ALOR GROUP

# Clinical Workforce Credentialing & Screening

*Our standards for selecting, screening and credentialing healthcare professionals.*

Verifying credentials.
Assessing suitability.
Workforce confidence.

Alor

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## PURPOSE & SCOPE

At Alor Group, we understand that healthcare recruitment requires confidence in a candidate's qualifications, professional standing and suitability for the role. Our Clinical Workforce Credentialing & Screening Framework guides how we assess healthcare professionals, verify credentials and evaluate relevant experience before presenting candidates to our healthcare partners. The framework applies to permanent recruitment and temporary workforce engagements, with requirements tailored to the profession, role, jurisdiction and healthcare setting. Through structured interviews, compliance verification, professional referencing and internal quality reviews, we support informed recruitment decisions and consistent recruitment standards.

## CANDIDATE ASSESSMENT STANDARDS

Our assessment process considers both mandatory requirements and the capabilities needed to perform the role effectively. We assess candidates against:

- Professional registration and applicable compliance requirements.
- Relevant employment history and clinical experience.
- Scope of practice and role-specific capabilities.
- Patient safety awareness and professional accountability.
- Communication, teamwork and professional conduct.
- Motivation, availability and alignment with the working environment.

These standards guide our assessment while allowing for the specific recruitment and onboarding requirements of each healthcare organisation.

## ROLE REQUIREMENTS

Effective screening begins with a clear understanding of the vacancy. We work with HR, recruitment, workforce and clinical stakeholders to establish the qualifications, experience, capabilities and compliance requirements relevant to the position. This includes understanding the service environment, patient population, responsibilities, working arrangements and any additional requirements that may influence candidate suitability. These requirements inform our screening process and the information provided for client review.

## CANDIDATE SCREENING

Our initial screening establishes the candidate's professional background, employment history and alignment with the opportunity. This includes:

- Reviewing the candidate's CV, qualifications and career progression.
- Discussing relevant experience and responsibilities in previous positions.
- Confirming eligibility to work in Australia.
- Establishing availability, location preferences and geographic mobility.
- Clarifying motivation for the role and preferred working arrangements.
- Identifying matters requiring further discussion or verification.

This provides the foundation for detailed assessment, credentialing and professional referencing.

## EXPERIENCE & CAPABILITY ASSESSMENT

Candidates participate in a structured, competency-based interview conducted by an experienced healthcare recruiter. The interview explores relevant experience, scope of practice, technical capabilities and examples of how the candidate has applied their skills in the workplace. Depending on the role, discussions may cover:

- Experience within relevant clinical specialties and service settings.
- Familiarity with the patient populations supported by the organisation.
- Relevant procedural skills and clinical responsibilities.
- Use of clinical software and documentation systems.
- Infection prevention and patient safety practices.
- Clinical governance awareness and escalation of concerns.
- Communication, teamwork and professional accountability.

This process supports an assessment of role suitability and identifies areas requiring further clarification or assessment by the recruiting organisation.

## CREDENTIAL VERIFICATION

Our credentialing processes verify the documentation and professional requirements relevant to the proposed engagement. Depending on the profession, role, jurisdiction and client requirements, checks may include:

- Identity verification.
- Australian working rights and visa verification where applicable.
- Professional registration, including AHPRA registration where relevant.
- Qualifications and academic documentation.
- National Police Checks.
- Working with Children Checks and other required clearances.
- Relevant health declarations and occupational requirements.
- Vaccination and immunity evidence.
- Mandatory training and certifications.
- Professional indemnity insurance evidence where required.
- Additional professional authorities or accreditations relevant to the role.

Requirements are assessed against Alor Group's credentialing standards and the healthcare organisation's applicable onboarding requirements.

## ADDITIONAL ROLE REQUIREMENTS

Some positions require additional verification beyond general recruitment and compliance checks. Depending on the responsibilities of the role, this may include prescribing authority, immunisation accreditation, specialist certifications or evidence of specific procedural experience. We coordinate these requirements with the healthcare organisation to clarify the evidence required and when it must be provided. This supports alignment between the candidate's verified credentials and the responsibilities of the position.

## PROFESSIONAL REFERENCING

Professional referencing forms a key part of our candidate assessment process. Our standard includes a minimum of two professional references from recent clinical managers or direct supervisors, with line manager references obtained within the previous 12 months. Our preferred standard includes at least one referee who has directly supervised the candidate within the previous 6 months. Reference discussions explore:

- Relevant clinical experience and performance.
- Professional conduct and accountability.
- Reliability and dependability.
- Communication and teamwork.
- Suitability for the responsibilities and working environment of the proposed role.

Reference findings are considered alongside screening outcomes, employment history and credentialing information when assessing overall suitability.

## QUALITY ASSURANCE & CANDIDATE PRESENTATION

Before candidate presentation, we review the information gathered throughout screening, credentialing and referencing. This review considers the candidate's professional background, relevant capabilities, working rights, availability and alignment with the organisation's requirements. Our quality review supports consistent candidate submissions and provides hiring teams with relevant information to assess the proposed appointment or engagement. Any outstanding requirements are clearly identified, followed up and resolved before commencement where mandatory for the role.

## ONBOARDING REQUIREMENTS

For healthcare professionals engaged through Alor Group, onboarding establishes expectations relating to professional conduct, workplace safety and reporting responsibilities. Depending on the engagement, onboarding includes:

- Code of Conduct acknowledgement.
- Privacy and confidentiality declarations.
- Work health and safety induction.
- Incident reporting and mandatory reporting requirements.
- Safeguarding children and vulnerable people.
- Relevant client-specific documentation and requirements.

These processes complement the healthcare organisation's local induction, clinical orientation and site-specific training.

## ONGOING COMPLIANCE

For temporary workforce engagements, credentialing continues throughout the employment relationship. We monitor applicable credentials and renewal requirements to support ongoing placement eligibility. Review periods depend on the credential, role, jurisdiction and client requirements. Healthcare professionals are expected to provide updated documentation and promptly disclose changes affecting their registration, working rights, compliance or ability to perform their duties. Mandatory requirements must remain current for the relevant assignment. Placement eligibility is reviewed where requirements are no longer satisfied.

## CLIENT COORDINATION & RESPONSIBILITIES

We work with HR, recruitment, workforce and clinical teams to clarify screening expectations, communicate relevant findings and coordinate additional requirements before commencement. For permanent appointments, our recruitment and verification processes support the organisation's selection decision and internal onboarding arrangements. For temporary engagements, Alor Group continues to manage applicable workforce compliance and employment responsibilities throughout the placement. The healthcare organisation retains responsibility for local induction, site-specific training, clinical supervision and allocation of duties appropriate to the professional's role and competence. Clear communication between all parties supports an organised onboarding process and consistent expectations throughout the engagement.

## PARTNER WITH ALOR GROUP

To discuss your organisation's temporary workforce requirements, credentialing expectations or governance processes, contact the Alor Group team.

## CHANGES TO THIS POLICY

We may update this Credentialing & Screening Framework from time to time. The current version will be available on our website and will include its effective date.

**Effective date:** 1 July 2026
**Last reviewed:** 1 October 2026