

Credentiailling Request – Guide

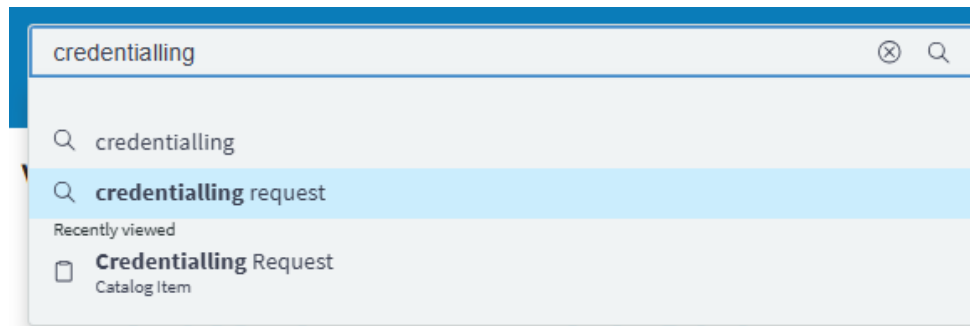
Step by step guide on how to submit a Credentiailling Request via SARA

The Credentiailling Request SARA Form has been developed for current NSW Health Technical Officers, with 'requisite science qualifications' to submit a request to be converted to a Hospital Scientist subject to the requirements of the Interim Award.

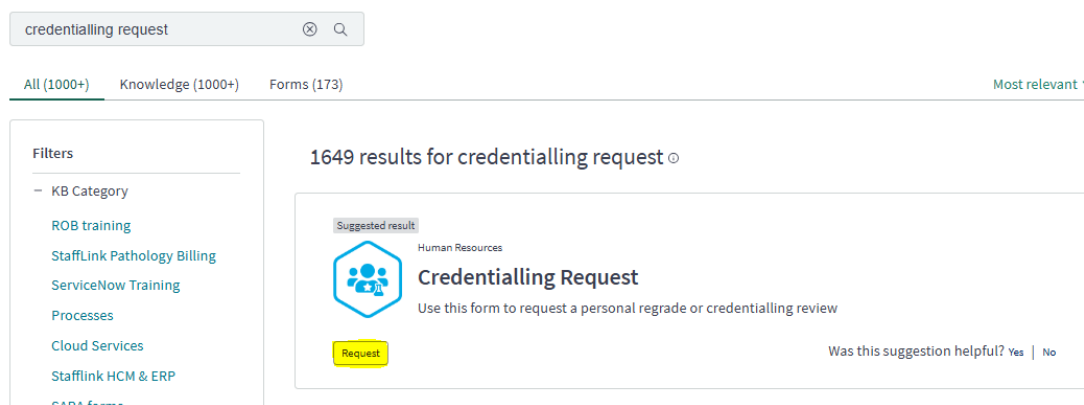
This guide will step current NSW Health Technical Officers through the requirements of the form.

How to find and submit a request

1. Open SARA: <https://sara.health.nsw.gov.au>
2. Log in using your single sign on (Employee Number and Password)
3. If you're unsure of your log in or require a password reset, please contact Statewide Service Desk on **1300 28 55 33**.
4. Type "Credentiailling" into the search bar and select first selection from the drop-down menu:



5. Select "Request"



6. Begin by typing your assignment number in and select the correct assignment from the drop-down.

*** Requested for**

*** Assignment Number**

7. Select "Credentialling" in the type of request drop-down and "Technical Officer to Hospital Scientist" in the credentialling review drop-down. Your Position, Department and Manager will automatically populate.

Position Information

*** Please select the type of request**

Please select the credentialling review to be undertaken

*** Position**

*** Department**

*** Manager**

8. Select your Current Grade (salary classification) from the drop-down options (as shown below). The Current Area of Work and Contracts Hours fields are free text fields. Use the calendar look up button (located on the right) to input the date of your commencement with NSW Health as a Technical Officer.

*** Current Grade Classification**

*** Current Area of Work**

*** Contracted Hours**

*** Date of commencement with NSW Health as a Technical Officer (or equivalent or above)**

9. Click the blue 'Add' button to record your previous work as a Technical Officer within NSW Health. This is a mandatory field. Click the light blue 'Add' button to go back to the main screen. Follow the same steps to add further previous work.

*** Previous work as a Technical Officer within NSW Health**

ADDRemove All

Actions	Date From	Date To	Health Agency	Location and Area of Work
No data to display				

Add Row

*** Date From**

*** Date To**

*** Health Agency**

*** Location and Area of Work**

Cancel**Add**

10. Click the blue 'Add' button to record any previous work as a Technical Officer outside of NSW Health. This is not mandatory field.

Previous work as a Technical Officer outside of NSW Health

ADD	Remove All			
Actions	Date From	Date To	Organisation	Location and Area of Work
No data to display				

11. Click the blue 'Add' button to enter the details of your Qualifications. This is a mandatory field.

***Qualifications**

ADD	Remove All			
Actions	Qualification	University/College	Year Obtained	Major
No data to display				

Add Row

✕

***Qualification** ⓘ

Note: Transcripts and certificates to be attached and, if applicable, accreditation by such bodies appointed by the Commonwealth government to assess qualifications for skilled migration visas as meeting the qualification requirement of Medical Scientist ANZ23461. ✕

***University/College**

***Year Obtained**

Major

Cancel

Add

12. Click the blue 'Add' button to record details of your Professional Membership. This is not mandatory field. The Professional Body field is free text. Once you have added the details click the light blue 'Add' button to go back to the main screen.

Professional Membership

ADD	Remove All
Actions	Professional Body
No data to display	

Add Row

✕

Professional Body ⓘ

Membership of professional bodies (certificate or letter to be attached) if applicable to requisite science qualification. ✕

Cancel

Add

13. Prior to submitting, ensure you have read (and ticked) the Confirmation and uploaded the relevant attachments (if available).

*** Confirmation**

I confirm that by submitting this request I agree to undertake the duties of a Hospital Scientist as determined by the employer from time to time.

*** I have attached**

- Statement/s of Service attached (for prior service external to NSW Health)
- Statutory Declaration (if Statement/s of Service not available)
- Qualifications and Academic Transcript attached
- Hospital Scientist Position Description attached (if available)
- Membership details if applicable
- Other (please specify)

14. Select 'Submit'.

Records and Tracking

Upon submission, you will receive a HRC case number which refers to the individual submission. Should you wish to track the progress of your case, this can be done so through SARA.

Please note, the initial review may take up to 1 calendar month before corresponding.

For further information, please reach out to your local team.

Local Health District / Health Agency	Contact Address
NSW Health Pathology	NSWPATH-HSInterimAward@health.nsw.gov.au
Sydney Children’s Hospital Network	SCHN-TOHSInterimAward@health.nsw.gov.au
Central Coast Local Health District	CCLHD-IndustrialRelations@health.nsw.gov.au
Hunter New England Local Health District	HNELHD-HRCorporate@health.nsw.gov.au
Health Share NSW	HSNSW-IndustrialRelations@health.nsw.gov.au
Illawarra Shoalhaven Local Health District	ISLHD-WorkforceOperations@health.nsw.gov.au
Murrumbidgee Local Health District	MLHD-WorkplaceRelations@health.nsw.gov.au
Nepean Blue Mountains Local Health District	Adam.Quested@health.nsw.gov.au
North Sydney Local Health District	NSLHD-WorkplaceRelations@health.nsw.gov.au
South East Sydney Local Health District	SESLHD-PeopleandCultureEnquiries@health.nsw.gov.au
Sydney Local Health District	SLHD-HSInterimAward@health.nsw.gov.au
South West Sydney Local Health District	SWSLHD-HSInterimAward@health.nsw.gov.au
Western NSW Local Health District	WNSWLHD-Grading@health.nsw.gov.au
Western Sydney Local Health District	WSLHD-IR-ER@health.nsw.gov.au