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| Requesting a child protection case consultation or review from the Office of Professional Practice |
| March 2018 |

# The role of the Office of Professional Practice (OPP)

* To promote practice leadership and foster excellence.
* To support professionals to provide evidence informed support and interventions.
* To maintain a foremost regard for the safety and wellbeing of clients.
* To drive and lead change at a strategical level, collaborating and communicating effectively.

# Making a request

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| The OPP provides:  Primary consultation  Secondary consultation  Case reviews  Cohort reviews | Request for consultations are to be submitted on a *Consultation Request Form*  The form is to be [emailed to Office of Professional Practice](mailto:oppcpintake@dhhs.vic.gov.au) <oppcpintake@dhhs.vic.gov.au>  If the matter is urgent, a brief email request to [Office of Professional Practice](mailto:Office%20of%20Professional%20Practice) <oppcpintake@dhhs.vic.gov.au> is acceptable  OPP will acknowledge receipt of the request |

# Authorising a request

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| Requests can be authorised by:  Divisional Principal Practitioners  Child Protection Director  Assistant Child Protection Director | Divisional Principal Practitioners should be consulted and their advice sought prior to making a referral to the OPP |

# Allocating a request

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| The OPP allocates the request according to urgency, availability of a reviewer and the nature of the case | OPP holds twice weekly case intake meetings  OPP will email the requestor as soon as possible after the allocation meeting  Cases are allocated as high (2 days), medium (5 days) or low urgency (7 days) |

# Advice, recommendations and direction

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| Advice from the OPP should be given timely consideration  OPP will document the review in CRIS. The OPP has the authority to provide case direction.  If advice, recommendations or direction provided by the OPP is not supported by the division a review can occur by request from the Deputy Secretary to the Chief Practitioner. |

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