

# Factsheet 2.4

## Become a Sponsor: Health practitioners



### Who can be a WDO Sponsor?

WDO sponsors may be government organisations, non-government organisations (for profit or not-for-profit), individual health practitioners or social workers. This guide provides information about the approval process for health practitioners.

### How do I become a WDO sponsor – health practitioner?

Complete an online application on the [Revenue NSW website](#). Follow the steps in the table below. You will need to upload copies of your insurance certificates during the application process.

You cannot save a partially completed application, so make sure you have all relevant information to hand. Once you start you must complete all mandatory fields and submit your application.

### Who can apply as a health practitioner?

You may apply as a health practitioner ONLY if you are a:

- Registered medical practitioner (GP, specialist doctor or physician)
- Registered (including provisionally registered) psychologist
- Nurse

An individual health practitioner may apply if registered and employed in:

- private practice or
- a government organisation or
- other organisation

If the organisation is already approved as a WDO sponsor the individual health practitioner does not need to be separately approved to support WDOs for patients of that organisation.

<b>SPONSOR application process – Health practitioners</b>	
<b>Action</b>	<b>Detail Required</b>
<b>Step 1 – Select sponsor type</b>	Select health practitioner.
<b>Step 2 – Applicant details</b>	Enter your name, AHPRA registration number and expiry date, phone, email and address details. Select practitioner type – registered medical practitioner, registered psychologist or nurse.
<b>Working with children check (WWCC) details</b>	If you work with children under 18 provide your WWCC number and expiry date.
<b>Step 3 – Practice details</b>	
<b>Choose type of practice</b>	Private, government or other organisation
<b>Name of practice or organisation</b>	Provide name and email address
<b>WDO Activities</b> Medical/ mental health treatment Drug or alcohol treatment	Health practitioners are limited to supporting treatment programs only. Choose the treatment programs that your service will support.
<b>Add Orders for Restitution</b> <i>(also known as VRO)</i>	VRO debts are (often) large debts issued by Victims Services to recover money paid out to victims of crime and may be managed under a WDO.
<b>Confirm qualifications of staff delivering services</b>	Confirm that all activities delivered on behalf of your organisation are delivered by suitably trained, experienced or qualified staff.
<b>Step 4 – Connecting with clients</b>	
<b>Describe the services you provide</b>	For example – we provide drug and alcohol and/or mental health treatment to all eligible members of the community. We bulk bill for patients on a health care card.
<b>Indicate the regions your service cover</b>	For example – the practice is based in Sydney but we provide outreach services across NSW
<b>Any specific conditions or limitations or client groups</b>	For example – we specialise in childhood trauma but also provide general mental health treatment, or we only work with woman and children survivors of domestic violence and sexual assault.
<b>Do you consent to be contacted about suitable client placements?</b>	Legal Aid NSW and Revenue NSW may refer people to relevant sponsor services and programs
<b>Do you agree to be listed on the Sponsor Finder page?</b>	Revenue NSW has a service to help people locate sponsors by activity and location, visit <a href="#">Sponsor Finder</a> .
<b>Does your service identify as working with Indigenous people</b>	Do you provide a culturally safe service? Yes or No
<b>Step 5 – Certification</b>	Agree to comply with your obligations in the WDO Guidelines

## What will happen after I submit my application?

The approval process takes approximately 4 weeks. Your application will be processed by staff at Revenue NSW who may contact you for further information.

Once processed the application will be submitted for approval to the Department of Communities and Justice. You will then receive a welcome email and log in details with information about next steps.



## Can I get help?

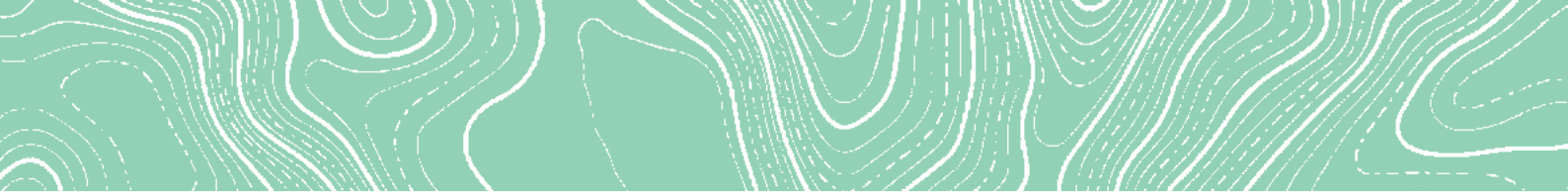
For questions about the application process call the Revenue NSW WDO Hotline 1300 478 879 or email Legal Aid NSW WDO service [wdo@legalaid.nsw.gov.au](mailto:wdo@legalaid.nsw.gov.au).

## Direct and referral activities

There are two ways that your organisation may provide WDO activities:

1. **Direct** – you provide the treatment (covered by your AHPRA registration)
2. **Referral** – you refer the client to another service provider for treatment. You manage the WDO in consultation with that service provider who should have appropriate AHPRA registration or be an Accredited Mental Health Social Worker (AMHSW)

Direct activities	Referral activities
<p>WDO activities are provided by your organisation. These activities are covered under your organisation's insurance and work health and safety provisions.</p> <p>You must have suitably qualified staff to provide those activities.</p>	<p>WDO Activities provided by a third party to a WDO applicant, which you are responsible to report on to Revenue NSW. You should be satisfied that the third party provider has current public liability insurance; is registered or has suitably qualified staff; has work health and safety policies and relevant Working with Children Check clearance for staff supervising children under 18.</p>



Activity table	
Activity	Registration Requirements
<b>Drug or alcohol treatment</b>	
May include detoxification, medication compliance, pharmacotherapy, individual counselling, behavioural therapy, group therapy, 12-step programs (AA & NA) MERIT and SMART Recovery	Nurses, doctors, registered psychologist, AOD caseworkers. <ul style="list-style-type: none"> <li>Registered with AHPRA/AASW or with Public Liability and Professional Indemnity insurance</li> </ul>
<b>Medical or mental health treatment</b>	
Must be undertaken in accordance with a treatment plan (for example, an ATSI Health Check plan, mental health care plan, disability case management plan) prescribed by a health practitioner – doctor, nurse, psychiatrist or psychologist.	Doctors, registered psychologists, psychiatrists, nurses, accredited mental health social workers, disability case workers. <ul style="list-style-type: none"> <li>Registered with AHPRA or</li> <li>Registered with AASW as an Accredited Mental Health Social Worker (AMHSW) or</li> <li>With public liability and professional indemnity insurance</li> </ul>

## Contacts

### Revenue

For sponsor applications, approvals and variations, client applications and Self-Service Portal inquiries

P: 1300 478 879

E: [wdo@revenue.nsw.gov.au](mailto:wdo@revenue.nsw.gov.au)

For sponsor training and advice, client placement and legal help with fines

E: [wdo@legalaid.nsw.gov.au](mailto:wdo@legalaid.nsw.gov.au)

W: [www.legalaid.nsw.gov.au/wdo](http://www.legalaid.nsw.gov.au/wdo)

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