



STAFF CREDENTIALLING REGISTER

User Guide

2026

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INTRODUCTION

Staff can be administered from the Staff Credentialling Register. This is like the VMO Credentialling register but for healthcare staff.

The **Staff Credentialling Register** is found on the **Governance Tab** of Risk Clear.



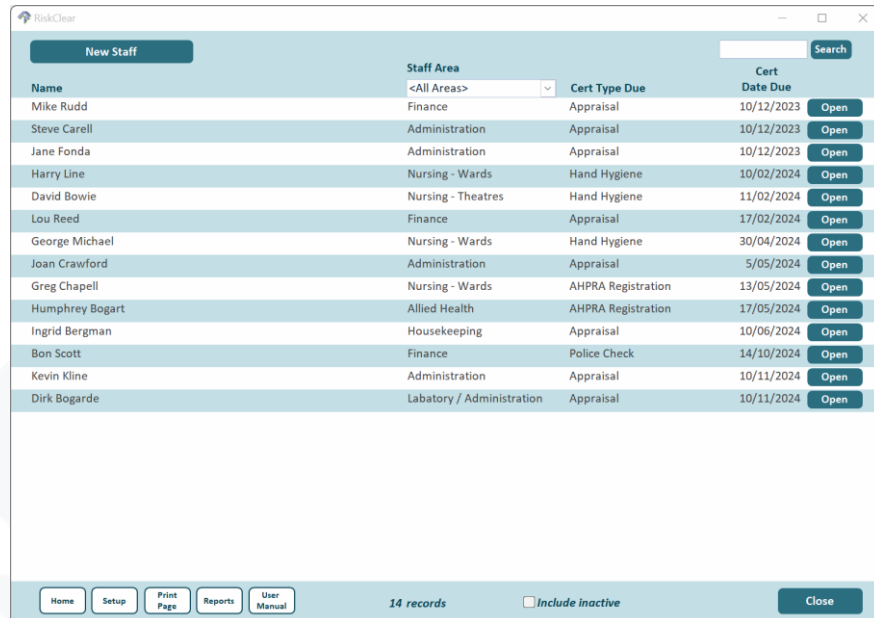
As the Staff Credentialling function uses the staff records in the training register this Set Up Guide has been divided into **Option A or Option B:**

Option A: For those already using the Training Register on RiskClear

Option B: For those not using the Training Register on RiskClear but who would still like to use the Staff Credentialling function.

OPTION A: FOR THOSE ALREADY USING THE TRAINING REGISTER ON RISKCLEAR

STEP ONE: To open the register, click on the **Staff Credentialling Register** button on the Governance menu (see above) to display the following panel:



Name	Staff Area	Cert Type Due	Cert Date Due	
Mike Rudd	Finance	Appraisal	10/12/2023	Open
Steve Carell	Administration	Appraisal	10/12/2023	Open
Jane Fonda	Administration	Appraisal	10/12/2023	Open
Harry Line	Nursing - Wards	Hand Hygiene	10/02/2024	Open
David Bowie	Nursing - Theatres	Hand Hygiene	11/02/2024	Open
Lou Reed	Finance	Appraisal	17/02/2024	Open
George Michael	Nursing - Wards	Hand Hygiene	30/04/2024	Open
Joan Crawford	Administration	Appraisal	5/05/2024	Open
Greg Chapell	Nursing - Wards	AHPRA Registration	13/05/2024	Open
Humphrey Bogart	Allied Health	AHPRA Registration	17/05/2024	Open
Ingrid Bergman	Housekeeping	Appraisal	10/06/2024	Open
Bon Scott	Finance	Police Check	14/10/2024	Open
Kevin Kline	Administration	Appraisal	10/11/2024	Open
Dirk Bogarde	Laboratory / Administration	Appraisal	10/11/2024	Open

As this function uses the staff records in the training register, you should see these records here already.

STEP TWO: To attach credentialling details click the **"open"** button of the staff member: e.g. George Michael

Mike Rudd	Finance	Appraisal	10/12/2023	Open
Steve Carell	Administration	Appraisal	10/12/2023	Open
Jane Fonda	Administration	Appraisal	10/12/2023	Open
Harry Line	Nursing - Wards	Hand Hygiene	10/02/2024	Open
David Bowie	Nursing - Theatres	Hand Hygiene	11/02/2024	Open
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Kevin Kline	Administration	Appraisal	10/11/2024	Open
Dirk Bogarde	Laboratory / Administration	Appraisal	10/11/2024	Open

The following panel appears:

STEP THREE: Click the "link to staff folder" button

STEP FOUR: Navigate to that **staff members folder** on your secure **network** and **select** their folder to link it to the RiskClear **Staff Credentialling Register** (see above).

(Remember changing the folder name or location on your secure network will break the link requiring you to re-link the folder)

STEP FIVE: Click "Add new certification item" button and select the relevant certification items (once off or repeat items) for that staff member, then enter the completion &/or expiry date for each. The "**Once-only**" option alongside certification items in the Staff credentialling are for items such as Contract, Reference Checks, Onboarding Checklist that are done once only at commencement of employment. Other **repeating Certification Items** such as AHPRA, Performance Appraisals and Immunisations have an **Expiry date** which can be updated accordingly.

You can also alter number of days before the expiry date that the email reminders are to be sent (see page 6). Select the hospital coordinator, then click "Close & Save".

You can also **de-activate staff** by removing the tick from the "**Active**" box at the bottom of the screen. As the training and staff credentialling registers are linked, this will also retire the staff member from the training register, and vice-versa.

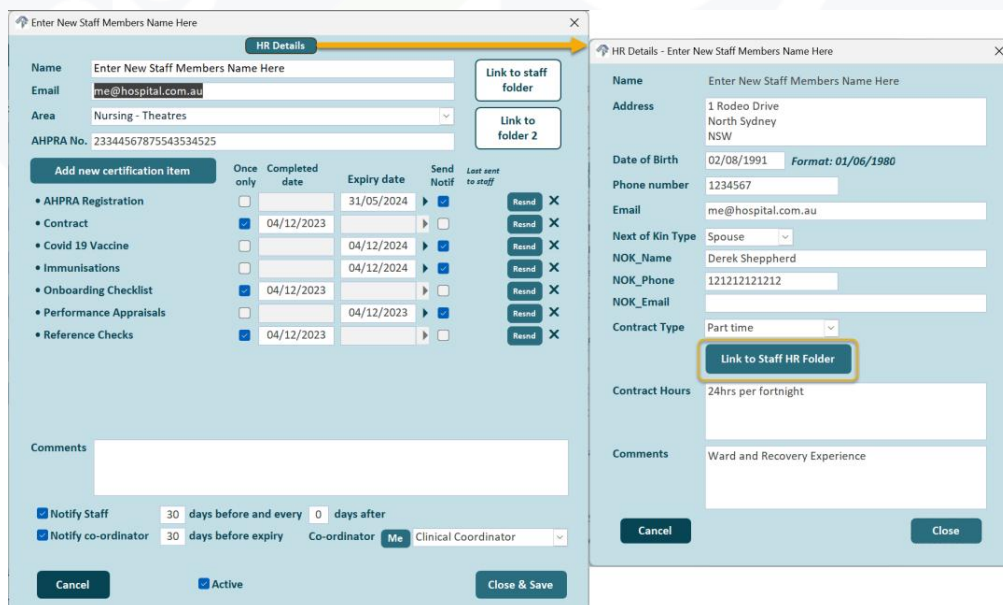
ADDITIONAL FEATURES INCLUDE:

Comments Box

- Is where you can enter notes on a particular staff member's record
- Enables you to see when the last notification was sent for each Staff members certification item/s by. The "Last sent" field is between the "X" button (which deletes the certification line) and the "Resend" button. If it's blank, no notification has been sent yet.

HR Details function:

- Is available via Permissions to those staff (DON, HR Manager) that need access to the Staff Members HR details for legitimate reasons
- This button is visible only to those with HR Detail access
- Clicking HR details opens the HR Panel where you can add details around their contact details, NOK, contract hours and type
- You can also link their HR folder on your network to their HR record on RiskClear



The image displays two screenshots of the RiskClear HR Details form. The left screenshot shows the 'Add new certification item' section with a table of items and their expiry dates. The right screenshot shows the 'Link to Staff HR Folder' button highlighted.

	Once only	Completed date	Expiry date	Send Notif	Last sent to staff
• AHPRA Registration	☐		31/05/2024	☒	
• Contract	☒	04/12/2023		☐	
• Covid 19 Vaccine	☐		04/12/2024	☒	
• Immunisations	☐		04/12/2024	☒	
• Onboarding Checklist	☒	04/12/2023		☐	
• Performance Appraisals	☐		04/12/2023	☒	
• Reference Checks	☒	04/12/2023		☐	

Comments: [Text Area]

Notify Staff: ☒ 30 days before and every 0 days after

Notify co-ordinator: ☒ 30 days before expiry Co-ordinator: Me Clinical Coordinator

Cancel [Active] Close & Save

HR Details - Enter New Staff Members Name Here

Name: Enter New Staff Members Name Here

Email: me@hospital.com.au

Area: Nursing - Theatres

AHPRA No.: 23344567875543534525

Link to staff folder

Link to folder 2

Address: 1 Rodeo Drive North Sydney NSW

Date of Birth: 02/08/1991 Format: 01/06/1980

Phone number: 1234567

Email: me@hospital.com.au

Next of Kin Type: Spouse

NOK_Name: Derek Sheppherd

NOK_Phone: 121212121212

NOK_Email: [Text Area]

Contract Type: Part time

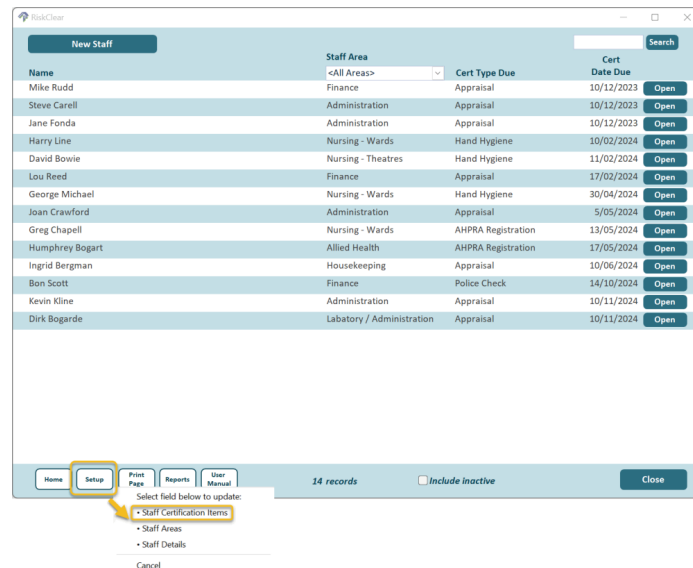
Link to Staff HR Folder

Contract Hours: 24hrs per fortnight

Comments: Ward and Recovery Experience

Cancel Close

If you need to add certification items to the list, click the **Setup button** and select **"Certification items"**. E.g. Covid Vaccination, Vaccinations, Reference Checks

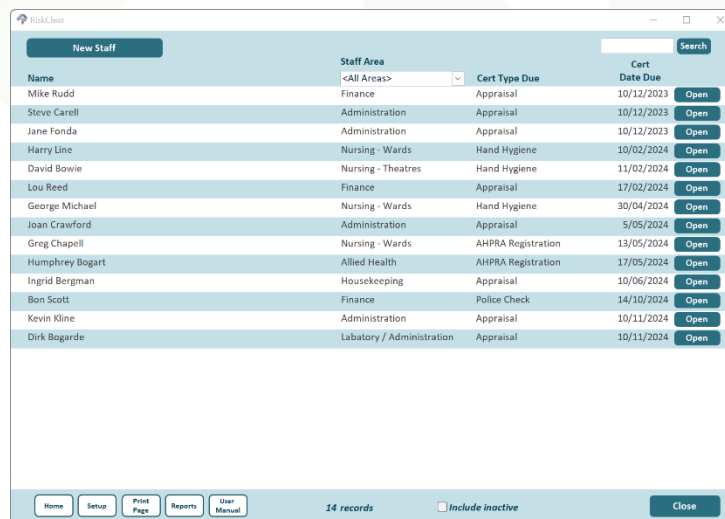


Name	Staff Area	Cert Type Due	Cert Date Due	Open
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Dirk Bogarde	Laboratory / Administration	Appraisal	10/11/2024	Open

14 records ☐ Include inactive

OPTION B: FOR THOSE NOT UTILISING THE TRAINING REGISTER ON RISKCLEAR

STEP ONE: Go to the **Governance Menu** and select the **Staff Credentialling Register** to display the following screen.



Name	Staff Area	Cert Type Due	Cert Date Due	Open
Mike Rudd	Finance	Appraisal	10/12/2023	Open
Steve Carell	Administration	Appraisal	10/12/2023	Open
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14 records ☐ Include inactive

STEP TWO: Click on the teal **New Staff** button (diagram above) and the “**create staff credentialling record**” panel will appear (below).

< Type the **Staff Members Name in** – if it doesn't appear in the list, a **"Create New"** button will appear.

Now complete their **email, area** as well as their **AHPRA** details (if relevant)>

STEP THREE: Click on the white **Link to Staff Folder** button to link the staff members folder on your secure network, to the Staff Credentialling Register in Risk Clear. Once it's linked it will say **Open Staff Folder**.

STEP FOUR: Click **"Add new certification item"** button and select the relevant certification items (once off or repeat items) for that staff member, then enter the completion &/or expiry date for each. The **"Once-only"** option alongside certification items in the Staff credentialling are for items such as Contract, Reference Checks, Onboarding Checklist that are done once only at commencement of employment. Other **repeating Certification Items** such as AHPRA, Performance Appraisals and Immunisations have an **Expiry date** which can be updated accordingly.

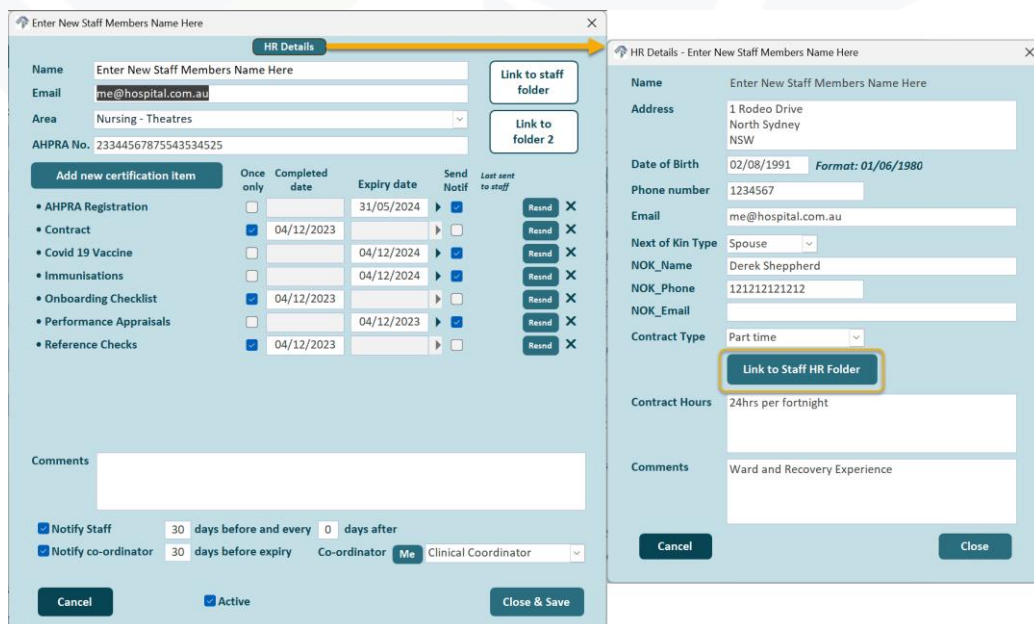
ADDITIONAL FEATURES INCLUDE:

Comments Box

- where you can enter notes on a particular staff members record
- Lets you see when the last notification was sent for each Staff members certification item/s by
- The "**Last sent**" field is between the "X" button (which deletes the certification line) and the "Resend" button
- If it's blank, no notification has been sent.

HR Details Function

- is available via Permissions to those staff (DON, HR Manager) that need access to the Staff Members HR details for legitimate reasons
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- Clicking HR details opens the HR Panel where you can add details around their contact details, NOK, contract hours and type
- You can also link their HR folder on your network to their HR record on RiskClear.



Remember: You can also **de-activate staff** by removing the tick from the "**Active**" box at the bottom of the screen.

☒ Notify Staff
 days before and every days after

☒ Notify co-ordinator
 days before expiry
 Co-ordinator Me Director of Nursing

Cancel
☒ Active
Close & Save

As the training and staff credentialling registers are linked, this will also retire the staff member from the training register, and vice-versa.

If you need to add certification items to the list, click the Setup button and select **"Certification items"**.

New Staff

Search

Name	Staff Area	Cert Type Due	Cert Date Due	
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Steve Carell	Administration	Appraisal	10/12/2023	Open
Jane Fonda	Administration	Appraisal	10/12/2023	Open
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Home

Setup

Print Page

Reports

User Manual

14 records

☐ Include inactive

Close

Select field below to update:

- Staff Certification Items
- Staff Areas
- Staff Details

Cancel

EXAMPLE: STAFF CREDENTIALLING CERTIFICATION AUTO REMINDER

Subject: Certification Reminder from Scarborough Private Hospital

*Dear *****,*

Listed below are the certification items needed for your continued employment and nursing practice at Bondi Junction Private Hospital:

** AHPRA Registration was due on 5/10/2020*

** Working With Children Check is due on 23/11/2020*

Please email certification for the above at your earliest convenience. You can reply and attach certification to this email. Should you have any further queries, please contact Jan Jackson at jan@hospital.com.au.

Sincerely

Jan Jackson Quality Manager Scarborough Private Hospital

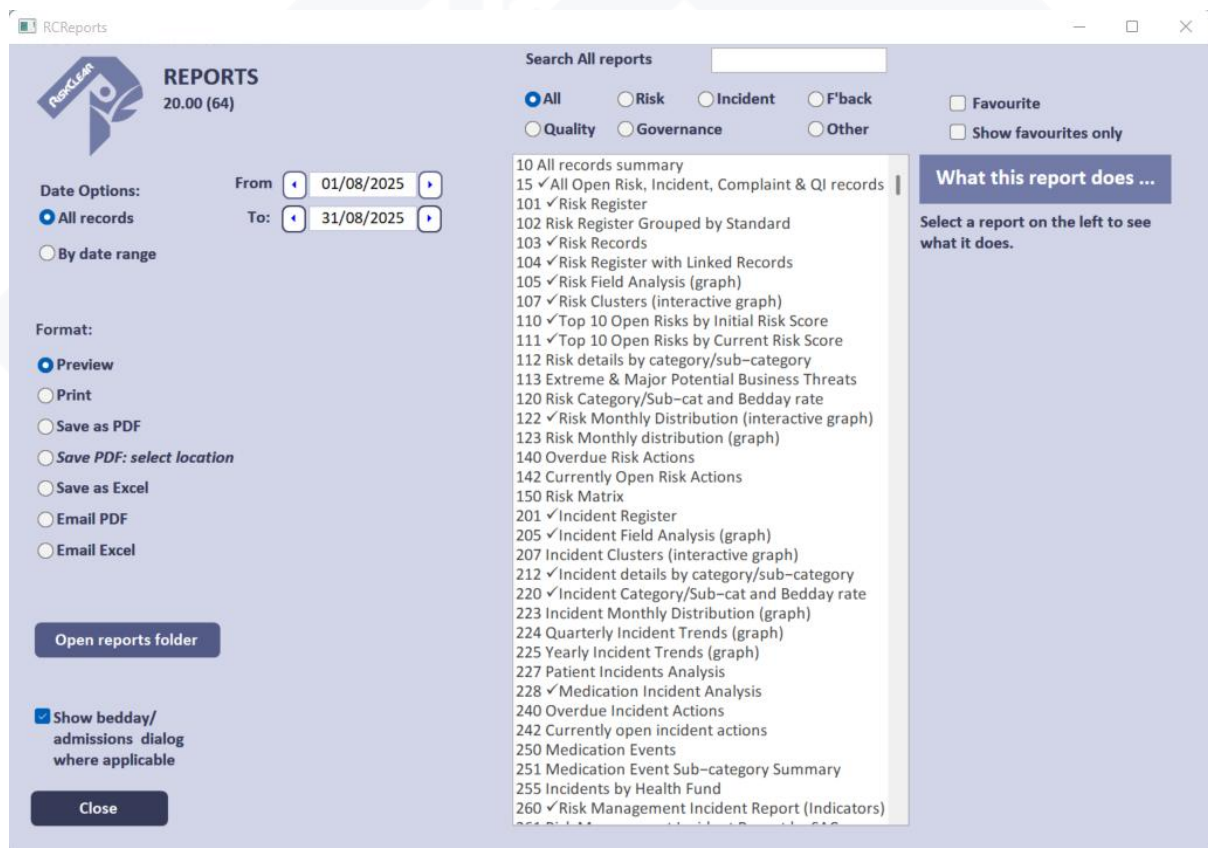
STAFF CREDENTIALLING REPORTS

Reporting on Staff Credentialling is available in the Report Suite of RiskClear. You can click on the grey **Reports** button at the bottom of the Staff Credentialling screen to be taken to the Reports section of RiskClear.



Click on **Governance** or use the **Search All reports** function to find:

- Report number **570** can be run to review Staff Credentialling details.



- Report Number **575** provides details on overdue staff credentialling. These reports can be printed, emailed and/or saved as a PDF or Excel document.
- You can also mark these reports as a favourite by ticking the **Favourite** box and also click **Show favourites only**.