



Engagement of Medical Practitioners Under Contracts for Services Policy

1. Purpose

This policy regulates and ensures uniform terms of engagement, by Health Service Providers, of Contracted Medical Practitioners to provide medical services to public patients admitted to a public health care facility.

This policy is a mandatory requirement under the *Procurement Policy Framework* pursuant to section 26(2)(a)(i) of the *Health Services Act 2016*.

This policy supersedes MP 0081/18 *Western Australian Government Medical Services Schedules Policy*.

2. Applicability

This policy is applicable to Health Service Providers that engage medical practitioners on contracts for service.

3. Policy Requirements

- 3.1. Prior to engaging medical practitioners under a contract for services, Health Service Providers must conduct a pre-engagement integrity check in accordance with the [Pre-Engagement Integrity Check Procedure for Contracted Medical Practitioners](#).
- 3.2. When engaging a medical practitioner under a contract for services, Health Service Providers must ensure that the contracts entered into are consistent with the:
 - [Fee For Service Medical Services Agreement Template no subcontractors](#)
 - [Fee For Service Medical Services Agreement Template with subcontractors](#)
 - [Day Rate Medical Services Agreement Template](#).
- 3.3. Health Service Providers must use the standard templates for all classes of contracted medical practitioner engagement. Health Service Providers must obtain the prior approval of the policy owner for Health Service Provider specific templates.
- 3.4. Health Service Providers are responsible for ensuring contracts are signed appropriately. For assistance on how to sign and witness contracts and information on where electronic signing is appropriate, Health Service Providers can refer to the requirements set out in the [Guidelines for Sign-off clauses for legal arrangements](#).

3.5. Health Service Providers must ensure contracted medical practitioners engaged under a fee for service medical services agreement are paid for the provision of medical services in accordance with the [Western Australian Government Medical Services Schedules](#).

3.6. Health Services Providers must maintain comprehensive records of all engagements of contracted medical practitioners.

4. Compliance Monitoring

Health Service Providers must provide for systematic auditing of compliance with this policy as part of the Health Service Providers' annual audit plans.

The System Manager will use the results of Health Service Provider compliance audits and records relevant to the administration of Medical Services Agreement to monitor compliance with and evaluate the effectiveness of the policy.

The System Manager, through System-Wide Integrity Services, will:

- request from a Health Service Provider a copy of the documented arrangements for the management of the pre-engagement process at the end of the financial year
- monitor and review data within the Case Management System associated with this process on an ongoing basis, for assurance purposes
- assess this documentation and data and prepare an annual compliance report for the Department as at the end of the financial year.

The System Manager may also conduct audits into Health Service Provider compliance with the policy.

5. Related Documents

The following documents are mandatory pursuant to this policy:

- [Pre-Engagement Integrity Check Procedure for Contracted Medical Practitioners](#)
- [Fee For Service Medical Services Agreement Template no subcontractors](#)
- [Fee For Service Medical Services Agreement Template with subcontractors](#)
- [Day Rate Medical Services Agreement Template](#)
- [Western Australian Government Medical Services Schedule of Services and Administrative Instructions and Procedures](#)
- [Western Australian Government Medical Services Schedule of Fees](#)

6. Supporting Information

The following information is not mandatory but informs and/or supports the implementation of this policy:

- [Guidelines for Sign-off clauses for legal arrangements](#)

7. Definitions

The following definition(s) are relevant to this policy.

Term	Definition
Contracted Medical Practitioner (CMP)	A medical practitioner engaged by a Health Service Provider under a Medical Services Agreement to provide medical and other services in a Health Care Facility.
Medical Service Agreement (MSA)	A contract for the provision of medical services between a medical practitioner and a Health Service Provider.
Pre-employment Integrity Check	A process that supports and assists in the maintenance of professional standards, including appropriate standards of conduct and to assist in determining a preferred applicant's eligibility for employment within a WA health entity.

8. Policy Contact

Enquiries relating to this policy may be directed to:

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9. Document Control

Version	Published date	Effective from	Review date	Amendment(s)
MP0079/18	14 February 2018	14 February 2018	January 2021	Original version
MP 0079/18 v.1.1	28 May 2019	28 May 2019	January 2021	Minor amendment – fixed broken links
MP 0079/18 v.2.0	30 April 2021	1 July 2021	June 2024	Major amendment (details below)
<ul style="list-style-type: none"> Policy transitioned to the current Policy template. Related documents Medical Services Agreement Templates reviewed and updated to clearly define obligations of contracted medical practitioners, align with Mandatory Policy requirements and comply with legislative requirements. As a full policy review was undertaken, a new review cycle will now commence. 				
MP 0079/18 v.3.0	22 December 2023	22 December 2023	December 2026	Policy review and major amendments as listed below.
<ul style="list-style-type: none"> Policy requirements clarified regarding the requirement to obtain policy owner approval for amendments to templates. Reference to Legal and Legislative Services 'Guidelines: Sign off clauses for legal arrangements' within policy requirements. Insertion of new policy requirement for the payment of CMPs in accordance with the WA Government Medical Services Schedules. Inclusion of mandatory pre-engagement integrity check for CMPs in accordance with the procedure. 				

- Updated the related documents – Fee for Services MSA templates to meet requirements under the *Working with Children (Criminal Record Checking) Act 2004*.
- New related documents added related to Western Australian Government Medical Services Schedule of Services and the pre-engagement integrity check for CMPs.

10. Approval

Approval by	Dr David Russell-Weisz, Director General, Department of Health
Approval date	12 February 2018

This document can be made available in alternative formats on request for a person with a disability.

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