

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.

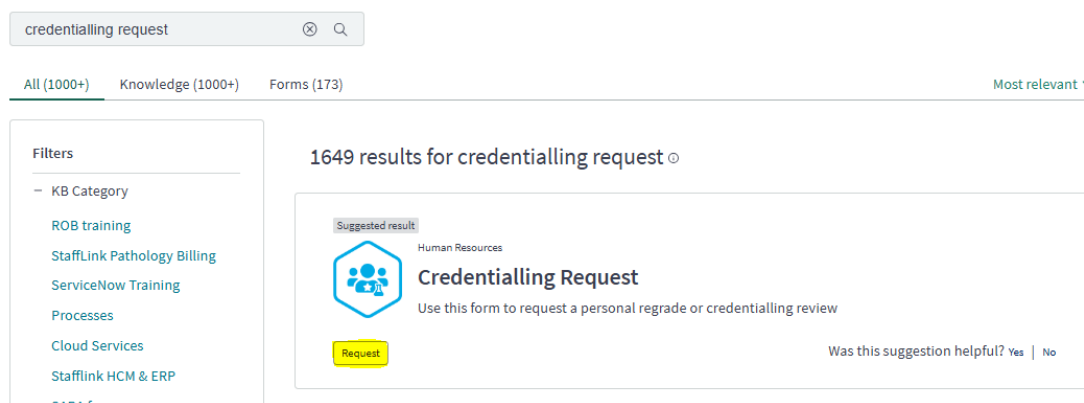
This guide will step current NSW Health Technical Officers through the requirements of the form.

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.

Requestor

*** Requested for**

Jane Smith

*** Approving Manager**

Melanie James

Position Information

*** Assignment Number**

50613411

NSWHP Corp State NEW Deanna Paulin
Supp Serv Workforce &
Cult 578407

7. Your managers name will pre-populate:

Requestor

*** Requested for**

Jane Smith

*** Approving Manager**

Melanie James

Position Information

*** Assignment Number**

50613411

NSWHP Corp State NEW Deanna Paulin
Supp Serv Workforce &
Cult 578407

8. If your manager is not the relevant approver for this process in your entity, please insert the name of your entity's nominated People and Culture representative in place of where your manager name appears (P&C representatives listed below):

NSWH Pathology	Hannah Beveridge	SLHD	Lucy O'Halloran
CCLHD	Katrina Haines	SWSLHD	Kalani Thorogood
HNELHD	Cassandra Lees	WNSWLHD	Tiffany Charlton
HSNSW	Andrew White	WSLHD	Dominika Nambiar
ISLHD	Kathryn Farr		
MLHD	Rebecca Leon		
NBMLHD	Adam Quested		
NSLHD	Lucy Barrett		
SCHN	David Attard		
SESLHD	Andrew Martin		

9. Select "Technical Officer to Hospital Scientist" as the credentialling review to be undertaken.

* Please select the type of request

* Position

* Is this a graded or salary position?

* Please select the credentialling review to be undertaken

-- None --
Hospital Scientist to Senior Hospital Scientist
Senior Hospital Scientist to Principal Hospital Scientist
Technical Officer to Hospital Scientist
Other

10. Download the manual application form. This form is required to be completed and attached to the SARA request form.

Form Download

Please download the manual application [form](#) and attach to this request

* I have attached

- Manual Form
- Statement/s of Service attached (for prior service external to NSW Health)
- Statutory Declaration (if Statement/s of Service not available)
- A copy of your degree certificate and academic transcript
- Other



This form has been established in accordance with the *Health Employees' Technical Officer to Hospital Scientist Conversion Interim Award ("the Award")*.

11. Once **all** information of the conversion request application form is complete. Upload the form along with other relevant documentation:

* I have attached

- Manual Form
- Statement/s of Service attached (for prior service external to NSW Health)
- Statutory Declaration (if Statement/s of Service not available)
- A copy of your degree certificate and academic transcript
- Other

12. Prior to submitting, ensure all criteria as outlined in the 'Interim Award' has been met.
13. 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 (or longer if an extension is agreed).

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