

Special Remuneration Rates Payable to Non-Specialist Staff - Short Term/Casual (Locum)-PE 30/6/2012

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Functional Sub group Personnel/Workforce - Conditions of employment
Personnel/Workforce - Salaries

Summary A policy to regulate the remuneration rates payable to medical staff engaged as employees on a short term or casual (locum) basis.

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Applies to Area Health Services/Chief Executive Governed Statutory Health Corporation, Board Governed Statutory Health Corporations, Affiliated Health Organisations - Declared, Public Health System Support Division, Public Health Units, Public Hospitals

Audience Administration

Distributed to Public Health System, Government Medical Officers, Health Associations Unions, Health Professional Associations and Related Organisations, NSW Department of Health, Public Hospitals

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Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

SPECIAL REMUNERATION RATES PAYABLE TO NON-SPECIALIST MEDICAL STAFF ENGAGED ON A SHORT TERM OR CASUAL LOCUM BASIS FOR THE PERIOD ENDING ON 30 JUNE 2012

1.0 Purpose of this Policy Directive

This Policy Directive specifies the special short term remuneration rates that are payable to non-specialist medical practitioners who are engaged as employees on a short term or casual ('locum') basis, and the conditions which are to apply where such rates are paid.

2.0 Commencement

The provisions of this Policy Directive are to apply to all locum arrangements entered into after 12 January 2009 in respect of all shifts that commence after midnight on Sunday, 18 January 2009. (Bookings that have already been finalised for shifts commencing after Sunday, 18 January 2009 can be paid at the previously agreed rate.)

3.0 Roles and Responsibilities

Chief Executives

Chief Executives must:

- ensure that the requirements in this Policy Directive are communicated to all managers and staff involved in the engagement of locum medical staff;
- ensure that any delegated authority to approve the payment of rates that exceed those set out in this Policy Directive, in the circumstances set out at paragraph 7.2 below, is clearly defined in the relevant delegations manual;
- ensure that the engagement of locums is co-ordinated, that locum engagements are funded and are not a cause of budget overrun, and that controls exist to ensure adherence to these requirements;
- ensure that public health organisations separately identify medical locum expenditure within their Chart of Accounts.

4.0 Categories For the Payment of Locum Rates

The authorised special short term remuneration rates vary according to the location in which the work is performed. There are five categories defined as follows:

Category 1:

Children's Hospital Westmead
Concord
Liverpool

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Nepean
Prince of Wales
Royal Hospital for Women
Royal North Shore
Royal Prince Alfred
St George
St Vincents
Sydney
Sydney Children's Hospital
Westmead
John Hunter
Royal Newcastle

Category 2:

Auburn
Bankstown
Blacktown
Canterbury
Hornsby
Manly
Mona Vale
Mt Druitt
Ryde
Wollongong
James Fletcher
Calvary Mater Newcastle
All facilities in the Sydney metropolitan area not otherwise listed.

Category 3:

Belmont
Blue Mountains
Bowral
Camden
Campbelltown
Coffs Harbour
Fairfield
Gosford
Lismore
Maitland
Manning
Port Macquarie
Shellharbour
Tamworth
Tweed Heads

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Category 4:

Facilities not covered by categories 1, 2 and 3 but (unless otherwise specified) east of a line drawn from Moree through Bathurst - Yass - Tumut - Albury. Includes Albury, Orange, Bathurst, Shoalhaven and Wyong.

Category 5:

Facilities not covered by categories 1, 2 and 3 but on or west of a line drawn from Moree through Bathurst - Yass - Tumut - Albury. Does not include Albury.

5.0 Maximum Locum Rates

5.1 It is emphasized that the following rates are **maximum** rates, and every effort should be made to meet service delivery obligations either at the applicable award rate or, when a higher rate is considered necessary, at rates which are lower than the maximum rates specified in this Policy Directive.

5.2 The **maximum** special short term remuneration rates payable are:

- (a) **category 1:** special short term remuneration rates are **not payable** - relevant award rates to apply;
- (b) **category 2** not more than **\$80** per hour;
- (c) **category 3** not more than **\$100** per hour;
- (d) **category 4:** not more than **\$130** per hour;
- (e) **category 5:** not more than **\$150** per hour.

5.3 Where a medical practitioner has more than **five years'** full time postgraduate clinical experience, an additional \$15 per hour is payable (applicable to **categories 2 to 5**).

5.4 The following paid up rates can be paid at facilities within **categories 4 or 5** where an on call presence is required either on or adjacent to the hospital premises over 24 (ie daily) or 62 hours (ie providing cover for a weekend) periods:

Category 4

\$2,000 for 24 hours

\$5,000 for 62 hours weekend

Category 5

\$2,500 for 24 hours

\$6,000 for 62 hours weekend.

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(Where these paid up rates are provided, the rates referred to at paragraphs 5.2 and 5.3 are not applicable.)

- 5.5 Travel and accommodation expenses can be reimbursed where appropriate at locations within **categories 3, 4 and 5**, consistent with the provisions of Policy Directive PD2005_619 dealing with Official Travel.

6.0 Conditions on the Payment of Locum Rates

- 6.1 Special remuneration rates are **not** payable to any medical practitioner who has less than **two years'** full time postgraduate clinical experience (in other words, PGY3 is the minimum level of experience required for eligibility to be paid locum rates).
- 6.2 Special remuneration rates are **not** to be paid for longer than 13 consecutive weeks to the same individual in the same facility. After 13 consecutive weeks, when special remuneration rates have been paid for at least one shift in a calendar week in the same facility, there must be a break of at least one week when such rates are not paid to that person for work in that facility.
- 6.3 Any person who is an existing employee of the NSW Health Service can only be paid special remuneration rates where he or she provides a signed statement, dated within 6 months of the first day of the proposed engagement, from the Chief Executive or approved delegate at the public health organisation at which the person is normally employed, stating that there is approval to the employee undertaking secondary employment on a locum basis.
- 6.4 Where the hourly rate payable under the relevant award exceeds the rate that is payable under the special short term remuneration rates, then the award rate is to prevail.
- 6.5 In order to receive the special short term remuneration rates, a medical practitioner needs to provide a TFN declaration form, be paid through the payroll system to a personal account as an employee, and have the appropriate PAYG tax deducted. The relevant medical practitioner MPO number must be recorded in the payroll system.

7.0 Other Matters

- 7.1 This Policy Directive does not apply to the level of fee or commission that may be agreed between a public health organisation and a locum agency which provides medical practitioners who are to be employed to provide services on a locum basis.

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- 7.2 The rates set out at paragraphs 5.2, 5.3 and 5.4 above can only be exceeded on an individual case by case basis with the written approval of a Chief Executive, or a second tier executive authorised by a Chief Executive to exercise this function. Such approvals can only be given where a temporary service closure would otherwise occur and no reasonable alternative service arrangements can be put in place. Written advice of such approvals must be provided to the Department's Director of Workforce Development and Leadership within 7 days of being given.
- 7.3 The issue of compliance with the special remuneration rates is to be included in the 2008/09 internal audit program for each public health organisation, with reports on any instances of non-compliance to be provided to the Department.
- 7.4 All health services are to separately identify medical locum expenditure within their Chart of Accounts as follows:
- locum remuneration (in accordance with paragraphs 5.2, 5.3 and 5.4);
 - locum travel and accommodation (in accordance with clause 5.5);
 - locum agency fees (any fee payable to a locum agency where used, excluding any costs incurred pursuant to paragraphs 5.2, 5.3, 5.4 and 5.5).

(The Chart of Accounts will be modified to include locum travel and accommodation, as the other two line items already exist.)

8.0 Enquiries

Enquiries concerning the application of this Policy Directive should be directed to the relevant clinical operations personnel in health services.

Professor Debora Picone AM
Director-General