

# Referral to the Transitional Committee – Guide

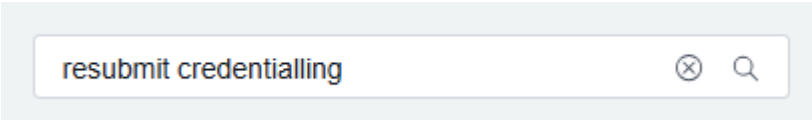
## Step by step guide on how to refer an application to the Transitional Committee via SARA

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. NSW Health Technical Officers have the right to refer any refused applications to the Transitional Committee to determine whether the refusal was fair and reasonable.

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 "Resubmit Credentiailling" into the search bar and select first selection from the drop-down menu:



resubmit credentialling

5. Select "Request"

Suggested result



Human Resources

### Resubmit Credentiailling/Conversion request to Transitional Committee

Use this form to resubmit a previously rejected Hospital Scientist Conversion Request

Request

6. Begin by entering in your original reference number. You can also click the drop-down menu which will have recent tickets that you have submitted. Your information from this ticket will then load.

\*Original HR Case Number

7. You have the following options available to you:

- **Submit the form exactly as was submitted to your local Review Panel.** If taking this option scroll directly to the bottom of the form and click the blue 'Submit' button. You will receive a new HRC case number.
- **Attach additional documents.** If taking this option scroll directly to the bottom of the form and click the Add Attachments button. When you return to the main screen click the blue 'Submit' button. You will receive a new HRC case number.
- **Amend original application.** If taking this option tick the box under 'Update the Details' as shown below. All fields that are able to be edited will then be unlocked. Ensure that you do not delete any relevant information and only add or amend as necessary. When you return to the main screen click the blue 'Submit' button. You will receive a new HRC case number.

### Update the Details

I want to update my details

### 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 Transitional Committee has 1 calendar month to provide a response to you.

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

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