provide education and services, training opportunities for all staff.

**Related Links**  
 2.1.1 Recruitment and Selection  
 2.3.5 Performance and Development

**Key Legislation, Acts and Standards**

PLEASE PLACE A 'Y' IN THE BLANK COLUMN relating to the applicable standards below:-  
 e.g.

<b>1.0</b>	<b>1.1</b>	Understanding Rights & Responsibilities	Y
<b>Empowerment</b>	<b>1.2</b>	Exercising Rights & Responsibilities	

**DHS STANDARDS Listing**

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**POLICY: 1.3 Scope of Practice**

1.0 Empowerment	1.1	Understanding Rights & Responsibilities	
	1.2	Exercising Rights & Responsibilities	
2.0 Access & Engagement	2.1	Services Are clear	
	2.2	Services are delivered	
	2.3	Access to Services	
3.0 Wellbeing	3.1	Services Adoption	
	3.2	Services Participation	
	3.3	Goals Documented & Implemented	
	3.4	Reviews, Evaluations & updates	
	3.5	Delivery is in Safe Environment	
4.0 Participation	4.1	Choice & Control of Service Delivery	
	4.2	Community Participation	
	4.3	Maintaining Connections with Family & Friends	
	4.4	Strengthen Culture Connection - Aboriginal/Torres	
	4.5	Strengthen Cultural, Spiritual & Language	
	4.6	Life Skills - Develop Sustain Strengthen	

**ISO 9001:2008 Listing**

4.0 Quality Management System	4.1	General	
	4.2.1	Doc Requirements General	
	4.2.2	Doc Requirements Quality Manual	
	4.2.3	Doc Requirements Control of Docs	
	4.2.4	Doc Requirements Control of records	
5.0 Management Responsibility	5.1	Management Responsibility	
	5.2	Customer Focus	
	5.3	Quality Policy	
	5.4	Planning Inc 5.4.1-5.4.2	
	5.5.1	Responsibility & Authority	
	5.5.2	Management Representative	
	5.5.3	Internal Communication	
6.0 Resource Management	5.6	Management Review	
	6.1	Provision of resources	
	6.2	Human resources	
	6.3	Infrastructure	
7.0 Product Realization	6.4	Work Environment	
	7.1	Planning of Product Realisation	
	7.2	Customer-related Processes	
	7.3	Design & development	
	7.4	Purchasing	
	7.5	Production and service provision	
8.0 Measurement, Analysis & Improvement	7.6	Control of monitoring & measuring devices	
	8.1	Measurement Analysis & Improvement	
	8.2	Monitoring & Measurement	

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**POLICY: 1.3 Scope of Practice**

	8.3	Control of non- conforming Product	
	8.4	Analysis of Data	
	8.5	Improvement	

**Key Legislation, Acts and Standards**

Australian Health Practitioner Regulation Agency  
DHS Professional Code of Conduct

**Key words**

Scope of Practice, Clinicians, Clinical Staff, Medical Staff, QEC Staff, evidenced based care, competent, safe

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