

## Application checklist

# Delivering chemotherapy and renal dialysis outside of a hospital setting

The Clinical Regulation Policy and Licensing Team (CRPL) is responsible for the regulation of private hospitals and private day procedure centres in South Australia that hold a licence under Parts 10 and 10A of the [Health Care Act 2008 \(the Act\)](#) and the [Health Care Regulations 2023](#) (the Regulations).

This checklist provides a list of documents you will be required to submit as part of your application for change of service, or for a new applicant who intends to provide chemotherapy and renal dialysis outside of a hospital setting.

## Access to chemotherapy and renal dialysis outside of a hospital setting

The admission criteria for people to access chemotherapy and renal dialysis outside of a hospital setting are:

- Assessed as being clinically stable.
- Appropriately supported in the home, for example, by a carer or other appropriate person.
- Living in a suitable environment with access to a telephone.
- Suitable for treatment for chemotherapy or dialysis in the home

All New Applicants	Tick
A copy of an ASIC business name extract obtained in previous one month showing business name holder details	
A copy of an ASIC company extract search obtained in previous one month showing registered company office details and listing all directors and office holders	
If subsidiary company, a copy of the organisational chart	
A list of all Directors/Board Members or Office Bearers	
Statutory Declaration – Fitness and Propriety	
Copy of police check certificate issued within the past twelve (12) months <b>(must be a certified copy)</b>	
Working with Children Checks	
Working with Vulnerable Person related employment check	
Statement by independent accountant	
Public liability and indemnity insurance	



<b>All Applicants (new and existing)</b>	<b>Tick</b>
Evidence of a staff structure that includes the following positions with specialty qualification in chemotherapy or dialysis (as applicable): <ul style="list-style-type: none"> <li>- Appointed Medical Practitioner</li> <li>- Nursing Coordinator</li> </ul>	
A staff register that includes the following details: <ul style="list-style-type: none"> <li>- Title</li> <li>- Name</li> <li>- Qualification</li> <li>- Years' experience (clinical staff only)</li> <li>- AHPRA Registration Number (if applicable)</li> <li>- Employment status (ongoing/casual/agency)</li> </ul>	
Evidence of an out of hours support system	
<b>Motor vehicle</b>	<b>Tick</b>
A copy of motor vehicle operators' policy	
A copy of the vehicle registration list	
A copy of vehicle insurance policies	
A copy of the fleet maintenance schedule	
A list of all medical equipment stored in fleet vehicles	
<b>Patient quality and safety requirements</b>	<b>Tick</b>
A copy of admission and discharge protocol, including patient eligibility/exclusion criteria	
Evidence of a transportation of medications protocol including temperature monitoring process	
A copy of patient home risk assessment and evacuation protocol	
Evidence of medical record transport/storage protocols	
Evidence of a working alone or in isolation policy	

For more information

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