

WACHS Aged Care CRS PROCESS

STEP 1 IDENTIFYING IF AN ACCRS IS REQUIRED

Positions that are deemed to be aged care related are to be flagged as requiring an ACCRS in the Human Resource Information Management System (HRIMS). An ACCRS flagged position indicates that the occupant is required to obtain an ACCRS.

Prior to filling a vacancy, the line manager should contact their regional Human Resources (HR) team to see if the position is flagged as requiring an ACCRS.

If a position is ACCRS flagged, the applicant will be informed through the recruitment process that their continued or commencing employment is subject to an ACCRS. Managers are responsible for ensuring that when recruiting to a position that requires an ACCRS all prospective applicants are aware that the screening is required prior to recruitment and selection.

For more information about ACCRS flagging or if a line manager considers a position's ACCRS flag is not correct, they are required to contact their [regional HR team](#) to obtain advice. If an ACCRS flag amendment is needed, the line manager should submit an [HSS Position Amendment Details \(E10\) form](#).

Regional HR will ensure that all Job Description Forms for positions requiring an ACCRS identify the requirement for this screening (appointment conditions section).

Volunteers

If a volunteer role has been deemed as requiring an ACCRS, the Volunteer Coordinator / Line manager will advise the volunteer that the role is subject to an ACCRS.

Contractors

The contract manager will:

- Identify if an ACCRS is required, and
- Advise the contractors accordingly.

STEP 2 APPLYING FOR AN ACCRS

Employees

If the position is flagged as requiring an ACCRS, the following forms are to be provided to the new or existing employee prior to commencement:

- For direct appointments or positions not advertised through HSS: the Coordinator / Line manager to provide the employee a new starter pack, which includes a [New Employment Details \(N2\) form](#) and a WACHS ACCRS Statutory Declaration.

- For positions advertised through HSS: HSS to provide the employee a new starter pack, which includes [New Employment Details \(N2\) form](#) and a WACHS ACCRS Statutory Declaration.

The employee will:

- Complete the required documentation in a timely manner, this includes providing consent for an ACCRS to be undertaken and providing the minimum proof of identity documentation.¹
- Forward the relevant documentation to the Coordinator / Line manager.

The Coordinator / Line manager will ensure that:

- The ACCRS relevant documentation is completed and the minimum proof of identity documentation is provided.
- The relevant forms are sent to HSS (email address on the form)
- An employee is not to commence until the clearance has been received.
- Persons with specified criminal convictions do not provide aged care services.

The HSS CRS Officer will enter the information into the CRS database and process accordingly.

Volunteers

If the volunteer is required to undertake an ACCRS, prior to commencement, the Volunteer Coordinator / Line manager will provide the volunteer with the ACCRS Volunteer Package (this is the normal [volunteer package](#) with the exception of the [ACCRS Volunteer Request Form](#)).

Prior to commencement, the volunteer will:

- Complete the required volunteer package documentation in a timely manner, this includes providing consent for an ACCRS to be undertaken and providing the minimum proof of identity documentation.¹
- Forward the relevant document to the Volunteer Coordinator / Line manager.

The Volunteer Coordinator / Line manager will:

- Contact their [regional HR team](#) to check if the processing of the ACCRS is managed by HR or not.
- Check and either forward the relevant information to their regional HR team or directly enter the information into the CRS database for the HSS CRS Officer to process.

¹ During this process, if it is determined that a person already holds a National Police Certificate or Australian Federal Police Certificate which is valid and was obtained within the preceding 12 month period from the date of commencement of employment, this person is to provide original or certified copies of the certificate instead of providing the minimum proof of identity documentation.

Where regional HR manages the process, regional HR will:

- Enter relevant information provided by the Volunteer Coordinator / Line manager into the CRS database for the HSS CRS Officer to process accordingly.

Contractors (excluding non-salaried medical practitioners)

The Contract Manager must ensure that the clause below is included in all new contracts with labour hire agencies and other service providers.

Inclusion of this statement discharges the WACHS from the obligation to check criminal records, and requires the contractor to certify that ALL staff they supply has had the requisite ACCRS checks.

Once the contractor has signed a contract containing such a clause, to the effect that the staff they provide to work in an aged care service meet the legislative requirements, no further action would be required for the duration of the contract.

Clause: "*The contractor will ensure that they meet the requirements outlined in the Accountability Principles 2014 made under the authority of section 96(1) of the Aged Care Act 1997.*"

Note for existing contractors:

All existing contractors providing care to aged care recipients are to provide a Statutory Declaration stating that all staff they supply has had the requisite ACCRS checks.

Once the contractor has signed the Statutory Declaration (to the effect that the staff they provide to work in WACHS aged care services meet the legislative requirements outlined in *Accountability Principles 2014* of the Act) no further action would be required for the duration of the current contract.

Contractors (relevant to non-salaried medical practitioners only)

Prior to commencement, the non-salaried medical practitioner will:

- Complete the required documentation in a timely manner, this includes providing consent for an ACCRS to be undertaken and providing the minimum proof of identity documentation.²
- Forward the relevant documentation to the Regional Director Medical Services

² During this process, if it is determined that a person already holds a National Police Certificate or Australian Federal Police Certificate which is valid and was obtained within the preceding 12 month period from the date of commencement of employment, this person is to provide original or certified copies of the certificate instead of providing the minimum proof of identity documentation.

The Regional Director Medical Services will ensure that:

- The ACCRS relevant documentation is completed and the minimum proof of identity documentation is provided.
- The relevant forms are sent to HSS (email address on the form)
- The non-salaried medical practitioner is not to commence until the clearance has been received.
- Persons with specified criminal convictions do not provide aged care services.

STEP 3 PROCESSING AND RECORDING AN ACCRS

Employees

Processing

HSS will:

- Process ACCRS check for employees, which includes entering information into the CRS database.
- Ensure the ACCRS check is recorded in Lattice.
- Ensure that fees for undertaking the ACCRS are deducted from the employee's wages.

Record keeping and compliance reports

HSS will maintain data in the HRIS that includes:

- ACCRS flagged positions.
- Details of the application including the date the application was made and/or the effective date and expiry date of the licence.
- Email an ACCRS compliance report to designated officers (organisational unit managers / Line managers) on a fortnightly basis.
Note: This report can also be run from the Data Warehouse by line managers or regional HR.
- Three months prior to the expiration of an employee's ACCRS, send a non-compliance report to the designated officers. Non-compliant employees will continue appearing on this report until they become compliant.

Designated officers / Line managers must:

- Follow up with employees that are non-compliant and those with ACCRS that will soon expire. Line Managers are required to review and action ACCRS compliance reports. If you are a line manager and do not receive these reports, please contact your regional Human Resources team.

Employees who have not met the requirements of the policy including the application or renewal process must not work in aged care related work until these requirements have been met.

Volunteers

For processing and storage purposes, a volunteer database may be available; please check with your regional HR team if this is applicable to your region.

Where applicable, regional HR will:

- Input ACCRS clearance information and outcome into the Volunteer Database.
- Store the documents in accordance with the *Records Amendments Principles 2014* and *Privacy Act 1998*

The HSS will:

- Process ACCRS check for volunteers, which includes entering information into the CRS database.

Contractors (excluding non-salaried medical practitioners)

The relevant line manager will record and store relevant ACCRS check information for contractors in accordance with the *Records Principles 2014* and *Privacy Act 1998*.

Contractors (relevant to non-salaried medical practitioners only)

Regional Director Medical Services will maintain data in the CredWA Governance tab that includes:

- Details of the application including the ACCRS Number, ACCRS Expiry Date and a copy of the ACCRS.
- Follow up with non-salaried medical practitioners prior to the expiration of the ACCRS and evidence the ACCRS renewal.
- Ensure non-salaried medical practitioners who have not met the requirements of the policy, including the application or renewal process, must not work in aged care related work until these requirements have been met.

STEP 4 REVIEWING AND MANAGING ACCRS OUTCOMES

Employees, volunteers and contractors are required to provide written notice to their Coordinator / Line manager of any change in criminal record / police record status. The Coordinator / Line manager must contact their regional HR team for advice.

Employees / Volunteers

The non-compliance process will be managed in accordance with the [WA Health Criminal Record Screening Policy](#) (Guidelines, Part 5 *Persons found to have a criminal record*)

Contractors (including non-salaried medical practitioner)

The outcomes of ACCRS checks are received and managed by the contract provider and / or Regional Director Medical Services.

STEP 5 ARRANGING SUBSEQUENT ACCRS

As advised in Step 3, an ACCRS compliance report is emailed to designated officers / line managers on a fortnightly basis. Line managers are required to review and action ACCRS compliance reports.

Employees

The Coordinator / Line manager will:

- Provide the employee with an [ACCRS Check \(D10A\) form and WACHS ACCRS Statutory Declaration Form](#)
- Advise the employee to return the completed form and minimum proof of identity documentation within ten working days.
- Check and send the form and the minimum proof of identity documentation to HSS.crs@health.wa.gov.au

If the D10A form is not returned within ten working days, the Coordinator / Line manager must contact their [regional HR team](#) for advice.

The employee will:

- Complete the required documentation within ten working days, this includes providing consent for an ACCRS to be undertaken and providing the minimum proof of identity documentation.
- Forward the relevant documentation to the Coordinator / Line manager.

HSS will process as per Step 2.

If the ACCRS has already expired, the line manager should ensure the employee is not rostered to work in aged care and seek regional HR advice.

Volunteers

Regional HR will produce reports for Volunteer Coordinators / Line managers reporting on all volunteers with ACCRS expiring in the next three months.

If the volunteer is still providing service, the Volunteer Coordinator / Line manager will provide the volunteer with the ACCRS Volunteer Package and follow the same process as outlined in Step 2.

Contractors (including non-salaried medical practitioners)

Contractors are responsible for renewing their ACCRS check.