



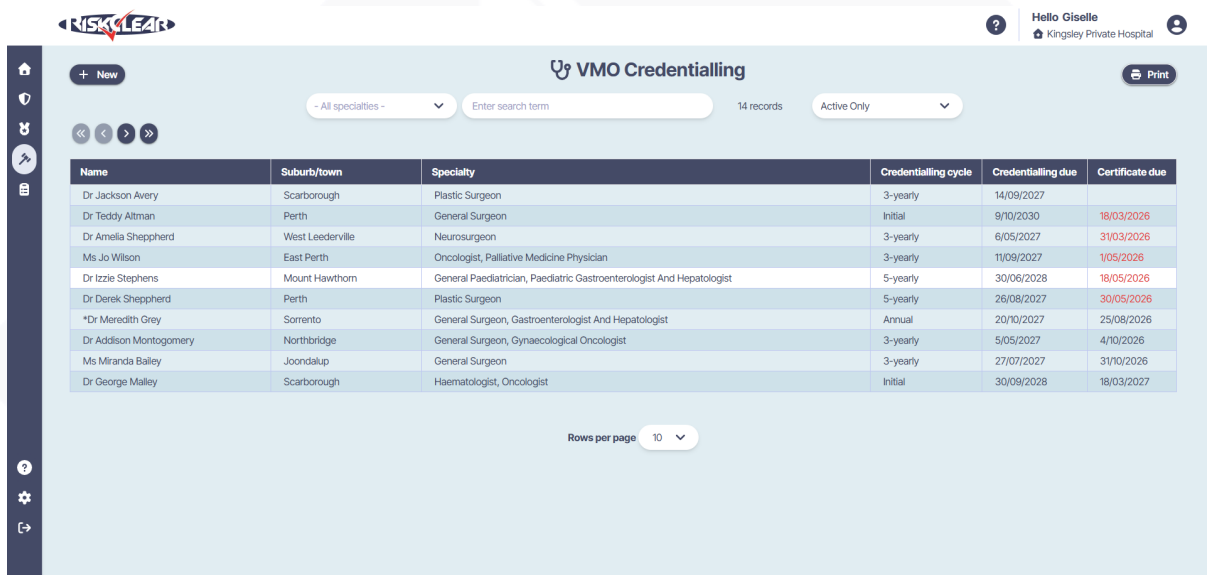
VMO CREDENTIALLING | User Guide

2026

INTRODUCTION

VMO credentialling is the process of verifying and maintaining a Visiting Medical Officer's qualifications, registrations, certifications, experience, scope of practice and other professional credentials to ensure they are appropriately qualified and authorised to provide clinical services within a healthcare organisation. It helps organisations confirm that VMOs meet regulatory, organisational and professional requirements, supporting patient safety, quality care, compliance and clinical governance. Credentialling is typically completed prior to a VMO commencing practice and is reviewed regularly to ensure credentials remain current and their approved scope of clinical practice remains appropriate.

VMOs can be administered from the **VMO Credentialling Register in RiskClear**.

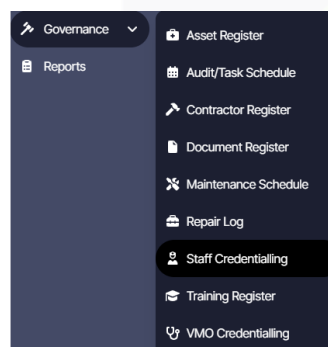


The screenshot shows the VMO Credentialling Register interface. At the top, there's a header with the RiskClear logo, a user profile for 'Hello Giselle' at 'Kingsley Private Hospital', and a 'Print' button. Below the header, there's a search bar with a dropdown for 'All specialties', a search input field, and filters for '14 records' and 'Active Only'. The main content is a table with columns: Name, Suburb/town, Specialty, Credentialling cycle, Credentialling due, and Certificate due. The table lists 10 VMOs with their respective details. At the bottom, there's a 'Rows per page' dropdown set to 10.

Name	Suburb/town	Specialty	Credentialling cycle	Credentialling due	Certificate due
Dr Jackson Avery	Scarborough	Plastic Surgeon	3-yearly	14/09/2027	
Dr Teddy Altman	Perth	General Surgeon	Initial	9/10/2030	18/03/2028
Dr Amelia Sheppard	West Leederville	Neurosurgeon	3-yearly	6/05/2027	31/03/2026
Ms Jo Wilson	East Perth	Oncologist, Palliative Medicine Physician	3-yearly	11/09/2027	1/05/2026
Dr Izzie Stephens	Mount Hawthorn	General Paediatrician, Paediatric Gastroenterologist And Hepatologist	5-yearly	30/06/2028	18/05/2026
Dr Derek Sheppard	Perth	Plastic Surgeon	5-yearly	26/08/2027	30/05/2026
*Dr Meredith Grey	Sorrento	General Surgeon, Gastroenterologist And Hepatologist	Annual	20/10/2027	25/08/2026
Dr Addison Montgomery	Northbridge	General Surgeon, Gynaecological Oncologist	3-yearly	5/05/2027	4/10/2026
Ms Miranda Bailey	Joondalup	General Surgeon	3-yearly	27/07/2027	31/10/2026
Dr George Malley	Scarborough	Haematologist, Oncologist	Initial	30/09/2028	18/03/2027

HELPFUL NAVIGATION TIPS

The **VMO Credentialling Register** is found via Side Navigation Panel > **Governance** > **VMO Credentialling** of Risk Clear.



Throughout RiskClear the **Floating Navigation Bar** provides quick access to common functions within that module including:

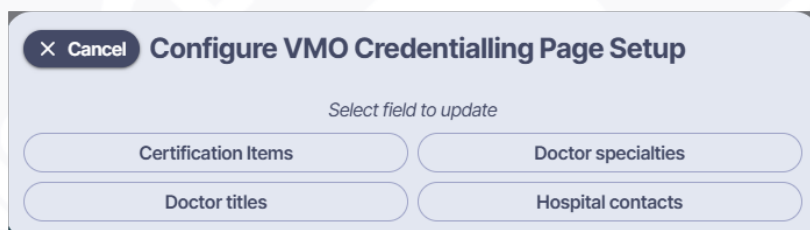


- Cancel
- Settings (where available)
- Update & Close

SETUP FUNCTIONS

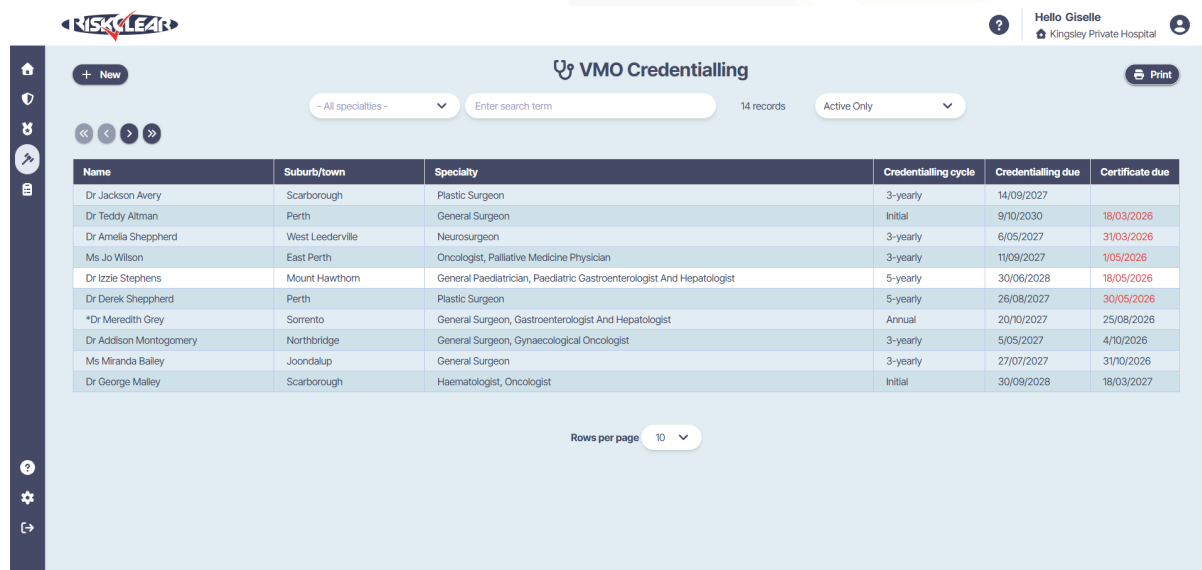
Setup can be completed via **Settings** in RiskClear via the **Side Navigation Panel** or from within the **VMO Credentialling screen** by clicking the **Settings symbol** > .

Certification Items, **Doctor Titles**, **Doctor specialties** and **Hospital contacts** can be customised here.



NAVIGATING THE VMO CREDENTIALLING REGISTER

The **VMO Credentialling Register** has various functions and filters to assist in navigating credentialling records and details.

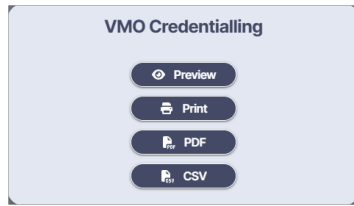


The screenshot shows the VMO Credentialling Register interface. At the top, there's a header with the RiskClear logo, a user profile for 'Hello Giselle' at 'Kingsley Private Hospital', and a 'Print' button. Below the header, there's a sidebar with navigation icons. The main area displays a table of doctor records with columns: Name, Suburbs/town, Specialty, Credentialling cycle, Credentialling due, and Certificate due. The table lists 14 records. Above the table, there are filters for 'All specialties', a search term, and 'Active Only'. At the bottom, there's a 'Rows per page' dropdown set to 10.

Name	Suburbs/town	Specialty	Credentialling cycle	Credentialling due	Certificate due
Dr Jackson Avery	Scarborough	Plastic Surgeon	3-yearly	14/09/2027	
Dr Teddy Altman	Perth	General Surgeon	Initial	9/10/2030	18/03/2026
Dr Amelia Sheppherd	West Leederville	Neurosurgeon	3-yearly	6/05/2027	31/03/2026
Ms Jo Wilson	East Perth	Oncologist, Palliative Medicine Physician	3-yearly	11/09/2027	1/05/2026
Dr Izzie Stephens	Mount Hawthorn	General Paediatrician, Paediatric Gastroenterologist And Hepatologist	5-yearly	30/06/2028	18/05/2026
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Ms Miranda Bailey	Joondalup	General Surgeon	3-yearly	27/07/2027	31/10/2026
Dr George Malley	Scarborough	Haematologist, Oncologist	Initial	30/09/2028	18/03/2027

Use the **+New scheduled** button to add credentialling details.

Use the **Print** button to choose from the following functions:



Use the **All specialities areas**, and **Search bar** to display and filter relevant information. The record count is displayed to the right of these filters.

The **Active only/All/Inactive only** can be selected to further filter data.

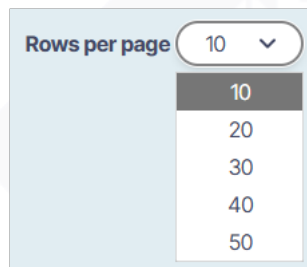
Use the arrows to navigate through the register page by page or to the end or beginning of the pages.



Clicking the headers across the top of the VMO Credentialling Register will sort data alpha or numerically depending on the nature of the data.

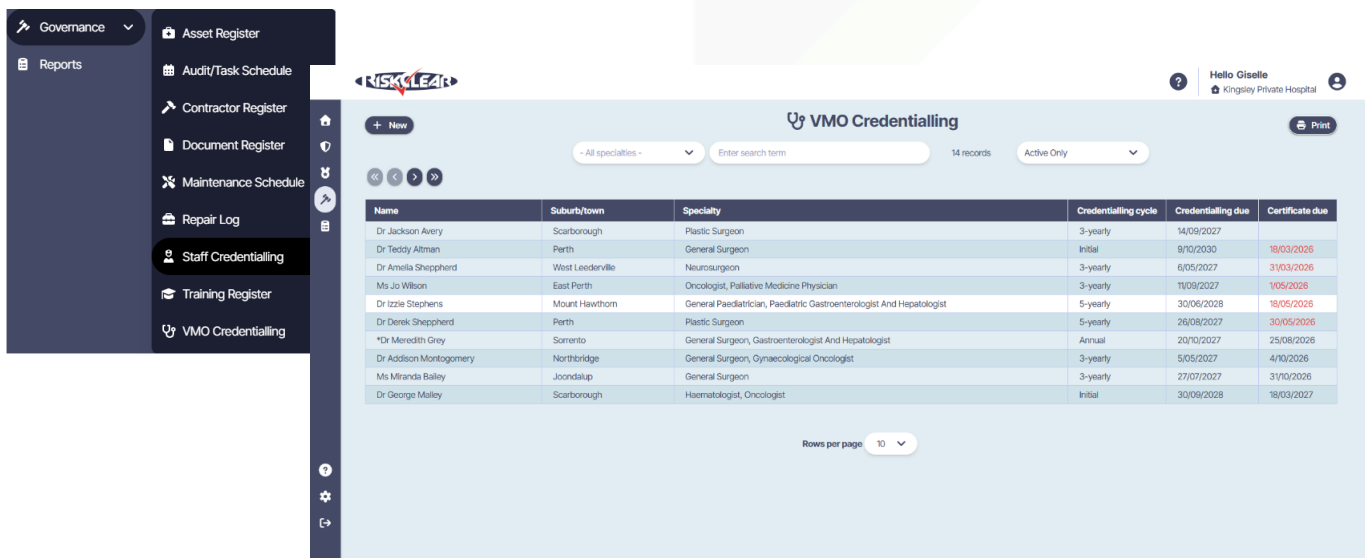
Name	Suburb/town	Specialty	Credentialling cycle	Credentialling due	Certificate due
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The Rows per page is set to 10, however can be adjusted to your preference.



ADDING CREDENTIALLING DETAILS TO YOUR VMO

- To open the register go to the **Side Navigation Panel** > click **Governance** > **VMO Credentialling**

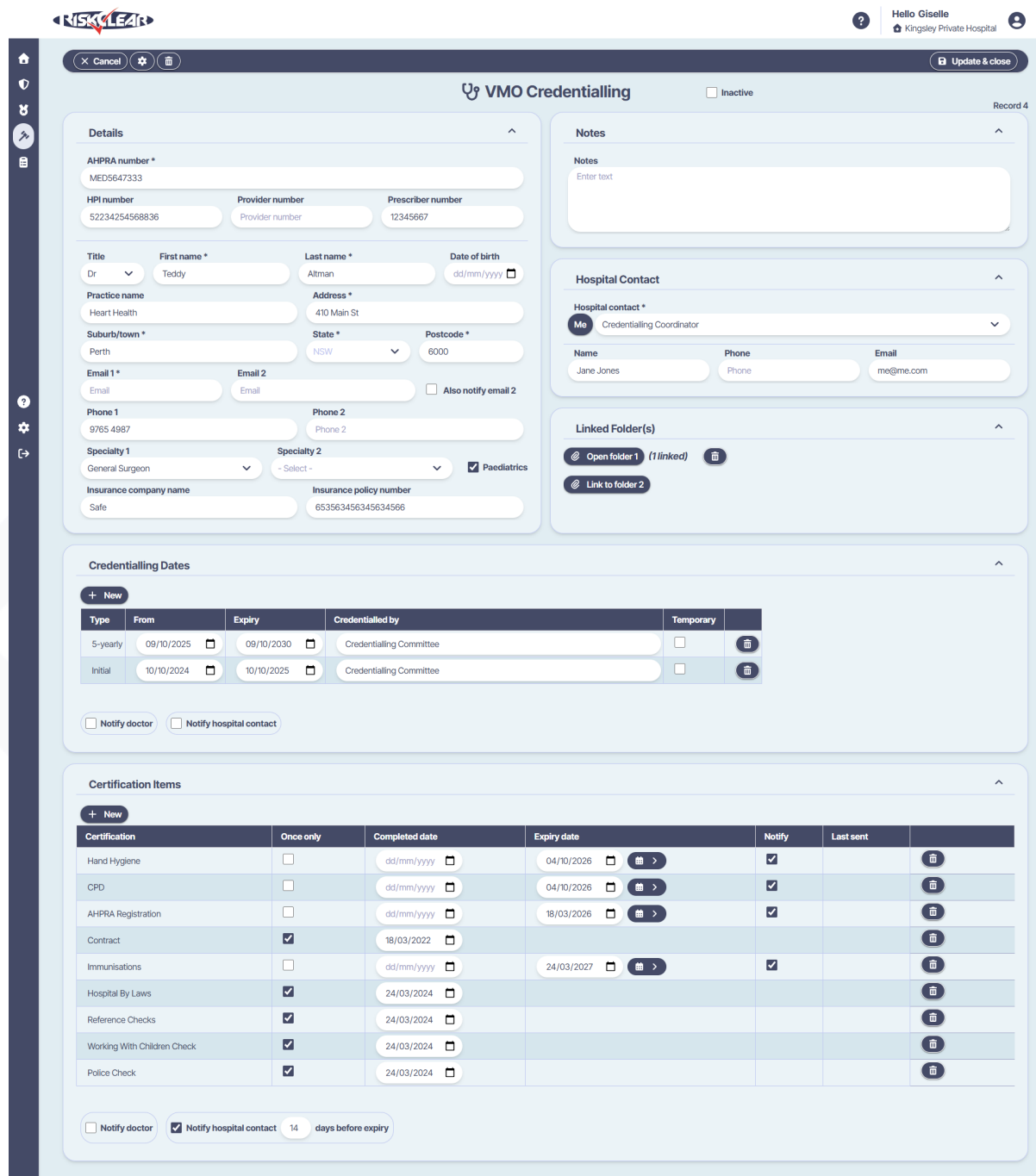


The screenshot shows the VMO Credentialling interface. On the left is the Side Navigation Panel with a dropdown menu for Governance, which includes options like Asset Register, Audit/Task Schedule, Contractor Register, Document Register, Maintenance Schedule, Repair Log, Staff Credentialling, Training Register, and VMO Credentialling. The main area displays the VMO Credentialling register. At the top, there is a '+ New' button, a search bar with a dropdown for 'All specialities', and a filter for 'Active Only'. Below this is a table with the following data:

Name	Suburb/town	Specialty	Credentialling cycle	Credentialling due	Certificate due
Dr Jackson Avery	Scarborough	Plastic Surgeon	3-yearly	14/09/2027	
Dr Teddy Altman	Perth	General Surgeon	Initial	9/10/2030	18/03/2026
Dr Amelia Sheppherd	West Leederville	Neurosurgeon	3-yearly	6/05/2027	31/03/2026
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Dr Addison Montgomery	Norbridge	General Surgeon, Gynaecological Oncologist	3-yearly	5/05/2027	4/10/2026
Ms Miranda Bailey	Jondalup	General Surgeon	3-yearly	27/07/2027	31/10/2026
Dr George Malley	Scarborough	Haematologist, Oncologist	Initial	30/09/2028	18/03/2027

At the bottom of the table, there is a 'Rows per page' dropdown menu set to 10.

2. Click **+New** > the following screen (below) appears.



VMO Credentialling Inactive Record 4

Details

AHPRA number *
MED5647333

HPI number
52234254568836

Provider number
Provider number

Prescriber number
12345667

Title
Dr

First name *
Teddy

Last name *
Altman

Date of birth
dd/mm/yyyy

Practice name
Heart Health

Address *
410 Main St

Suburb/town *
Perth

State *
NSW

Postcode *
6000

Email 1 *
Email

Email 2
Email

Also notify email 2 ☐

Phone 1
9765 4987

Phone 2
Phone 2

Specialty 1
General Surgeon

Specialty 2
- Select -

Paediatrics ☒

Insurance company name
Safe

Insurance policy number
653563456345634566

Notes

Notes
Enter text

Hospital Contact

Hospital contact *
Me
Credentialling Coordinator

Name
Jane Jones

Phone
Phone

Email
me@me.com

Linked Folder(s)

Open folder 1 (1 linked)

Link to folder 2

Credentialling Dates

+ New

Type	From	Expiry	Credentialed by	Temporary	
5-yearly	09/10/2025	09/10/2030	Credentialling Committee	☐	
Initial	10/10/2024	10/10/2025	Credentialling Committee	☐	

☐ Notify doctor ☐ Notify hospital contact

Certification Items

+ New

Certification	Once only	Completed date	Expiry date	Notify	Last sent	
Hand Hygiene	☐	dd/mm/yyyy	04/10/2026	☒		
CPD	☐	dd/mm/yyyy	04/10/2026	☒		
AHPRA Registration	☐	dd/mm/yyyy	18/03/2026	☒		
Contract	☒	18/03/2022				
Immunisations	☐	dd/mm/yyyy	24/03/2027	☒		
Hospital By Laws	☒	24/03/2024				
Reference Checks	☒	24/03/2024				
Working With Children Check	☒	24/03/2024				
Police Check	☒	24/03/2024				

☐ Notify doctor ☒ Notify hospital contact 14 days before expiry

The screen is organised into **cards** which group related information together (e.g., **Details**, **Notes**, **Credentialling Dates**, **Certification Items**).

3. Complete the **Details** and **Notes** cards with the relevant VMO information and Hospital contact details. **Linked folders** can be added to the VMO Members record using the attach and link buttons. These folders typically contain certification item evidence such as immunisation records, AHPRA certificates etc.

4. Complete the **Credentialling Dates Card** using the **+New** function. Select from the available options.

Available Certificates

Choose a credential type

Initial

3-yearly

Annual

Urgent

5-yearly

Complete the **From**, **Expiry** and **Credentialed by** details.

Credentialling Dates

+ New

Type	From	Expiry	Credentialed by	Temporary	
Initial	dd/mm/yyyy	dd/mm/yyyy	Enter text	☐	

Remember to tick the **notify Dr and Hospital contact** where required, including the number of days before expiry.

☐ **Notify doctor**
☒ **Notify hospital contact**
30 days before expiry

5. Complete the Certification Items Card by using the **+New** function.

You can add default certificates and opt to auto fill.

Add default certificates

Would you like to auto-fill certification items?

Yes No

Example below: Note - if there are any default certificates you do not require click  to delete.

Certification	Once only	Completed date	Expiry date	Notify	Last sent	
CPD	☐	dd/mm/yyyy	dd/mm/yyyy	☒		
Hand Hygiene	☐	dd/mm/yyyy	dd/mm/yyyy	☒		
AHPRA Registration	☐	dd/mm/yyyy	dd/mm/yyyy	☒		
Immunisations	☐	dd/mm/yyyy	dd/mm/yyyy	☒		

If there are certificates you wish to add, refer to **page 2 (Setup functions)** of this guide

Remember to tick the **notify Dr and Hospital contact** where required, including the number of days before expiry.

☐ Notify doctor
 ☒ Notify hospital contact

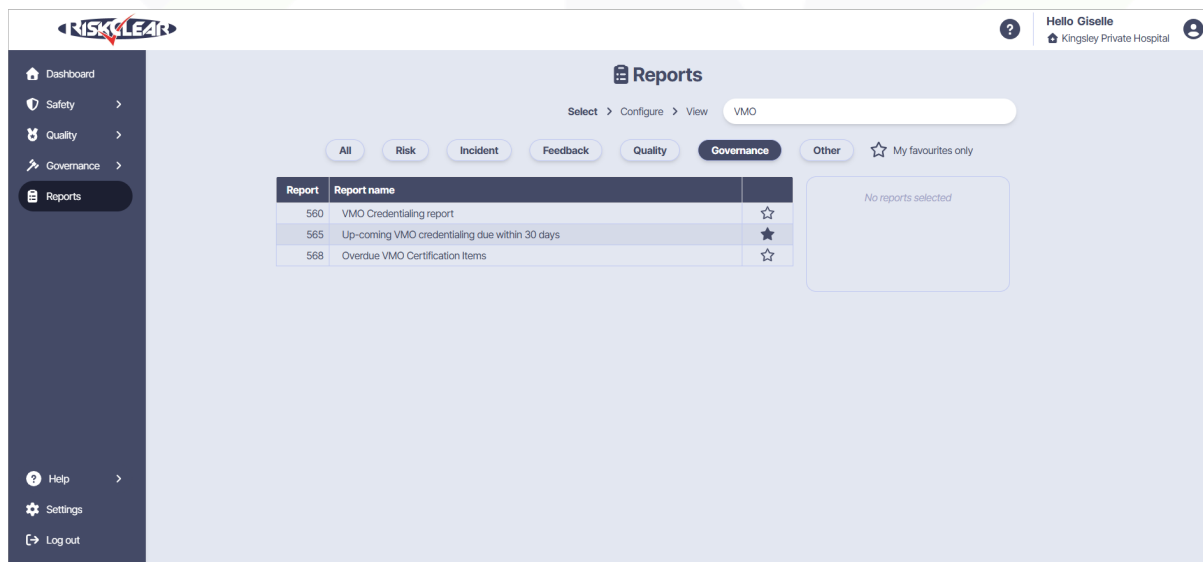
30 days before expiry

You can also **de-activate VMO** by ticking the **Inactive** box at the top right of the screen and enter a reason.

☒ Inactive
 Reason *

VMO CREDENTIALLING REPORTS

Reporting on **VMO Credentialling** is available via the **Side Navigation Panel > Reports**.



Report	Report name	
560	VMO Credentialling report	☆
565	Up-coming VMO credentialling due within 30 days	★
568	Overdue VMO Certification Items	☆

Various **VMO Credentialling reports** can be configured in RiskClear.

Click **Governance** or use the **Search All reports** function. Each report provides a **description** of what it generates, and you can "star" any reports that you use frequently as a favourite also.