

Nurses and Midwives – Payment of the ‘In Charge of a Ward or Unit’ Allowance

Summary The purpose of this Policy Directive is to clarify the provisions relating to the payment of the ‘in charge of a ward or unit’ allowance provided for at subclause (v) of Clause 12 Special Allowances in the Public Health System Nurses’ and Midwives’ (State) Award.

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Applies to Ministry of Health, Public Health Units, Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Public Health System Support Division, Cancer Institute, Public Hospitals

Distributed to Ministry of Health, Public Health System, Divisions of General Practice, NSW Ambulance Service, Private Hospitals and Day Procedure Centres, Health Associations Unions

Audience Nursing and Midwifery; Nursing / Midwifery Unit Managers; Directors of Nursing and Midwifery; Salaries; Payroll and HR Staff



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Policy Statement

NSW Health clarifies the provisions relating to the payment of the ‘in charge of a ward or unit’ allowance provided for at subclause (v) of Clause 12 Special Allowances in the [Public Health System Nurses’ and Midwives’ \(State\) Award](#) (the Award).

Summary of Policy Requirements

Subclause 12(v) of the Award provides that:

‘A registered nurse who is designated to be in charge of a ward or unit during day, evening or night shifts, when the Nursing/Midwifery Unit Manager is not rostered for duty, will be paid an allowance as set out in Item 8, of Table 2 of Part B per shift. Provided that the allowance will also be paid when the Nursing/Midwifery Unit Manager is rostered on duty if the day to day clinical management role for the shift is delegated to a designated registered nurse/midwife. Provided further that the allowance will also be paid in the absence of a Nurse/Midwife Manager in facilities where the Nurse/Midwife Manager undertakes the functions usually carried out by a Nursing/Midwifery Unit Manager.’

The in charge allowance is payable when the Nursing Unit Manager/Midwifery Unit Manager (NUM/MUM) is rostered on duty, if the day to day clinical management role for the shift is delegated to a designated registered nurse/midwife.

Local Health Districts/Specialty Networks (LHD/SNs) should determine whether or not to allow the NUM/MUM clinical management role to be delegated to a registered nurse/midwife.

This in-principle decision, which may vary both across and within the LHD/SNs depending on the circumstances specific to each situation, should be made at a senior level (in consultation with the relevant NUM/MUM). If the decision is taken to allow delegation of the clinical management role to a registered nurse/midwife:

- Day-to-day management of the delegation should be discharged by the NUM/MUM of the ward/unit concerned.
- Operational arrangements about how the delegation is discharged should be clear and precise to avoid any problems or misunderstandings (and need to ensure that there is no de facto delegation to, or acceptance of, the role by a registered nurse/midwife).
- The allowance is payable to whichever registered nurse/midwife is designated to perform that role on each shift that it is undertaken, noting that for payment of the allowance, the role needs to be performed for a full shift. This provision should not be circumvented by asking more than one registered nurse/midwife to perform various



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components of the role for the shift or by asking a nurse/midwife to perform the role for part of a shift.

If the LHD/SN determines that the NUM/MUM role should not be delegated, no allowance is payable.

Implementation

Chief Executives are to ensure this Policy Directive is communicated to and implemented by all staff involved in nursing and midwifery rostering and staffing.

Any enquiries regarding this Policy Directive should be directed to the human resource personnel in the relevant organisation. Only human resource personnel are to contact the NSW Ministry of Health.

Revision History

Version	Approved By	Amendment Notes
PD2024_019 June-2024	Deputy Secretary, People Culture and Governance	Updated to new format.
PD2014_038 November 2014	Deputy Secretary, Governance, Workforce and Corporate	Updated to new format.
PD2005_421 January 2005	Deputy Director General	New policy.