

# Policy Directive



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## Remuneration Rates for non-specialist medical staff - short term/casual (locum)

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**Functional Sub group** Personnel/Workforce - Salaries

**Summary** Special remuneration rates for non-specialist medical practitioners on short term/casual (locum) basis

**Replaces Doc. No.** Special Remuneration Rates Payable to Non-Specialist Staff - Short Term/Casual (Locum)-PE 30/6/2012 [PD2009\_001]

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**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Public Health Units, Public Hospitals

**Audience** Medical Staff, Human Resources, Payroll

**Distributed to** Public Health System, Health Associations Unions, Ministry of Health

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**Policy Manual** Not applicable

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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This Policy Directive may be varied, withdrawn or replaced at any time.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 EMPLOYED ON A SHORT TERM OR CASUAL 'LOCUM' BASIS

### PURPOSE

This Policy Directive provides for the continuation of the special short term remuneration rates and related conditions that are applicable 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.

### MANDATORY REQUIREMENTS

The provisions set out in the attached procedures shall apply when engaging non-specialist medical practitioners on a short-term or casual ('locum') basis.

### IMPLEMENTATION

#### ***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;
- 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 5.2 of the attached procedures, is clearly defined in the relevant delegations manual;
- 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;
- Public health organisations separately identify medical locum expenditure within their Chart of Accounts.

#### ***Clinical Operations Managers must ensure that:***

- engagement of locums is in accordance with the categories, rates and conditions as set out in the attached procedures.

### REVISION HISTORY

Version	Approved by	Amendment notes
January 2009 (PD2009_001)	Deputy Director-General Health System Support	Authorised the payment of special remuneration rates to medical staff employed on a short term or casual basis.
July 2012 (PD2012_046)	Deputy Director-General Governance, Workforce and Corporate	Rescinds PD2009_001. Issues a revised Policy Directive removing expiry date of 30 June 2012

### ATTACHMENTS

1. Special Remuneration Rates Payable to Non-Specialist Medical Staff Engaged on a Short Term or Casual 'Locum' Basis: Procedures.

**Special Remuneration Rates Payable to Non-Specialist  
Medical Staff Engaged on a Short Term or Casual  
'Locum' Basis**



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**Issue date:** August 2012

PD2012\_046

**Special Remuneration Rates Payable to Non-Specialist Medical Staff engaged on a Short Term or Casual 'Locum' Basis**



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## Special Remuneration Rates Payable to Non-Specialist Medical Staff engaged on a Short Term or Casual 'Locum' Basis



### 1 Application of special remuneration rates and conditions

This Policy Directive provides for the continuation of 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 Categories for the Payment of Special Remuneration 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  
 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.

## Special Remuneration Rates Payable to Non-Specialist Medical Staff engaged on a Short Term or Casual 'Locum' Basis



### Category 3:

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

### 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.

## 3 Maximum Locum Rates

3.1 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.

3.2 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.

3.3 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**).

## Special Remuneration Rates Payable to Non-Specialist Medical Staff engaged on a Short Term or Casual 'Locum' Basis



- 3.4 The following all 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.

(Where these all up rates are provided, the rates referred to at paragraphs 3.2 and 3.3 are not applicable.)

- 3.5 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.

## 4 Conditions on the Payment of Locum Rates

- 4.1 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).
- 4.2 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.
- 4.3 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.
- 4.4 Where the hourly rate payable under a relevant award exceeds the rate that is payable under the special short term remuneration rates, then the award rate is to prevail.
- 4.5 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.

## Special Remuneration Rates Payable to Non-Specialist Medical Staff engaged on a Short Term or Casual 'Locum' Basis



The relevant medical practitioner MPO number must be recorded in the payroll system.

### 5 Other Matters

- 5.1 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.
- 5.2 The rates set out at paragraphs 3.2, 3.3 and 3.4 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 Ministry's Director of Workforce Planning and Development within 7 days of being given.
- 5.3 The issue of compliance with the special remuneration rates is to be included in the annual internal audit program for each public health organisation, with reports on any instances of non-compliance to be provided to the Ministry.
- 5.4 All health services are to separately identify medical locum expenditure within their Chart of Accounts as follows:
  - locum remuneration (in accordance with paragraphs 3.2, 3.3 and 3.4);
  - locum travel and accommodation (in accordance with clause 3.5);
  - locum agency fees (any fee payable to a locum agency where used, excluding any costs incurred pursuant to paragraphs 3.2, 3.3, 3.4 and 3.5).