

AW824743 PR932194

AUSTRALIAN INDUSTRIAL RELATIONS COMMISSION

*Workplace Relations Act 1996*  
s.170MW application for termination of bargaining period  
s.170 MX matter

**The Queensland Department of Health**  
(BP2002/4579)

**NURSES (QUEENSLAND HEALTH) - SECTION 170MX AWARD 2003**

Health and Welfare Services

JUSTICE MUNRO  
SENIOR DEPUTY PRESIDENT MARSH  
COMMISSIONER DEEGAN

MELBOURNE, 6 JUNE 2003

*Section 170MX award.*

**AWARD**

A. Further to the decision issued by the Commission on 16 May 2003 [PR931289], and the supplementary decision issued on 6 June 2003 [PR932595], the above award is made as follows:

**PART 1 - APPLICATION AND OPERATION OF AWARD**

**1. AWARD TITLE**

This Award is entitled the Nurses (Queensland Health) Section 170MX Award 2003.

**2. TYPE OF AWARD**

This Award is an award under subsection 170MX(3) of the *Workplace Relations Act 1996* made pursuant to the decision of the Full Bench given on 16 May 2003.

**3. ARRANGEMENT OF AWARD**

**Part 1. Application and Operation of Award**

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## **Part 6. Transfers, Travelling and Working Away from Usual Place of Work**

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## **Part 7. Dispute Resolution**

35. Procedures for Preventing and Settling Industrial Disputes

### **Schedules:**

**Schedule 1** Classification Definitions and Generic Level Statements.

**Schedule 2** Translation Schedule of Registered Nurse Level 3, 4 and 5 positions to the New Structure.

- Schedule 3** Wage Rates - New classification structure incorporated.
- Schedule 4** Employment Policies incorporated or addressed in the *Queensland Public Health Sector Certified Agreement (No 4) 2000* and to apply as Queensland Health and/or Queensland Government Policies as though continuing terms of an extant certified agreement.

#### **4. DURATION OF AWARD**

This Award will commence operation from the first pay period on or after 16 May 2003 and will remain in force for a period expiring 25 October 2005.

#### **5. RELATIONSHIP WITH OTHER AWARDS AND CERTIFIED AGREEMENTS**

**5.1** This Award operates in conjunction with the following Awards as varied from time to time:

- *Nurses' (Queensland Public Hospitals) Award 1991*; and
- *Nurses' (Queensland Public Health Sector) Award 1992*;

and replaces the *Nurses - Queensland Health - s.170MX Interim Award 2002*.

**5.2** Where there is an inconsistency between this Award and the above awards, this Award will prevail to the extent of any inconsistency.

**5.3** This Award displaces the following Agreements:

- *Queensland Public Health Sector Certified Agreement (No 4) 2000*;
- *Queensland Health Mental Health Services Certified Agreement 1998*;
- *Queensland Health – Nambour General Hospital, Intensive Care Unit, Twelve (12) Hour Shift Certified Agreement 2001*; and
- *Queensland Health – Royal Children's' Hospital Paediatric Oncology Palliative Care Outreach Service – Certified Agreement 2001*.

**5.4.1** The conditions listed in **Schedule 4**, which deal with topics that were addressed in the *Queensland Public Health Sector Certified Agreement (No 4) 2000*, continue to apply by force of this Award as Queensland Health or Queensland Government Policies to operate over the term of this Award as though continuing terms of an extant certified agreement.

**5.4.2** Queensland Health or the Queensland Government are not precluded by this clause from varying the conditions or policies referred to in 5.4.1 but except where the relevant provision of a policy is varied by agreement with the ANF, the variation shall not operate to reduce the level of entitlement that an employee may have under a benefit provided for by the condition or policy in force at the commencement of this award.

#### **6. PARTIES TO AWARD AND PERSONS BOUND**

**6.1** The parties to this Award are:

- the Australian Nursing Federation; and

- the Queensland Department of Health on behalf of the State of Queensland (“Queensland Health”).

**6.2** This Award is binding upon the parties, their officers and employees, and upon persons who are members of the Australian Nursing Federation and employed by Queensland Health.

## **7. APPLICATION OF AWARD**

**7.1** This Award will apply to the activities of Queensland Health to which the employment of:

- Assistants in Nursing;
- Advanced Assistants in Nursing;
- Twelve-Month Trained Assistants in Nursing;
- Enrolled Nurses;
- Enrolled Nurses (Advanced Practice); and
- Nursing Officers and Registered Nurses,

employed by Queensland Health relates, and to that employment; provided that this Award shall not apply to Registered Nurses engaged under the *Public Service Award - State*.

Classification Definitions and Generic Level Statements for these classifications are found at **Schedule 1** and apply through the Award.

## **8. DEFINITIONS**

**8.1** **Act** means the *Workplace Relations Act 1996 (Cth)*.

**8.2** **ANF** means the Australian Nursing Federation and unless the contrary intention appears the Australian Nursing Federation (Queensland Branch).

**8.3** **Casual employee** means an employee engaged as such for not more than 32 hours per week and who is paid on an hourly basis.

**8.4** **Chief Executive (CE)** as defined by the *Health Services Act 1991 (Qld)*.

**8.5** **Clinical Unit** means the employee’s immediate work area, howsoever named.

**8.6** **District** means a Health Service District as defined by the *Health Services Act 1991 (Qld)*.

**8.7** **Employee** means and includes an employee within a classification of employees listed generically in clause 7.1 and more particularly defined and described in Schedule 1.

**8.8** **IRM** means a specific Queensland Health corporate workplace relations and employment policy contained in the Queensland Health Industrial Relations Policy Manual.

- 8.9 Part time employee** means an employee, other than a casual employee, engaged as such to work regular hours fewer than ordinary weekly hours and who receives on a pro-rata basis equivalent pay and conditions to those full-time employees of the same classification.
- 8.10 Remote Area Nursing Incentive Package** means the approved isolation compensation package developed in consultation with the union and maintained as a policy of Queensland Health.
- 8.11 Temporary employee** means an employee appointed to meet temporary circumstances existing within a Health Service District.
- 8.12 Union** means the Australian Nursing Federation (Queensland Branch).

## **PART 2: WAGES AND RELATED MATTERS**

### **9. WAGE INCREASES**

- 9.1** Employees to whom this Award applies shall be classified in accordance with the classifications set out in **Schedule 1**; the criteria scoring tool as agreed and the translation formula for current Registered Nurse levels set out in clause 14.2 and **Schedule 2**; and shall be paid wages in accordance with the paypoints provided for in **Schedule 3**.
- 9.2** The wages and increases provided for in this clause will be payable in addition to the 'Attraction and Retention' payment provided for in clause 15 and shown in **Schedule 3** to this Award. Such wage increases will be paid for all purposes and will be applied to the classifications that come into operation upon the making of this Award.
- 9.3** Subject to clause 9.2, the wage increases provided under this Award will be:
- 9.3.1** 3.8% or \$25 per week, whichever is the greater, is to apply to the classifications in operation immediately prior to the making of this award with effect from the first pay period on or after 25 October 2002; and
- 9.3.2** 3.8% or \$25 per week, whichever is the greater, as from the first pay period on or after 25 November 2003; and
- 9.3.3** 3.8% or \$25 per week, whichever is the greater, as from the first pay period on or after 25 December 2004.
- 9.4** Any Federal Wage Case increase (eg "Safety Net Adjustments", "Living Wage" increases or the like) shall be absorbed into the paypoints prescribed under this Award.

### **10. SALARY PACKAGING**

- 10.1** The following definitions will apply for the purposes of this clause:
- 10.1.1** '**Fringe Benefits Tax (FBT)**' : Means tax imposed by the *Fringe Benefits Tax Act 1986*. The FBT Year refers to the employer's FBT return period of 1 April to 31 March each year.

- 10.1.2** **‘Public Benevolent Institution (PBI)’:** Means an entity recognised by the Australian Taxation Office as a Public Benevolent Institution, for example Health Service Districts, which include public hospitals.
- 10.1.3** **‘Salary Sacrifice’:** Salary sacrifice is a system whereby a portion of an employee’s gross salary or wage is paid as a benefit, before tax, rather than directly as salary, thereby usually reducing the amount of tax paid by the employee on the income. This is called salary sacrificing because it is sacrificing salary for a benefit and is at the discretion of the employee for the approved range of items. For example, if an employee who earns \$40,000 gross salary, sacrifices \$10,000, income tax would be payable only on \$30,000.
- 10.2** Notwithstanding the salaries prescribed in **Schedule 3** of this Award, an employee may elect to sacrifice a portion of the salary payable under **Schedule 3** to benefits agreed between the parties.
- 10.3** Salary sacrificing arrangements will be made available to all employees covered by this Award. The amount sacrificed must not exceed 50 percent of the salary payable under **Schedule 3**.
- 10.4** Provided that, employees of PBIs may sacrifice to benefits attracting FBT not exceeding the threshold amount prescribed by legislation or to 50 per cent of salary, whichever is the lesser. Employees who are not employed in PBIs who sacrifice to benefits that attract FBT will be liable for such FBT.
- 10.5** If any federal taxation laws passed by the Commonwealth Parliament or rulings by the Australian Taxation Office (ATO) in relation to salary sacrifice/packaging have the effect that salary sacrifice/packaging for employees is reduced or eliminated at any time during the operation of this Award, the employees’ rights under this Award in respect of salary sacrifice packaging will be varied accordingly and the rest of the Award will continue in force.
- 10.6** An employee’s right to sacrifice part of salary as mentioned in paragraph 10.3 above, is expressly made subject to any federal taxation laws affecting salary sacrifice arrangements or rulings of the ATO in relation to salary sacrifice arrangements which may be introduced or amended from time to time during the term of operation of this Award.
- 10.7** The individual salary packaging arrangements of any employee shall remain confidential at all times. Nevertheless, an authorised union official shall be entitled to inspect any record of the employer and external salary packaging bureau service to ensure compliance with the salary sacrificing arrangements. Provided that proper audit procedures will be put in place by the employer which will include private and/or Auditor-General reviews.
- 10.8** Where the employee has elected to sacrifice a portion of the payable salary under **Schedule 3** of this Award:
- 10.8.1** subject to ATO, the sacrificed portion will reduce the salary subject to appropriate tax deductions by the amount sacrificed (see definition of salary sacrifice);

- 10.8.2 any allowance, penalty rate, overtime, weekly worker's compensation, or other payment, to which an employee is entitled under their respective award, Act or Statute which is expressed to be determined by reference to the employee's salary, shall be calculated by reference to the salary which would have applied to the employee under **Schedule 3** of this Award (ie: pre-salary sacrifice rate of pay);
- 10.8.3 salary sacrificing arrangements will be maintained during all periods of leave on full pay, including the maintenance of cash and non-cash benefits; and
- 10.8.4 the employee's salary for superannuation purposes and severance and termination payments will be the gross salary, which the employee would receive if not taking part in salary sacrificing arrangements.
- 10.9 The following principles will apply to employees who avail themselves of salary sacrificing:
  - 10.9.1 as part of the salary package arrangements, the costs for administering the package via an external salary packaging bureau service, and including any applicable fringe benefits tax, are met by the participating employee;
  - 10.9.2 there will be no additional increase in superannuation costs or to fringe benefits payments made by the employer;
  - 10.9.3 the employee may cancel any salary sacrificing arrangements by giving one month's notice of cancellation to the employer and the employer will give the employee three months' notice of termination;
  - 10.9.4 employees must provide to the employer evidence of independent financial advice prior to taking up a salary package;
  - 10.9.5 there will be no significant additional administrative workload or other ongoing costs to the employer;
  - 10.9.6 additional administrative and fringe benefits tax costs are to be met by the employee; and
  - 10.9.7 any increases or variations to taxation, excluding payroll tax, that result in additional costs will not be met by the employer and will be passed on to the employee as part of the salary package, if they wish to maintain the salary sacrifice arrangements.

**11. TARGETED TRAINING - ASSISTANTS IN NURSING**

- 11.1 Paypoint AIN(6) shall apply for those Assistants in Nursing who have attained an appropriate nationally accredited qualification at Certificate Level II and/or Certificate Level III and have been on the AIN(5) rate for 12 months or more.
- 11.2 Those Assistants in Nursing who have Certificate III qualifications shall receive an all purpose allowance of \$21.50 per fortnight provided they have been at the AIN(6) paypoint for 12 months or more.

## **12. TARGETED TRAINING - ADVANCED ASSISTANTS IN NURSING**

- 12.1** Paypoint AAIN (5) shall apply for those AAINs who have attained an appropriate nationally accredited qualification at Certificate Level II and/or Certificate Level III and have been on the rate AAIN (4) for 12 months or more.
- 12.2** Advanced Assistants in Nursing who have Certificate III qualifications shall receive an all purpose allowance of \$21.50 per fortnight provided they have been on the rate of AAIN (5) paypoint for 12 months or more.

## **PART 3: ATTRACTION AND RETENTION PACKAGE**

### **13. RECRUITMENT AND RETENTION**

- 13.1** A Peak Nursing Body, to be established by Queensland Health, will replace the Ministerial Taskforce Implementation Group. The Peak Nursing Body will be constituted to include major stakeholders, including the union.
- 13.2** The Peak Nursing Body will continue to monitor and evaluate recommendations from the Taskforce and will address future directions/issues in respect to the nursing workforce related to:
  - 13.2.1** Recruitment and retention of nursing staff;
  - 13.2.2** Nursing skills mix and workforce design which would incorporate the Nurse Practitioner role;
  - 13.2.3** Continued development of research processes to further support evidence based nursing practice;
  - 13.2.4** Succession planning and development; and
  - 13.2.5** Monitoring and review of information technology capacity and capability as it relates to nursing practice.

### **14. NEW CAREER STRUCTURE FOR REGISTERED NURSES**

#### **14.1 Implementation of Nursing Officer Classification Structure**

The Nursing Officer (NO) career structure set out in **Schedules 1, 2 and 3** will be implemented in consultation with the union with the wage rates applying from the first pay period to commence on or after 16 May 2003.

#### **14.2 Translation**

- 14.2.1** Current Levels 1 and 2 Registered Nurses will translate to Nursing Officer classification level NO1 and NO2 respectively.
- 14.2.2** Translation of current Levels 3, 4 and 5 Registered Nurses to classifications NO3 to NO7 will be based upon the application of the criteria scoring tool as agreed. Schedule 2 sets out a guide to the translation from the current structure to the new structure for positions currently at Registered Nurse Levels 3, 4 and 5.

### 14.3 Personal Classifications

An employee who is translated to a level in the new nursing scale, which has a lower wage, will be placed on a 'personal classification' (at their existing rate of pay) and will receive not less than the percentage rate increases prescribed in clause 9.3 of this Award for the substantive classification at the applicable level of the new nursing scale.

### 14.4 15% Loading For Identified Director of Nursing Positions

New nursing scale levels NO3 Directors of Nursing (DON) and NO4 DON incorporate a percentage loading of 15% covering formerly classified grades 5.1, 5.2 and 5.3 Directors of Nursing translating to the new levels. The new rate will be all-inclusive and no separate payments will be made for on-call, shift work, weekends, public holidays and overtime.

14.5 An employee aggrieved by a translation decision under this clause may raise a grievance on the ground that the translation creates an anomaly. Such grievance shall be instituted by notice in writing given to the employer within 21 days of the translation. A *translation anomaly grievance* shall be deemed to be a dispute over the application of the award and shall be processed through the Grievance Procedure provided for in clause 35, with eventual recourse to the Commission for a determination resolving a translation anomaly if necessary.

### 15. TARGETED ATTRACTION AND RETENTION PAYMENT - NURSING OFFICER LEVELS 1 AND 2

An attraction and retention payment in accordance with this clause will be made to the wages payable as at 16 May 2003 to Nursing Officer Level 1 (NO1) and Nursing Officer Level 2 (NO2) positions, with effect from the first pay period on or after 16 May 2003 in accordance with the following scale:

Classification	Attraction and Retention Payment Percentage Increase
NO1	4%
NO2	2%

## PART 4 HOURS OF WORK

### 16. UNLIMITED HOURS - DIRECTORS OF NURSING AND ASSISTANT DIRECTORS OF NURSING

16.1 Directors of Nursing and Assistant Directors of Nursing are not subject to limitation of hours.

16.2 The 'usual' hours of work for Director of Nursing and Assistant Director of Nursing positions are an average of 38 hours per week, 76 hours per fortnight or 152 hours in a 4 week period. However, in order to perform the job effectively, the employee may be required to work additional hours as appropriate.

16.3 In accordance with clause 14.4 Directors of Nursing at NO3 and NO4 receive a 15% loading for any additional work performed.

- 16.4 Directors of Nursing at NO5, NO6 and NO7 and Assistant Directors of Nursing may work flexibly. This flexibility includes the option of available time off during the week (for example an afternoon off) or as a more formal accumulated day off arrangement.

## **PART 5 EMPLOYMENT CONDITIONS**

### **17. WORKLOAD MANAGEMENT**

#### **17.1 The Business Planning Framework: Nursing Resources**

- 17.1.1 The Business Planning Framework: Nursing Resources was developed in response to a Ministerial Task Force on Nursing Recruitment and Retention Recommendation, which highlighted increasing nursing workloads as an issue affecting the recruitment and retention of nurses in Queensland.
- 17.1.2 Nursing workload management in Queensland Health will be in accordance with *The Business Planning Framework: Nursing Resources*, as amended from time to time by agreement between the parties, which was developed in consultation with the union and published in July 2001, to address workloads of nurses in Queensland Health.
- 17.1.3 This approach to nursing resource management focuses on achieving a balance between service demand and the supply of nursing resources necessary to meet the identified demand. The Framework will be utilised to identify minimum, consistent and enforceable nursing hours per patient day for clinical units.
- 17.1.4 Staffing will be based on established hours per patient day in each clinical unit and will be varied in accordance with changing acuity and activity. Notional, ward/unit based nurse:patient ratios will be defined. Patient safety and sustainable workloads will be the guiding principles in defining the nursing hours required.
- 17.1.5 A maximum number of available beds per clinical unit will be calculated by reference to the rostered productive hours and the Nursing Hours Per Patient Day (NHPPD) for the clinical unit on any particular day.
- 17.1.6 Bed availability will be defined at the clinical unit level in accordance with the productive nursing hours available.
- 17.1.7 Any bed closure will occur within the context of the integrated bed management arrangements of the facility.
- 17.1.8 Training in the application of the Business Planning Framework: Nursing Resources will be provided in order to develop specialists in the application of the tool across all facilities under the guidance of a dedicated project officer. Queensland Health and the union will collaborate in the oversight of this project and in defining the facilities in which this methodology will apply.
- 17.1.9 Nursing Workload Committee

Each District will establish a joint Employer/Union Workloads Committee. This Committee will deal with issues of nursing workload management, including the

provision of specialist advice, training and workload management review, in relation to the local application of the tool and with grievances or disputes relating to its application.

## **17.2 Nursing Workloads Grievance Procedure**

**17.2.1** Any grievance or dispute relating to nursing workload will be resolved by following the steps set out below. Any nurse or management representative and parties to this Award may raise a grievance or dispute under this procedure.

### **17.2.2 Step 1**

If a grievance is raised regarding a staffing issue it shall first be raised at ward/unit level with the Level 3 nurse responsible, for the purpose of ensuring that the Business Planning Framework: Nursing Resources has been correctly applied.

### **17.2.3 Step 2**

If a grievance or dispute cannot be resolved at Step 1, the matter must be taken to the officer designated as the Nurse Executive (ie. Nursing Director, Assistant Director of Nursing or Director of Nursing, depending on the nursing executive structure of the facility). If the matter is still unable to be resolved, it should be referred to the Workload Management Committee for advice and recommendation. It would be expected that the Director of Nursing and the responsible union official would then confer on the recommendations, and that suitable action would be taken to resolve the grievance.

### **17.2.4 Step 3**

If the grievance or dispute cannot be resolved at Step 2, it will be referred to a specialist panel for the determination of an outcome. The specialist panel will be convened for the purpose and will include one each union nominee and management nominee, who are nurses trained in the application of the Business Planning Framework: Nursing Resources.

### **17.2.5 Step 4**

If the grievance or dispute cannot be resolved at step 3, either party may refer the matter to the Australian Industrial Relations Commission for its assistance which shall include conciliation and, if necessary, arbitration.

## **18. FLY IN/FLY OUT ARRANGEMENTS**

**18.1** Fly In/Fly Out (“FIFO”) arrangements may apply to a workplace covered by this Award. No employee will be forced to become a FIFO employee.

**18.2** A FIFO employee will be paid in accordance with the pay rates in this award and will receive all of the other benefits and conditions contained in this award. Except that, specific to FIFO employees engaged in FIFO arrangements:

**18.2.1** FIFO employees will be required to work ordinary hours of up to twelve hours in any one day;

- 18.2.2** FIFO employees will work a four week cycle as follows:
- 18.2.2(a)** FIFO employees will be required to work a total of 152 ordinary hours in the first fourteen (14) consecutive days, including travel time to and from the workplace;
  - 18.2.2(b)** FIFO employees will be entitled to the second fourteen (14) consecutive days free from duty and to be transported to their home for that period;
- 18.2.3** Over the four (4) week FIFO cycle, employees will be paid for ordinary hours on a fortnightly basis at the rate of seventy-six (76) hours per fortnight;
- 18.2.4** Any time worked in excess of ordinary rostered hours will be paid at the appropriate overtime rate;
- 18.2.5** FIFO employees are not entitled to Remote Area Nursing Incentive Package;
- 18.2.6** FIFO employees who work a shift of twelve ordinary hours are entitled to one paid meal break and one unpaid meal break, each of thirty minutes duration. The first meal break to occur between the fourth and sixth hours and the second meal break to occur during the ninth and tenth hours from the commencement of duty;
- 18.2.7** FIFO employees will be entitled to two ten minute rest pauses in the first and second half of an ordinary twelve (12) hour shift to be taken at a time to suit the convenience of Queensland Health;
- 18.2.8** Clause 15 of the *Nurses' (Queensland Public Hospitals) Award 1991*, continues to apply for annual leave entitlements. Except where work is performed in two (2) twelve (12) hour shifts per day over a period of seven (7) days per week and employees engaged in such work perform their duties in varying shifts allocated in rotation by the officer of the facility duly authorised in that regard, every employee so engaged in such shift work who has completed a full year of employment will be allowed additional annual leave at the rate of thirty-eight (38) hours per year in respect of the period during which such shifts have been worked. Provided that the maximum entitlement to annual leave will be six (6) weeks per annum;
- 18.2.9** All reasonable travel expenses related to the FIFO arrangements including travel time to and from an employee's home, travel time to the workplace and accommodation and meals whilst travelling will be met by Queensland Health; and
- 18.2.10** Queensland Health will provide free board and lodging, or at their discretion, pay reasonable expenses for accommodation and meals to FIFO employees whilst at the workplace.

## **19. EXTENDED HOURS OF SERVICES**

- 19.1** Where Queensland Health identifies a need to extend the hours of services to support new models of care and/or the changing health needs, consultation with the union and the employees concerned is to occur.

- 19.2** Where an employee covered by Part D of the *Nurses' (Queensland Public Health Sector) Award 1992* is required to work in extended hours service arrangements, the following terms and conditions of the *Nurses' (Queensland Public Hospitals) Award 1991* will apply:

Clause 8(l)	Extra Payment for Weekend Work
Clause 10(e)	Extra Payment for Afternoon and Night Shifts – Levels 1, 2 and 3 Registered Nursing Classifications and Enrolled Nurse Classifications
Clause 10(f)	Extra Payment for Afternoon and Night Shifts – Other Than Levels 1, 2 and 3 Registered Nursing Classifications and Enrolled Nurse Classifications
Clause 11	Hours
Clause 13	Holidays – Public Holidays
Clause 15(a) - 3 <sup>rd</sup> paragraph	Annual Leave (Relating to Continuous Shift Workers only)

- 19.3** In addition, an employee covered by Part D of the *Nurses' (Queensland Public Health Sector) Award 1992* who is required to work in extended hours service arrangements on public holidays will receive an additional week of recreation leave per annum.

- 19.4** An employee covered by Part D of the *Nurses' (Queensland Public Health Sector) Award 1992*, who was employed as at 16 May 2003 pursuant to a contract of employment that expressly stipulates that the employee will not be required to work outside a particular arrangement of hours of work, will not be required to participate in an extended hours of service arrangement inconsistent with that stipulation except by agreement between Queensland Health and the employee concerned.

## **20. INTEGRATION OF MENTAL HEALTH SERVICES**

- 20.1** Employees working in Queensland Health Integrated Mental Health Services will have the following additional arrangements apply:

- 20.1.1** Participation of all employees in an integrated setting is a mandatory condition of employment;
- 20.1.2** To facilitate integration and to provide opportunities for training and development, Nursing Officer Level 1 employees may provide services in a non-inpatient/community setting. This provision will in no way affect the number of existing Nursing Officer Level 2 employees providing services in the community;
- 20.1.3** Paid meal breaks will be provided on “extended hours shifts” including afternoon shifts, work on weekends and public holidays in an extended hours mental health service, where there is mutual agreement between all employees working extended hours (including Allied Health staff) and Queensland Health. Paid meal breaks will not be taken on a day shift, only on the extended hours shift;
- 20.1.4** Employees engaged on or after 1 July 1996 will be paid in accordance with the setting in which they work for more than 50% of the time. If the period of time

spent in this setting should fall below 50%, their conditions of employment will be maintained for a period of three (3) months after which time they will be employed in accordance with the conditions of employment for that work setting. The Clinical Nurse Consultant, Nurse Practice Coordinator or Nurse Manager and/or Team Leader will determine the percentage of time an employee spends in each setting;

**20.1.5** Where any employee is transferred, consultation will take place regarding changes to their conditions of employment. Where a transfer is effected at the request of the employee, they will work in accordance with the award applicable to the setting in which they work for more than 50% of the time as from the date the transfer is effected; and

**20.1.6** Where the employee is transferred for reasons other than at their own request, the employee must be consulted regarding the appropriate award coverage. Such consultations will take into consideration the needs of the new position/workplace, any loss of, or additional entitlements or benefits for the employee being transferred. Queensland Health will amend the employee's contract of employment accordingly.

## **21. ON CALL HOME VISITING AND TELEPHONE COUNSELLING: OUTREACH SERVICE ARRANGEMENTS**

**21.1** Subject to clause 21.4, this Award arrangement relates to Registered Nurses working in the specific area of the Paediatric Oncology Palliative Care Outreach Service (the Service), from the Royal Children's Hospital and Health Service District. The Service includes:

**21.1.1** On-call home visiting for the purposes of coordinating and providing direct nursing care; and

**21.1.2** a state-wide telephone counselling service assisting clients of the RCH Oncology Unit and other Queensland Health professionals involved in the shared palliative care of these clients.

**21.2** Nursing Officers participating in the service may be authorised to provide telephone advice and/or counselling outside ordinary working hours (without the need to visit the patient or return to the facility). The Nursing Officer shall be paid for the actual time spent providing telephone advice up to a maximum of two hours on any one day at the prescribed overtime rate. Provided that the employee will be responsible for the recording of such requests for advice which will require subsequent verification by Queensland Health.

**21.3** With specific authorisation and where clinical intervention is deemed necessary, the Nursing Officer may be authorised for the provisions of an after hours home visit. Where authorised, the Nursing Officer will be paid at the prescribed overtime rate for actual hours worked.

**21.4** These arrangements may be extended to other services by agreement between Queensland Health and the union.

## **22. TWELVE HOUR SHIFT ARRANGEMENTS**

**22.1** Where Queensland Health identifies a need to extend the shifts of ordinary hours of employees to support new models of care and/or the changing health needs, it shall consult with the union and the employees concerned. Introduction of 12 hour shifts will be implemented after agreement with a majority of the employees affected.

**22.2** Prior to the commencement of a 12 hour shift arrangement, the parties shall establish a method for evaluation of the effectiveness of the proposed shift arrangement. Such evaluation shall include, but not be limited to, consideration of the following factors:

- Patient outcomes;
- Health and safety;
- Adverse incidents;
- Staff satisfaction;
- Financial implications;
- Sick leave;
- Childcare implications;
- Effects on family and social life;
- Effects on work performance;
- Effects/impacts upon other Paediatric Intensive Care Units;
- Professional development;
- Communication;
- Effects on management - recruitment and retention; and
- Impact on other work units.

**22.3** Employees working twelve-hour shift arrangements will have the following conditions apply:

**22.3.1** Participation in the twelve hour shift arrangements will be on a voluntary basis provided that an employee who does not volunteer will be redeployed at the same classification level only if no reasonably practicable alternative to working the 12 hour shift is available and acceptable to the employee;

**22.3.2** The maximum continuous ordinary hours to be worked in such circumstances will be twelve in any one day;

**22.3.3** Employees who work a shift of twelve ordinary hours are entitled to one paid meal break and one unpaid meal break, each of thirty minutes duration. The first meal break to occur between the fourth and sixth hours and the second meal break to occur during the ninth and tenth hours from the commencement of duty;

**22.3.4** Employees will be entitled to two ten minute rest pauses in the first and second half of an ordinary 12 hour shift to be taken at a time to suit the convenience of Queensland Health;

- 22.3.5** An employee will not perform overtime immediately before or following a twelve hour shift of ordinary hours;
- 22.3.6** Each employee will be allowed either three whole consecutive days off in each week, or be allowed in each fortnightly period two consecutive days off in one week and four consecutive days off in the other week;
- 22.3.7** An employee may only work a maximum of three of either day or night twelve hour shifts in a row;
- 22.3.8** Clause 15 of the *Nurses' (Queensland Public Hospitals) Award 1991*, continues to apply for annual leave entitlements. Except where work is performed in two (2) twelve (12) hour shifts per day over a period of seven (7) days per week and employees engaged in such work perform their duties in varying shifts allocated in rotation by the officer of the facility duly authorised in that regard, every employee so engaged in such shift work who has completed a full year of employment will be allowed additional annual leave at the rate of thirty-eight (38) hours per year in respect of the period during which such shifts have been worked. Provided that the maximum entitlement to annual leave will be six (6) weeks per annum;
- 22.3.9** An employee may work a maximum span of four twelve hour shifts where those shifts are a combination of two day and two night shifts or one day and three night shifts;
- 22.3.10** Where an employee works a combination of eight and twelve-hour shifts a maximum of five shifts in a row may be worked. This will include a minimum of two eight hour shifts;
- 22.3.11** An employee will be allowed a break of ten hours between the termination of a 12 hour shift and the commencement of another shift; and
- 22.3.12** A part-time employee may be rostered up to twelve ordinary hours on any one day.

## **23. REGISTERED MIDWIVES - ADDITIONAL ARRANGEMENTS**

- 23.1** Registered Midwives, working in the Royal Women's Hospital Birth Centre, Royal Brisbane Hospital, the Royal Women's Hospital and Health Services District, or another centre by agreement with employees, who are employed in accordance with the *Nurses' (Queensland Public Hospitals) Award 1991*, will have the following additional arrangements apply:
- 23.2** Midwives will be paid an all-inclusive salary, as set out in Schedule 1 of this award, in compensation for ordinary hours worked and for the following:
- 23.2.1** Public Holidays penalty rates;
- 23.2.2** Saturday shifts penalty rates;
- 23.2.3** Sunday shifts penalty rates;
- 23.2.4** Afternoon shifts penalty rates;

- 23.2.5** Night shift penalty rates;
- 23.2.6** Meal Allowances related to overtime;
- 23.2.7** Overtime payments including recall payments;
- 23.2.8** On call allowances; and
- 23.2.9** Occasions where a meal break could not be taken.
- 23.3** No additional payment shall apply unless the defined maximum hours limit of 496 hours (being 456 ordinary hrs and 40 hrs time off in lieu of overtime (TOIL) credit) within a 12 week work cycle has been exceeded and it has not been possible to utilise accrued TOIL. All hours in excess of 496 hrs will be paid at the overtime rate of time and one half for the first three hours and double time thereafter;
- 23.4** A maximum of forty (40) hours of accrued TOIL (credit time) may be carried over from one twelve (12) week work cycle to the next. The Clinical Nurse Consultant may approve excess TOIL in exceptional circumstances provided the excess is used during the following work cycle;
- 23.5** A midwife may work varied weekly/fortnightly hours provided that at the end of a work cycle of twelve (12) weeks the midwife has worked, or taken approved leave/TOIL for a minimum of four hundred and fifty-six (456) hours, up to sixteen (16) hours of which may be recorded as debit time;
- 23.6** A maximum TOIL Debit of sixteen (16) hours (debit time) is allowed at any time and may be carried over from one twelve (12) week work cycle to the next. Debit time in excess of sixteen (16) hours shall be taken without pay unless previously approved by the delegate of the employer;
- 23.7** Where a midwife works above or below the maximum or minimum hours range the Clinical Nurse Consultant shall review the midwife's hours of work and roster to ensure their future hours of work do not fall above or below the maximum or minimum components that make up the all inclusive salary;
- 23.8** Midwives will be rostered to work shifts between 7.00 a.m. and 9.30 p.m. Monday to Sunday;
- 23.9** A midwife employed within the Birth Centre will not accumulate time for an accrued day off (ADO) but will have at least three (3) days rostered TOIL in any twelve (12) week work cycle;
- 23.10** A midwife may utilise TOIL credit time within the work cycle at a time which is mutually agreeable between the midwife and Queensland Health;
- 23.11** A midwife may take a minimum of 15 minutes and a maximum of eight (8) hours TOIL at any one time. Each eight (8) hour day will stand alone for the purposes of taking TOIL;
- 23.12** A midwife must make a reasonable effort during a work cycle (ie 12 weeks) to reduce TOIL Credits, provided that midwives are given adequate opportunity during the work cycle to take accrued TOIL;

- 23.13** Where necessary, and to comply with these arrangements, Queensland Health may direct a midwife to take TOIL within a work cycle. Where this occurs provision will be made by Queensland Health to deal with the workload of the midwife in question;
- 23.14** TOIL may be taken in conjunction with annual or long service leave with the consent of the approved delegate of the employer;
- 23.15** A standard shift within the Birth Centre will be eight (8) hours in duration. Any time in excess of 7.6 hours is accrued as TOIL and any time less than 7.6 hours is a TOIL debit;
- 23.16** Wherever possible midwives should limit their continuous hours of duty on a single shift to twelve (12) hours;
- 23.17** Where a midwife has had at least ten (10) hours break from previous duty a midwife may work up to sixteen (16) hours if this period includes an uninterrupted break from duty in a designated room of at least four (4) hours duration;
- 23.18** Where circumstances arise where a midwife is recalled to duty and the midwife has not had at least ten (10) hours continuous break from previous duty, the midwife will work no more than a further six (6) continuous hours from the time they recommence duty. This period may be extended to a maximum of ten (10) hours total work time recalled to duty if it is broken by an uninterrupted break from duty in a designated room of at least three (3) hours duration;
- 23.19** Rosters will be displayed two (2) months in advance and in such a way that reflects the nature of the service;
- 23.20** Midwives working in the Birth Centre will receive a sixth week annual leave for continuous shift work in accordance with the *Nurses (Queensland Public Hospitals) Award 1991* on the basis that Birth Centre Midwives are rostered to work rotating day and afternoon shifts and also work nights to meet the needs of women in labour. Leave loading of 27.5% on 5 weeks leave per year is payable.

## **24. NURSES UNIFORMS**

- 24.1** Queensland Health shall supply free of charge, uniforms of a type or design considered most suitable and that meet workplace health and safety standards as follows or, in lieu thereof, an employee shall receive an allowance equal to Indexed Cost of Supply (ICS).
- 24.2** The ICS is calculated at the cost, from time to time, for an employee to purchase five (5) uniform culottes and 5 uniform shirts from a supplier approved by the employer, for example, pursuant to a Standing Offer Arrangement.
- 24.3** The employer will ensure that the supply of nurses' uniforms will provide flexibility in the range of items supplied including, but not limited to, dresses, culottes, slacks and blouses and this flexibility includes the optional supply of mix and match uniforms (e.g. culottes and over blouses).
- 24.4** Where the employer provides a uniform, a nurse will be supplied with uniforms from a supplier approved by the employer to the value of the ICS. Without limiting this flexibility, the style of such uniforms will be determined by the employer, in consultation with the ANF.

- 24.5** Replacement of all items of uniform supplied is to be on a fair wear and tear basis.
- 24.6** Where the uniform allowance is paid in lieu of the supply of uniforms outlined in clause 24.4, such allowance shall be paid each pay day on a pro-rata basis and shall also be payable during periods of absence on sick, annual or other paid leave.
- 24.7** The employer will launder the employee's uniforms, or an allowance of \$1.85 per week shall be paid.

## **25. HYPERBARIC ALLOWANCE**

- 25.1** Employees working in hyperbaric chambers are not able to "dive" more than three days in a row for short and shallow dives. There must also be an eighteen hour surface interval between dives which means only one dive is permitted per day. For longer dives a forty-eight hour surface interval is required.
- 25.2** An employee working in a hyperbaric chamber is entitled to an allowance of \$15.91 per week.

## **26. EMPLOYMENT CATEGORIES**

### **26.1 Part-Time Employees**

- 26.1.1** A part-time employee is an employee who works fewer than an average of 38 hours per week. All part-time employees shall be entitled to receive the following conditions of employment:

- 26.1.1(a)** Minimum payment per engagement based on a minimum of 4 hours and a maximum of 10 hours on any one day, subject to clause 22.
- 26.1.1(b)** Overtime and penalty payments;
- 26.1.1(c)** Pro-rata wages and employment conditions as for full-time employees engaged in the same classification; and
- 26.1.1(d)** Termination entitlements taking into account periods of both full-time and part-time employment in accordance with the relevant provisions and based on the periods of respective service.

- 26.1.2** Part-time employees shall have their contracted hours of work specified in writing and such hours shall equate to the actual hours the part-time employee works.

### **26.2 Casual Engagements**

- 26.2.1** A casual employee is an employee engaged as such.
- 26.2.2** The engagement of a casual employee shall be for not more than 32 hours per week.
- 26.2.3** A casual employee shall be paid a loading of 23% above the classification rate for the level of work the employee is engaged to perform, provided that, despite this subclause, the penalty paid for casual work on Sundays is inclusive of the casual loading paid to such an employee.

- 26.2.4** The employer will advise the District Consultative Forum of all casual employees engaged for greater than 12 months.
- 26.2.5** To meet an exigency, a casual employee may work more than 32 hours in any week if the employee is paid at the appropriate overtime rate for all time worked in excess of 32 hours.

### **26.3 Temporary/Fixed Term Engagements**

**26.3.1** A temporary or fixed term employee is an employee engaged as such to meet temporary exigencies of the following kinds:

- 26.3.1(a)** unexpected/unplanned leave;
- 26.3.1(b)** long term illness;
- 26.3.1(c)** for unplanned leave where a permanent reliever cannot be justified (permanent relief staff will be the preferred mode of relief staffing and will be utilised wherever possible);
- 26.3.1(d)** fixed term projects;
- 26.3.1(e)** to address seasonal workload changes;
- 26.3.1(f)** in the event of organisational change;
- 26.3.1(g)** employees undertaking an accredited fixed term course of study;
- 26.3.1(h)** fixed term program funding;
- 26.3.1(i)** employment of a graduate pending the availability of a permanent position; and/or
- 26.3.1(j)** without limiting access to higher duties, backfilling where a legitimate recruitment process is occurring.

**26.3.2** A temporary employee shall be notified in writing prior to the commencement of employment of the starting and finishing dates of employment, or in lieu of a finishing date, notified of the specific circumstance/s or contingency relating to a specific task, project or reason, upon the occurrence of which the term of employment shall expire.

**26.3.3** A temporary/fixed term employee will not be required to serve a probationary period.

**26.3.4** Any period of employment for a temporary/fixed term employee will be counted as continuous service for the purpose of calculating any entitlements, having regard to arrangements in relation to breaks in service.

**26.3.5** Within six (6) months of the date of coming into operation of this award, the employer will advise the ANF of the appointment of all temporary employees, together with the date and location of appointment and reason for appointment, and shall continue to do so thereafter at six (6) monthly intervals.

## **27. CONTINUING EDUCATION ACCELERATED ADVANCEMENT ENTITLEMENT**

**27.1** A Nursing Officer who holds a continuing education credential or advanced credential in accordance with this clause, and is engaged in a position to the duties of which the credential is accepted by the employer to be directly relevant to the skills and competencies being used, shall be entitled to accelerated advancement and allowance entitlement in accordance with this clause.

**27.2** For the purposes of this clause:

**27.2.1** A **continuing education credential** is a Graduate Certificate; Graduate Diploma; a credential of equivalent value recognised by the employer; or, a second degree, each being in a clinical field relevant to the employee's current position.

**27.2.2** A **continuing education advanced credential** is a Masters or PhD degree in a clinical field relevant to the employee's current position.

**27.2.3** A continuing education credential must be university based or another credential of equivalent value specifically approved by the employer.

**27.3** Upon acceptance by the employer of an employee's continuing education credential or advanced credential, an employee classified at Nursing Officer 1 to Nursing Officer 4 shall be entitled to accelerated advancement by one paypoint within the employee's classification.

**27.4.1** An employee holding a continuing education credential and entitled to accelerated advancement under 27.3 to the top paypoint of the employee's classification, after 12 months service at that paypoint, shall be entitled to an allowance of 3.5% of the rate from time to time set for the eighth paypoint of Nursing Officer 1.

**27.4.2** An employee holding a continuing education advanced credential and entitled to accelerated advancement under 27.3 to the top paypoint of the employee's classification, after 12 months service at that paypoint, shall be entitled to an allowance of 5.5% of the rate from time to time set for the eighth paypoint of Nursing Officer 1.

**27.4.3** (a) An employee, who would be entitled to accelerated advancement under 27.3, but who is at the top paypoint of the relevant classification at the date that the employer accepts the credential; or

**27.4.3** (b) an employee, who has received accelerated advancement under 27.3 within an eligible classification, but not progressed to the top paypoint within that classification, upon promotion to a higher classified eligible classification;

shall be entitled to continuing education credential allowance or continuing education advanced credential allowance as provided for in 27.4.1 or 27.4.2.

**27.4.4** Subject to 27.5.1, 27.5.2 and 27.6.2, an employee who is in receipt of a continuing education credential allowance or a continuing education advanced credential allowance shall retain such allowance upon appointment by promotion to a position classified at Levels NO2 to NO4.

- 27.5.1** An employee who has advanced within a particular level in accordance with 27.3 shall not be entitled to further accelerated advancement within that level or at a higher level by reason of a continuing education credential or advanced credential; except that an employee, who, after being entitled in respect of a continuing education credential, attains possession of a continuing education advanced credential also accepted by the employer under 27.3, may be advanced without forfeiting a continuing education credential allowance retained from a less senior position. After 12 months service at the top paypoint of the classification within which that advancement occurs, continuing education advanced credential allowance shall be payable.
- 27.5.2** No employee shall be entitled to hold at any one time more than one allowance under this clause.
- 27.6.1** Subject to 27.5.1 and 27.10, entitlements under this clause accrue from the date on which the holding of the continuing education credential or advanced credential is accepted by the employer to be directly relevant to the skills and competencies being used for the duties of the employee's position.
- 27.6.2** An allowance payable under this clause shall be discontinued with effect from the date that the employer notifies the employee entitled to the allowance that the employer has ceased to accept that the holding of the credential or advanced credential is directly relevant to the skills and competencies being used for the duties of the employee's position.
- 27.7** An employee, at Nursing Officer Level 2 to Level 4 who, at the date of commencement of operation of this clause, holds a relevant continuing education credential or continuing education advanced credential that is accepted by the employer under 27.6.1, shall be deemed to have been in receipt of either the continuing education credential allowance or the continuing education advanced credential allowance as at 1 July 2003 for the purposes of clause 27.4.4.
- 27.8** An allowance payable under this clause is to be deemed to be part of the employee's wage for all purposes.
- 27.9** An employee aggrieved by any decision made under this clause, may raise a grievance. Such grievance shall be instituted by notice in writing to the employer within 21 days of receipt of advice of the decision. A *continuing education credential grievance* shall be deemed to be a dispute over the application of the award and shall be processed through the Grievance Procedure with eventual recourse to the Commission for a determination resolving the approval of the credential for the purposes of this clause if necessary.
- 27.10** For the purposes of entitlements under this clause becoming payable, this clause shall commence operation from the first pay period on or after 1 July 2003.

## **28. RELIEVING IN-CHARGE AND SPECIAL DUTY ALLOWANCE**

- 28.1.1** If on one entire shift or more, a Nursing Officer classified at Level 2 or above should normally be rostered, but is not rostered to work or is unavailable; and
- 28.1.2** a Nursing Officer 1 is designated by the employer to act as the officer to relieve as the in-charge officer in place of the unavailable officer;

- 28.1.3** such employee shall be paid an allowance of \$8.40 for each shift of ordinary hours worked, unless the relevant relieving officer is already being paid a higher rate of pay for the performance of higher or special duties.
- 28.2** The allowance shall be included also for the purpose of calculating weekend penalty rates, overtime and payments for public holidays but not otherwise.
- 28.3** If an employee (other than a student nurse) is required and designated by the employer to perform special duties or to relieve another employee on a classification for which a higher rate of pay than the employee is receiving is fixed by this Award, provided the period of performing such special duties or such relieving work is one week or more, the employee shall be paid such higher rate for the whole of such period.

## **29. MENTAL HEALTH ENVIRONMENT ALLOWANCE**

All employees working in 'High Security' and/or 'Extended Secure' Mental Health Units will be paid an allowance of \$15.91 per week.

## **30. RECOGNITION OF PREVIOUS NURSING EXPERIENCE**

- 30.1.1** For the purpose of determining the rate of wages payable, an employee shall be given credit for all previous nursing experience. Provided that previous nursing experience shall include time spent in obtaining additional nursing certificates/qualifications other than the general nursing certificate/ qualification.
- 30.1.2** In calculating nursing experience for the purposes of this clause, any period of employment (other than time spent in obtaining additional nursing certificates/ qualifications) prior to an absence from nursing duties covered by a relevant nursing award or relevant nursing agreement or for which a licence to practice was required, shall be recognised in accordance with the matrix at 30.2.
- 30.1.3** In respect to casual and/or part time experience, 1200 ordinary hours experience or 12 months in time, which ever is the later, in such casual and/or part time capacity, will be deemed to be equivalent of one full year full time experience for the purposes of this clause.
- 30.1.4** On termination of employment in any health facility, each employee shall be given a certificate, signed by the Director of Nursing or otherwise authorised person, setting out the duration of employment and the capacity in which employed.
- 30.1.5** The onus of proof rests with the employee to present proof of past experience within a period of 4 weeks of commencement of duty. In cases where satisfactory proof has not been produced within 4 weeks, payment of salary for years of experience will only be paid from the date satisfactory proof has been produced.
- 30.1.6** In cases where documentary evidence is unable to be obtained, consideration may be given in special circumstances to the production of other evidence, which is considered satisfactory to the employer. The employee may seek co-operation of the Union to assist in obtaining or establishing such proof of previous experience still outstanding.

**30.1.7** Without limiting any previous entitlement to have nursing experience recognised, the recognition of previous nursing experience in accordance with the matrix in 30.2 shall apply from the date of the making of this Award.

**30.2 Recognition of previous nursing experience matrix**

Years of Nursing Experience	Years of Absence from Nursing						
	<5 yrs	>5 yrs but <7 yrs	>7 yrs but <9 yrs	>9 yrs but <11 yrs	>11 yrs but <13 yrs	>13 yrs but <15 yrs	>15 yrs
Less than 1 yr	1	1	1	1	1	1	1
>1 yr but <2 yrs	2	1	1	1	1	1	1
>2 yrs but <3 yrs	3	2	1	1	1	1	1
>3 yrs but <4 yrs	4	2	1	1	1	1	1
>4 yrs but <5 yrs	5	3	2	1	1	1	1
>5 yrs but <6 yrs	6	3	2	1	1	1	1
>6 yrs but <7 yrs	7	4	3	2	1	1	1
>7 yrs but <8 yrs	8	5	4	3	1	1	1
>8 yrs but <15 yrs	8	6	5	4	3	1	1
>15 yrs but <25 yrs	8	7	6	5	4	3	2
>25 yrs	8	8	7	6	5	4	3

**30.2.1** The above matrix applies to a classification with 8 paypoints.

**30.2.2** In applying this matrix to a classification with less than 8 paypoints, the recognition of previous experience will apply consistent with the matrix up to the maximum paypoint of the applicable classification. For example, if the matrix recognises previous experience for the purposes of this clause as 6 years, and the applicable classification has 4 paypoints, the employee would be appointed to paypoint 4.

**31. REST BREAKS BETWEEN SHIFTS**

**31.1.1** An employee shall be allowed a rest break of not less than 10 hours between the termination of one shift and the commencement of another provided that, upon agreement in writing between the employee and the employer, this break may be reduced to 8 hours. Where the required break of 10 hours (or 8 hours by agreement in writing) has not occurred, the employee shall be paid double time until released from duty for such a duration.

**31.1.2** Furthermore, an employee who works so much overtime between the termination of ordinary work on one day, and the commencement of ordinary work in the next day, that at least 10 consecutive hours off duty has not elapsed between those times, shall be released on completion of such overtime until they have had such an absence.

**31.1.3** If, on the instruction of the employer, an employee referred to in 31.1.2 above, resumes or continues work without having had 10 consecutive hours off duty, the employee shall be paid double time until released from duty for such a duration. The employee shall then be entitled to be absent until 10 consecutive hours off duty have elapsed, without loss of pay for ordinary working time occurring during such absence.

**31.2.1** In cases of agreement between the employer and the ANF, the period of 10 consecutive hours off duty referred to in 31.1.2 may be reduced to 8 hours.

**31.2.2** The provisions of this clause will apply in the case of shift workers as if eight hours were substituted for 10 hours when overtime is worked:

**31.2.2(a)** for the purpose of changing shift rosters; or

**31.2.2(b)** where a shift worker does not report for duty and a day worker or a shift worker is required to replace the shift worker; or

**31.2.2(c)** where a shift is worked by arrangement between the employees themselves.

**31.2.3** An employee in a nursing classification entitled to on-call or re-call allowance under the parent awards shall not be entitled to the additional loading in 31.1.3 in relation to a rest break of 10 hours for work not in excess of two hours on one or more call-outs but shall not be required to work any minimum period of call-outs to be entitled to the rest break provided for in 31.1.2.

**31.3** This clause shall commence operation from the first pay period to commence on or after 1 July 2003.

## **32. NIGHT SHIFT PENALTY RATE**

The extra payment per night shift, as defined in clause 10(e) of the *Nurses (Queensland Public Hospital Award) 1991*, and clauses 14, 78 and 130 of the *Nursing (Queensland Public Health Sector) Award 1992* shall be 17 percent on the rate of pay applicable to the relevant employee for each such shift of ordinary hours.

## **33. CONTINUOUS SHIFT WORKERS: CHRISTMAS/NEW YEAR CLOSURE**

Employees who are engaged in services which require continuous operation and who receive additional annual leave for continuous shift work, shall not be required to participate in the compulsory closure arrangements over the Christmas/New Year period.

## **PART 6 - TRANSFERS, TRAVELLING AND WORKING AWAY FROM USUAL PLACE OF WORK**

### **34. PATIENT ESCORTS**

**34.1** Where an employee is required to travel as an escort for a patient, and the employee is not required to stay away from home overnight, the employee will be paid at:

**34.1.1** ordinary time during ordinary rostered hours

**34.1.2** at the appropriate overtime rate outside of ordinary rostered hours

**34.2** Where an employee is required to escort a patient and the employee is required to stay overnight, the employee will be paid at:

**34.2.1** ordinary time during the rostered ordinary hours

**34.2.2** at the appropriate overtime rate outside of ordinary rostered hours for all time the patient is under the employee's care.

**34.3** When returning from an escort without a patient but required an overnight stay, the employee will be paid:

**34.3.1** a maximum of 12 hours out of every 24 at ordinary rates

**34.3.2** if returning on a rostered day off, the employee will be granted an additional day off in lieu or an additional day will be added to the employee's recreation leave balance.

## **PART 7: DISPUTE RESOLUTION**

### **35. PROCEDURES FOR PREVENTING AND SETTLING INDUSTRIAL DISPUTES**

**35.1** Grievances and disputes in relation to workload management will be addressed in accordance with clause 17.2 Nursing Workloads Grievance Procedure, of this Award. All other grievances and disputes will be addressed in accordance with clause 32 Grievance Procedure, of the *Nurses (Queensland Public Hospitals) Award - 1991*, provided that should the parties so agree in relation to a particular facility, the procedure set out in clause 1.13 of the Queensland Public Health Sector Certified Agreement (No. 5) 2002 may be applied as far as practicable to a grievance with such changes as are necessary, including:

**35.1.1** the substitution in place of the reference at clause 1.13(iii) to the State Bargaining Unit of a reference to the Manager, Employment Relations Queensland Health or nominated delegate; and, the State Secretary of the Australian Nursing Federation (Queensland Branch) or nominated delegate; and,

**35.1.2** the substitution in place of the reference at clause 1.13(vi) to the Queensland Industrial Relations Commission of a reference to the Australian Industrial Relations Commission.

**CLASSIFICATION DEFINITIONS AND GENERIC LEVEL STATEMENTS**

**A1 CLASSIFICATION DEFINITIONS**

**A1.1 Assistant in Nursing**

Is an employee appointed to that classification which covers work under the direction and supervision of a Registered Nurse by an employee who is required to assist in the performance of nursing duties.

**A1.2 Advanced Assistant in Nursing**

Is an employee appointed to that classification which covers work under the direction and supervision of a Registered Nurse by an employee who is required to assist in the performance of nursing duties beyond the skills of an Assistant in Nursing.

**A1.3 Student Nurse**

Is an employee appointed to that classification which covers work by an employee who is pursuing an approved course of study in a school of nursing accredited by the Queensland Nursing Council.

**A1.4 Twelve Month Trained Assistant in Nursing**

Is an employee appointed to that classification which covers work by an employee who has undertaken a course of twelve months duration in a branch of nursing, where the satisfactory completion of such training:

**A1.4.1** is, in the opinion of the employer required in the performance of duties; and

**A1.4.2** does not lead to enrolment on a register or roll maintained by the Queensland Nursing Council.

**A1.5 Enrolled Nurse**

Is an employee appointed to that classification which covers work by an employee:

**A1.5.1** whose training or education is deemed satisfactory for the purposes of enrolment on a register or roll as a nurse other than as a registered nurse (as defined); and

**A1.5.2** who is subject to the regulations and/or bylaws of the Queensland Nursing Council and who holds a current practising certificate as such.

**A1.6 Enrolled Nurse (Advanced Practice)**

Is an employee appointed to that classification which covers work by an employee:

**A1.6.1** whose training or education is deemed satisfactory for the purposes of enrolment on a register or roll as a nurse other than as a Registered Nurse; and

**A1.6.2** who is subject to the regulations and/or bylaws of the Queensland Nursing Council and who holds a current practising certificate as such; and

**A1.6.3** who practices at an advanced level beyond that of an Enrolled Nurse.

### **A1.7 Nursing Officer**

Is a Registered Nurse who is registered by the Queensland Nursing Council and who holds a current practising certificate. A Nursing Officer is appointed to a level from Level 1 to Level 7.

## **B GENERIC LEVEL STATEMENTS**

### **B1 Assistant in Nursing**

An Assistant in Nursing:

- B1.1** works under the direction and supervision of a Registered Nurse by assisting with the care of residents/patients as delegated by the Registered Nurse
- B1.2** performs a range of duties which require basic skills, training or experience
- B1.3** works within a multidisciplinary team and demonstrates an understanding of the mission and values of the organisation
- B1.4** contributes to the residents'/patients' care needs by:
  - B1.4(a)** gathering information about resident/patients needs by observing the resident/patient and reporting to the Registered Nurse to assist the Registered Nurse to assess, plan and evaluate care
  - B1.4(b)** assisting with the residents'/patients' personal hygiene and appearance
  - B1.4(c)** contributing to and maintaining the residents'/patients' care environment
  - B1.4(d)** contributing to the maintenance of a safe and secure environment for residents/patients and staff

### **B2 Advanced Assistant in Nursing**

An Advanced Assistant in Nursing:

- B2.1** works under the direction and supervision of a Registered Nurse by assisting with the care of residents/patients as delegated by the Registered Nurse
- B2.2** performs a range of duties which require basic skills, training or experience but at a level beyond that of an Assistant in Nursing
- B2.3** works within a multidisciplinary team and demonstrates an understanding of the mission and values of the organisation
- B2.4** demonstrates a commitment to personal and professional development and ensures that skills and knowledge relating to work remain current
- B2.5** contributes to the residents/patients care needs by:

- B2.5(a)** gathering information about resident/patients needs by observing the resident/patient and reporting to the Registered Nurse to assist the Registered Nurse to assess, plan and evaluate care;
- B2.5(b)** performing and reporting nursing procedures as delegated by a Registered Nurse;
- B2.5(c)** assisting with the resident's/patient's personal hygiene and appearance;
- B2.5(d)** contributing to and maintaining the resident's/patient's care environment;
- B2.5(e)** contributing to the maintenance of a safe and secure environment for residents/patients and staff.

### **B3 ENROLLED NURSE AND TWELVE MONTH TRAINED ASSISTANT IN NURSING**

#### **B3.1 Employee or Employees**

Includes, for the purposes of this clause, “enrolled nurse” and “twelve month trained assistant in nursing”, unless otherwise stated.

#### **B3.2 In service training**

Means the formal and/or informal work related learning activities undertaken by an employee through opportunities provided by the employing agency, which contribute to an employee's professional development and efficiency by:

- B3.2(a)** the acquisition and updating of skills and knowledge beneficial to effective performance within a team; and/or
- B3.2(b)** reducing the degree of direct supervision required by the employee; and/or
- B3.2(c)** enhancing the breadth and/or depth of knowledge and skills required by an employee in a specific area and/or range of areas of nursing practice, as the case may be.

#### **B3.3 Supervision**

Means, subject to the regulations and/or bylaws of the Queensland Nursing Council, the oversight, direction, instruction, guidance and/or support provided to an employee by the registered nurse/responsible for ensuring such an employee is not placed in situations where required to function beyond his or her preparation and competence. Specifically:

- B3.3(a)** “direct supervision” means the employee works side by side continuously with a registered nurse responsible for observing and directing his or her activities in circumstances where, in the judgement of the registered nurse, such an arrangement is warranted in the interests of safe and/or effective work practice;
- B3.3(b)** “indirect supervision” means such other supervision provided to an employee assuming responsibility for functions delegated by a registered

nurse in circumstances where, in the judgement of the registered nurse accountable for such delegation, direct supervision of the employee is not required.

### **B3.4 Pay Point 1**

Means the pay point to which an employee shall be appointed as an enrolled nurse (as defined) or, as the case may be, twelve month trained assistant in nursing (as defined), where the employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

#### **B3.4(a) Training and Experience**

- B3.4(a)(i)** the satisfactory completion of a hospital based course of training in nursing of not more than twelve months duration leading to an enrolment as an enrolled nurse (as defined); or
- B3.4(a)(ii)** the satisfactory completion of a course of training of twelve months duration in a specified branch of nursing leading to enrolment on a register or roll maintained by a State/Territory nurses registration board;
- B3.4(a)(iii)** the satisfactory completion of a course of training of twelve months duration in a branch of nursing leading to the possession of a qualification required by the employer in the employee's employment;
- B3.4(a)(iv)** and practical experience of up to but not more than twelve months in the provision of nursing care and/or services, and, the undertaking of in service training, subject to its provision by the employing agency, from time to time.

#### **B3.4(b) Skill Indicators**

An employee is required to demonstrate some of the following in the performance of his or her work:

- B3.4(b)(i)** limited or no practical experience of current situations; and
- B3.4(b)(ii)** limited discretionary judgement, not yet developed by practical experience.

### **B3.5 Pay Point 2**

Means the pay point to which an employee shall be appointed or shall progress from pay point 1, having been assessed as being competent at pay point 1, where the employee possesses and may be required to utilise a level of nursing skill and knowledge based on;

#### **B3.5(a) Training and Experience**

- B3.5(a)(i)** The satisfactory completion of a hospital based course of general training in nursing of more than twelve months duration

and/or 500 or more hours theory content or a course accredited at advanced certificate level leading to enrolment as an enrolled nurse; or

**B3.5(a)(ii)** in addition to the experience, skill and knowledge requirements specified for pay point 1 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services;

**B3.5(a)(iii)** and the undertaking of in service training, subject to its provision by the employing agency, from time to time.

**B3.5(b) Skill Indicators**

An employee is required to demonstrate some of the following in the performance of his or her work:

**B3.5(b)(i)** a developing ability to recognise changes required in nursing activity and in consultation with the registered nurse, implement and record such changes, as necessary; and/or

**B3.5(b)(ii)** is able to relate theoretical concepts to practice; and/or

**B3.5(b)(iii)** requires assistance in determining priorities.

**B3.6 Pay Point 3**

Means the pay point to which an employee shall be appointed or progress from pay point 2, having been assessed as being competent at pay point 2, where the employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

**B3.6(a) Training and Experience**

**B3.6(a)(i)** In addition to the experience, skill and knowledge requirements specified for pay point 2 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services; and

**B3.6(a)(ii)** the undertaking of in service training, subject to its provision by the employing agency, from time to time.

**B3.6(b) Skill Indicators**

An employee is required to demonstrate some of the following in the performance of his or her work:

**B3.6(b)(i)** an ability to organise, practice and complete nursing functions in stable situations with limited direct supervision; and/or

**B3.6(b)(ii)** the use of observation and assessment skills to recognise and report deviations from stable conditions; and/or

- B3.6(b)(iii)** demonstrated flexibility in the capacity to undertake work across a broad range of nursing activity and/or competency in a specialised area of practice; and/or
- B3.6(b)(iv)** uses communication and interpersonal skills to assist in meeting psychosocial needs of individuals/groups.

### **B3.7 Pay Point 4**

Means the pay point to which an enrolled nurse (as defined) shall be appointed or progress from pay point 3, having been assessed as being competent at pay point 3, where such an employee possesses and may be required to utilise a level of nursing skill and knowledge based on:

#### **B3.7(a) Training and Experience**

- B3.7(a)(i)** In addition to the experience, skill and knowledge requirements specified for pay point 3 (as defined), not more than one further year of practical experience in the provision of nursing care and/or services; and
- B3.7(a)(ii)** the undertaking of in service training, subject to its provision by the employing agency, from time to time.

#### **B3.7(b) Skill Indicators**

An employee is required to demonstrate some of the following in the performance of his or her work:

- B3.7(b)(i)** demonstrable speed and flexibility in accurate decision making; and/or
- B3.7(b)(ii)** organises own workload and sets own priorities with minimal direct supervision; and/or
- B3.7(b)(iii)** uses observation and assessment skills to recognise and report deviations from stable conditions across a broad range of patient and/or service needs; and/or
- B3.7(b)(iv)** uses communication and interpersonal skills to meet psychosocial needs of individuals/groups.

### **B3.8 Pay Point 5**

Means the pay point to which an enrolled nurse (as defined) shall be appointed or shall progress from pay point 4, having been assessed as being competent at pay point 4, where such an employee possesses and may be required to utilise a level of nursing skill and knowledge acquired on the basis of:

#### **B3.8(a) Training and Experience**

- B3.8(a)(i)** In addition to the experience, skill and knowledge requirements specified for pay point 4 (as defined), not more than one further

year of practical experience in the provision of nursing care and/or services; and

**B3.8(b)(ii)** the undertaking of relevant in service training, subject to its provision by the employing agency, from time to time.

**B3.8(b) Skill Indicators**

**B3.8(b)(i)** An employee is required to demonstrate all of the following in the performance of his or her work:

**B3.8(b)(ii)** contributes information in assisting the registered nurse/s with the development of nursing strategies/improvements within the employee's own practice setting and/or nursing team, as necessary; and

**B3.8(b)(iii)** responds to situations in less stable and/or changed circumstances resulting in positive outcomes, with minimal direct supervision; and

**B3.8(b)(iv)** demonstrates efficiency and sound judgement in identifying situations requiring assistance from a registered nurse.

**B3.9 Progression And Accelerated Advancement - Enrolled Nurses And 12 Month Trained Assistants In Nursing**

**B3.9(a) Pay point progression**

Subject to the terms specified for each pay point as defined in this Award, each employee shall progress on his or her annual anniversary date from one pay point to the next, having regard to the acquisition and utilisation of skills and knowledge through experience in his or her practice setting/s over such period.

**B3.9(b) Provided that:**

**B3.9(b)(i)** a twelve month trained assistant in nursing (as defined) shall not be entitled to progress beyond pay point 3 until such time as he or she satisfies the requirements for, and obtains enrolment or registration as an enrolled nurse (as defined);

**B3.9(b)(ii)** an employee's progression may be deferred or refused by the employer, provided that any such deferral or refusal is referable only to the terms specified for each pay point in and is not unreasonably nor arbitrarily imposed by the employer. It shall be considered unreasonable if the employer has refused to provide training and/or opportunities to work in various practice settings in the employer's establishment.

**B3.10 Appeal and Review**

**B3.10(a)** An employee may appeal a deferral or refusal imposed under clause **B3.9(b)(ii)**, provided that where such appeal results in a revocation of the

employer's decision, pay point progression shall be deemed to operate and be payable from the employee's anniversary date for such progression;

**B3.10(b)** Clause **B3.9(b)(ii)**, shall not operate to prevent:

**B3.10(b)(i)** a review, initiated by either the employer or employee, of a deferral or refusal imposed pursuant to **B3.9(b)(ii)**; and/or

**B3.10(b)(ii)** the lifting of such a deferral or refusal at and operative from such date, where circumstances have changed such that the employee appropriately falls within the terms specified for his her next pay point (as defined).

**B3.10(c)** An appeal or review, for the purpose of this subclause, shall be undertaken and resolved in accordance with **clause 32 of the parent award**.

### **B3.11 Accelerated Advancement**

**B3.11(a)** Subject to clause **B3.11(b)** an employee (other than an enrolled nurse appointed in his her first year of experience at pay point 2 pursuant to clause **B3.5(a)(i)** of this award), shall be entitled to accelerated advancement by one pay point:

**B3.11(a)(i)** for possession of a post enrolment qualification recognised by the employer; or

**B3.11(a)(ii)** on completion of a post enrolment course of at least six months duration;

**B3.11(a)(iii)** where such an employee is required to perform duties to which such training is directly relevant.

**B3.11(b)** An employee who has advanced in accordance with clause **B3.11(a)** shall not be entitled to further accelerated advancement pursuant to this subclause.

### **B3.12 Recognition of Training, Experience and Skill**

All relevant training, experience and skills as an enrolled nurse or twelve month trained assistant in nursing, other than such experience pre-dating any break of three or more consecutive years, shall be counted for the purposes of:

**B3.12(a)** implementing the decision of the Full Bench in Print K3662;

**B3.12(b)** finalising translations arising from interim translations determined by Commissioner Smith in Print K7034; and

**B3.12(c)** determining the appropriate pay point on appointment for employees appointed thereafter.

## **B4 ENROLLED NURSE (ADVANCED PRACTICE)**

Is an Enrolled Nurse with Medication Endorsement (except when determined otherwise by the employer) who demonstrates advanced practice within each of the following 4 domains:

### **B4.1 Care Delivery/Clinical Responsibilities**

The Enrolled Nurse (Advanced Practice) will demonstrate a greater depth of knowledge and experience, and more effective integration of theory to practice. The Enrolled Nurse (Advanced Practice) provides care at an advanced level under supervision of a Registered Nurse and in accordance with the Queensland Nursing Council's *Scope of Nursing Practice Decision Making Framework*. This would include ability to practice more autonomously with supervision by the Registered Nurse being more often *indirect* rather than direct. The Enrolled Nurse (Advanced Practice) would collaborate with the Registered Nurse in the development of nursing plans and the provision of nursing care.

### **B4.2 Learning and Inquiry**

The Enrolled Nurse (Advanced Practice) will demonstrate performance that enhances self-professional development and professional development of others. This will include initiation of an ongoing professional development program for self, involvement in peer review and participation in activities related to the enhancement of context specific practice. The Enrolled Nurse (Advanced Practice) will also contribute to clinical research at a unit level and contribute to and support the implementation of evidence based practice.

### **B4.3 Leadership Responsibilities**

In the demonstration of leadership responsibilities, the Enrolled Nurse (Advanced Practice) will act as a role model within the health care team. This would include contributing to the development, implementation and review of ward/service business plans. The Enrolled Nurse (Advanced Practice) will also provide support and direction, within their level of competence, to Enrolled Nurses, Advanced Assistants in Nursing and Assistants in Nursing. The Enrolled Nurse (Advanced Practice) may also take responsibility for unit activities other than direct patient care, eg. Workplace Health and Safety officer, manual handling coordinator.

### **B4.4 Networks, Partnerships and Teamwork Responsibilities**

The role requires the Enrolled Nurse (Advanced Practice) to demonstrate sound and effective communication skills with members of the health team, patients, families, visitors and staff from other agencies. This would include initiating, maintaining and using team networks in a mature, confident and assertive manner to achieve positive patient outcomes. The Enrolled Nurse (Advanced Practice) also participates in local District projects, activities and committees as appropriate.

## **C NURSING OFFICERS**

### **C1 Nursing Officers - Generic Level Statements – Key Terms**

#### **C1.1 Primary Health Centre**

A facility that provides health care in an ambulatory care setting.

#### **C1.2 Multipurpose Health Centre**

A facility that provides a range of ambulatory and inpatient health care in response to community needs.

#### **C1.3 After Hours Coordination**

Co-ordination of care in a facility on a shift basis after 5pm weekdays, weekends and public holidays.

#### **C1.4 Strategic responsibility**

Responsible for the development of a vision/plan at a zonal/District/facility level. Responsible overall for an entire service at the broader level.

#### **C1.5 Operational responsibility**

Controls the working or function of a service. Has the ability to take a strategy and apply it to a local or specific area. Responsible for a group of employees-line management responsibility for those employees.

#### **C1.6 Professional Responsibility**

Has professional, leadership management responsibilities.

#### **C1.7 Superior level**

On the continuum, superior is a level above high.

#### **C1.8 High level**

Expertise which demonstrates an ability to function as a leader.

#### **C1.9 Expert knowledge**

Special skill in a particular field.

#### **C1.10 Comprehensive Knowledge**

Wide range or extensive scope of knowledge.

#### **C1.11 Sound knowledge**

Reliable and reasonable level of knowledge.

## C2 Generic Level Statements – Nursing Officers

### C2.1 Nursing Officer Level 1 – Registered Nurse

<b>GENERIC LEVEL STATEMENT</b>	<b>RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>▪ The Registered Nurse is the first level nurse who is licensed to practice nursing without supervision and who assumes accountability and responsibility for own actions and acts to rectify unsafe nursing practice and/or unprofessional conduct. It is essential that the nurse is registered by the Queensland Nursing Council and holds a current practising certificate.</li><li>▪ The degree of expertise will increase as the Registered Nurse advances through this level.</li><li>▪ The nurse may be a beginning practitioner or a Registered Nurse returning to the field after a period of absence.</li></ul>	<p>The Registered Nurse gives direct nursing care based on the ANCI. competencies, to a group of patients/clients in collaboration with the CN/CNC.</p> <p>These ANCI competencies are grouped as follows:</p> <p><b>PROFESSIONAL/ETHICAL PRACTICE</b></p> <ol style="list-style-type: none"><li>1. Demonstrates a satisfactory knowledge base for safe practice.</li><li>2. Functions in accordance with legislation and common law affecting nursing practice.</li><li>3. Protects the rights of individuals and groups.</li><li>4. Demonstrates accountability for nursing practice.</li><li>5. Conducts nursing practice in a way that can be ethically justified</li></ol> <p><b>REFLECTIVE PRACTICE</b></p> <ol style="list-style-type: none"><li>6. Recognises own abilities and level of professional competence.</li><li>7. Acts to enhance the professional development of self and others.</li><li>8. Recognises the value of research in contributing to developments in nursing and improved standards of care.</li></ol> <p><b>ENABLING</b></p> <ol style="list-style-type: none"><li>9. Maintains a physical and psychosocial environment which promotes safety, security and optimal health.</li><li>10. Acts to enhance the dignity and integrity of individuals and groups.</li><li>11. Assists individuals or groups to make informed decisions.</li><li>12. Communicates effectively and documents relevant information.</li><li>13. Effectively manages the nursing care of individuals or groups.</li></ol> <p><b>PROBLEM FRAMING AND SOLVING</b></p> <ol style="list-style-type: none"><li>14. Carries out a comprehensive and accurate nursing assessment of individuals and groups in a variety of settings.</li><li>15. Formulates a plan of care in consultation with individuals/groups taking into account the therapeutic regimes of other members of the health care team.</li></ol>

<p><b>GENERIC LEVEL STATEMENT</b></p>	<p><b>RESPONSIBILITIES</b></p> <p>16. Implements planned care.</p> <p>17. Evaluates progress of individuals or groups toward planned outcomes.</p> <p><b>TEAMWORK</b></p> <p>18. Collaborates with the health care team.</p>
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### C2.2 Nursing Officer Level 2 – Clinical Nurse

<p><b>GENERIC LEVEL STATEMENT</b></p> <ul style="list-style-type: none"> <li>▪ A Nursing Officer Level 2 - Clinical Nurse means a Registered Nurse who is appointed as such.</li> <li>▪ The Clinical Nurse role requires a broad developing knowledge in professional nursing issues and a sound specific knowledge-base in relation to a field of practice.</li> <li>▪ The Clinical Nurse assumes accountability and responsibility for own actions and acts to rectify unsafe nursing practice and/or unprofessional conduct.</li> <li>▪ A Clinical Nurse is responsible for a specific client population, and is able to function in more complex situations while providing support and direction to Registered Nurses and other non-registered nursing personnel.</li> <li>▪ The Clinical Nurse identifies, selects, implements and evaluates nursing interventions that have less predictable outcomes.</li> <li>▪ The Clinical Nurse is able to demonstrate:– <ul style="list-style-type: none"> <li>- advanced level clinical skills and problem-solving skills;</li> <li>- planning and co-ordination skills in the clinical management of patient care;</li> <li>- ability to work within a collegiate/team structure;</li> <li>- awareness of and involvement with the quality assurance process;</li> <li>- contribution to professional practice of the unit.</li> </ul> </li> </ul>	<p><b>RESPONSIBILITIES</b></p> <ol style="list-style-type: none"> <li>1. Gives direct care to a group of patients/clients.</li> <li>2. May relieve Level 3 positions.</li> <li>3. Acts as a role model for Registered Nurses and other non-registered personnel in the provision of holistic patient/client care.</li> <li>4. Takes additional responsibility delegated from the CNC which clearly differentiates the role from that of the Registered Nurse e.g.: <ul style="list-style-type: none"> <li>- planning and co-ordination of ward/unit education programs and other staff development activities.</li> <li>- orientation of new staff.</li> <li>- preceptorship for new staff.</li> <li>- participates in action research.</li> </ul> </li> <li>5. Participates in nursing policy review and initiatives.</li> <li>6. Co-operates with other Clinical Nurses in relation to development of programs and initiatives.</li> <li>7. Ensures a safe working environment.</li> </ol>
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**C2.3 NURSE UNIT MANAGER NURSING OFFICER GRADE 3 OR CLINICAL NURSE CONSULTANT NURSING OFFICER GRADE 3 OR NURSE EDUCATOR NURSING OFFICER GRADE 3 OR NURSE MANAGER NURSING OFFICER GRADE 3 OR NURSE RESEARCHER NURSING OFFICER GRADE 3**

A Nurse Unit Manager, Clinical Nurse Consultant, Nurse Educator, Nurse Manager or Nurse Researcher, Nursing Officer Grade 3 is a Registered Nurse who:

- demonstrates sound knowledge of contemporary nursing practice and theory
- participates directly or indirectly in the delivery of clinical care to individuals/group
- provides an advanced nursing practice/management education
- may have a research role and support staff and patients/clients within a practice setting
- ensures clinical practice is evidence based to facilitate positive patient outcomes
- has sound knowledge and the ability to apply relevant legislation, guidelines and standards

Specific Roles and responsibilities may include, but are not limited to the following:

<b>NURSE UNIT MANAGER NURSING OFFICER GRADE 3 OR CLINICAL NURSE CONSULTANT NURSING OFFICER GRADE 3 OR NURSE EDUCATOR NURSING OFFICER GRADE 3 OR NURSE MANAGER NURSING OFFICER GRADE 3 OR NURSE RESEARCHER NURSING OFFICER GRADE 3</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Integrates key objectives from the Strategic Plan(facility/division) into service delivery for a clinical unit /departments.</li> <li>▪ Overall coordinates, formulates and directs policies relating to the provision of nursing care or speciality services which includes integration of patient care across the continuum of care (inpatient and ambulatory care).</li> <li>▪ May have a speciality support position with no direct or indirect line of responsibility (Quality, Informatics, Research, Policy).</li> <li>▪ Operationalises the strategies (across a facility/division/clinical service) for a work based culture that promotes and supports education, learning, research and workforce development.</li> <li>▪ Implements education and applies research initiatives at the unit/division/clinical services/facility level.</li> <li>▪ Integrates the strategic direction and priorities for quality improvement into a clinical service that establishes a quality framework which confirms/supports the direction a nursing service will take.</li> <li>▪ Manages change at a local level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinates and manages service delivery within a clinical unit, or provides a speciality supporting service for a group of clinical units within a facility providing any level of service.</li> <li>▪ Responsible for supporting a group of clinical units or service (eg educator, manager, stomal therapist).</li> <li>▪ Reports to Director of Nursing or Assistant Director of Nursing/Nursing Director, Nursing Officer Grade 4-8.</li> <li>▪ Has responsibility for nursing service:               <ul style="list-style-type: none"> <li>- &lt;39 nursing FTE OR</li> <li>- Specialty Supporting positions &lt;150FTE (Division/Facility), District &lt;300 FTE OR</li> <li>- &lt;10 FTE (Community Health Service) OR</li> <li>- &lt;40 FTE (Aged Care)</li> </ul> </li> </ul>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Provides Human resource management for a specific clinical service/unit OR</li> <li>▪ Provides HR and IR support for a group of clinical units &amp;/or division.</li> <li>▪ Assesses professional needs of staff and coordinates unit/clinical service education programs relevant to that service/unit (eg CNC-Quality, Nurse Manager Resource Allocation, educator).</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Contributes to the planning process and management of equipment/resources for a clinical unit/service.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Responsible for a cost centre management of a clinical unit/service OR</li> <li>▪ Contributes to the budget development and ongoing for a clinical unit/service OR</li> <li>▪ Monitors budget integrity through maintaining appropriate staffing levels.</li> </ul>

**C2.4 DIRECTOR OF NURSING, NURSING OFFICER GRADE 3  
FACILITY MANGER NURSING OFFICER GRADE 3  
COMMUNITY HEALTH TEAM LEADER NURSING OFFICER GRADE 3**

A Director of Nursing, Facility Manger or Community Health Team Leader, Nursing Officer Grade 3 is a Registered Nurse who:

- demonstrates sound knowledge of contemporary nursing practice and theory
- participates directly or indirectly in the delivery of clinical care to individuals/group
- provides an advanced nursing practice/management education
- research roles to staff and patients/clients within a practice setting
- ensures clinical practice is evidence based to facilitate positive patient outcomes
- has sound knowledge and the ability to apply relevant legislation, guidelines and standards

Specific Roles and responsibilities include, but are not limited to the following:

<b>DIRECTOR OF NURSING, NURSING OFFICER GRADE 3 FACILITY MANGER NURSING OFFICER GRADE 3 COMMUNITY HEALTH TEAM LEADER NURSING OFFICER GRADE 3</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Develops a strategic approach to the integration and coordination of policy development and service delivery for a facility.</li> <li>▪ Leads the development of strategies and policies on nursing patient care in a facility or community health service.</li> <li>▪ Develops a vision /strategy for a facility or service in line with the District direction.</li> <li>▪ Provides strategic direction and priorities for quality improvement into a clinical service that establishes a quality framework which confirms/supports the direction a nursing service (District/facility) will take.</li> <li>▪ Manages change at a local level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Responsible and accountable for the management of nursing and non-nursing services in a facility where primary services are provided.</li> <li>▪ Reports to District Director of Nursing, Nursing Officer Grade 4, 5 or 6 professionally or operationally to DM DES 1 Low or Director of Community DES 1.</li> <li>▪ Has responsibility for;               <ul style="list-style-type: none"> <li>- &lt;39 FTE</li> <li>- &lt;40 (Aged Care)</li> <li>- &lt;10 (Community Health Service)</li> </ul>               (NB This includes all nursing and non-nursing positions that report to the position)             </li> </ul>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR Framework across a facility &amp;/or community health service &amp;/or aged care health service and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Responsible for planning and management of equipment and material resources in a facility/ community health service/ aged care facility.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Accountable or jointly accountable for a total operational budget of facility or Community Health Service OR</li> </ul> <p>Contributes to the budget development and ongoing monitoring for a clinical unit.</p>

**C2.5 NURSING DIRECTOR, NURSING OFFICER GRADE 4 OR ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 4 OR  
NURSE UNIT MANAGER NURSING OFFICER GRADE 4 OR CLINICAL NURSE CONSULTANT NURSING OFFICER GRADE 4 OR  
NURSE EDUCATOR NURSING OFFICER GRADE 4 OR NURSE MANAGER NURSING OFFICER GRADE 4 OR NURSE RESEARCHER NURSING OFFICER GRADE 4**

A Nursing Director, or Assistant Director of Nursing, Nursing Officer Grade 4 or Nurse Unit Manager, Clinical Nurse Consultant, Nurse Educator, Nurse Manager or Nurse Researcher, Nursing Officer Grade 4 is a Registered Nurse who:

- applies specialised nursing knowledge to a facility/clinical service or District
- demonstrates sound knowledge of contemporary nursing practice and theory
- may provide clinical care within a facility or across a number of clinical settings
- ensures clinical practice is evidence based to facilitate positive patient outcomes
- has sound knowledge and the ability to apply relevant legislation, guidelines and standards

- has ability to lead a nursing team in a multidisciplinary environment utilising the principles of contemporary human, material and financial resource management
- is an expert consultant(in the area of expertise) to staff within a practice setting) This expertise includes- clinical, education, research, and management

Specific Roles and responsibilities include, but are not limited to the following:

<b>NURSING DIRECTOR, NURSING OFFICER GRADE 4 OR ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 4 OR NURSE UNIT MANAGER NURSING OFFICER GRADE 4 OR CLINICAL NURSE CONSULTANT NURSING OFFICER GRADE 4 OR NURSE EDUCATOR NURSING OFFICER GRADE 4 OR NURSE MANAGER NURSING OFFICER GRADE 4 OR NURSE RESEARCHER NURSING OFFICER GRADE 4</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Participates in the development and integrates key objectives from the Strategic Plan (District) into service delivery for a District/division or clinical unit.</li> <li>▪ Overall coordinates, formulates and directs policies relating to the provision of nursing care or speciality service which includes integration of patient care across the continuum of care in a facility where primary to multiple tertiary levels of service are provided.</li> <li>▪ Operationalises the strategies across a facility/division or clinical service for a workbased culture that promotes and supports education, learning, research and workforce development.</li> <li>▪ May be responsible for developing and implementing education and/or research programs.</li> <li>▪ Integrates the strategic direction and priorities for quality improvement into a clinical service that establishes a quality framework which confirms/supports the direction a nursing service will take.</li> <li>▪ Manages change at a local level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinates and manages service delivery within a clinical unit, or provides a speciality supporting service for a group of clinical units within a facility where either primary to multiple level of tertiary services are provided or in a facility where primary and secondary level with limited tertiary level services are provided.</li> <li>▪ May be responsible for a clinical service unit or services across more than one site.</li> <li>▪ Reports to Director of Nursing or Assistant Director of Nursing/Nursing Director, Nursing Officer Grade 5 -8.</li> <li>▪ Has responsibility for nursing services:               <ul style="list-style-type: none"> <li>- 39-79 nursing FTE OR</li> <li>- Specialty Supporting positions ≥150FTE &lt;220 (Division/Facility), District ≥300 &lt;400 FTE OR</li> <li>- 11-40 FTE (Community Health Service) OR</li> <li>- 40-60 FTE (Aged Care)</li> </ul> </li> </ul> <p>(NB Specialty /support positions (clinicians, educators, managers) includes FTE the position has responsibility for supporting ie direct and indirect line responsibility)</p>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Responsible for all HR activities including recruitment, selection, placement, performance management, evaluation and roster management for a facility/unit/groups of units or for a division.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Responsible for planning and management of equipment and material resources in a division/aged care/ community health service. OR</li> <li>▪ Provides equipment and material resource management for a clinical service/unit/facility.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ May be responsible for a cost centre management of a clinical unit/service OR</li> <li>▪ May contribute to the budget development and ongoing monitoring for a clinical unit/service.</li> </ul>

**C2.6 DIRECTOR OF NURSING, NURSING OFFICER GRADE 4  
FACILITY MANAGER NURSING OFFICER GRADE 4  
COMMUNITY HEALTH TEAM LEADER NURSING OFFICER GRADE 4**

A Director of Nursing, Facility Manger or Community Health Team Leader, Nursing Officer Grade 4 is a Registered Nurse who:

- applies specialised nursing knowledge to a facility/clinical service or District
- demonstrates sound knowledge of contemporary nursing practice and theory
- may provide clinical care within a facility or across a number of clinical settings

- ensures clinical practice is evidence based to facilitate positive patient outcomes
- sound knowledge and the ability to apply relevant legislation, guidelines and standards
- ability to lead a nursing team in a multidisciplinary environment utilising the principles of contemporary human, material and financial resource management

Specific Roles and responsibilities include, but are not limited to the following

<b>DIRECTOR OF NURSING, NURSING OFFICER GRADE 4 FACILITY MANAGER NURSING OFFICER GRADE 4 COMMUNITY HEALTH TEAM LEADER NURSING OFFICER GRADE 4</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Develops a strategic approach to the integration and coordination of policy development and service delivery for a facility/District.</li> <li>▪ Leads the development of strategies and policies on nursing patient care in a facility or community health service.</li> <li>▪ Develops a vision /strategy for a facility or service in line with the District direction.</li> <li>▪ Provides strategic direction and priorities for quality improvement into a clinical service that establishes a quality framework which confirms/supports the direction a nursing service (District/facility) will take.</li> <li>▪ Manages change at a local level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Responsible and accountable for the management of nursing and non-nursing services in a facility where primary services are provided.</li> <li>▪ Reports to District Director of Nursing, Nursing Officer Grade 5 or 6 professionally or operationally to DM DES 1 High or Director of Community DES 1.</li> <li>▪ Has responsibility for:               <ul style="list-style-type: none"> <li>- 39-79 FTE</li> <li>- 11-40 (Community Health Service) OR</li> <li>- 40-60 FTE (Aged Care)</li> </ul>               (NB This includes all nursing and non-nursing positions that report to the position)             </li> </ul>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR Framework across a facility &amp;/or community health service &amp;/or aged care health service and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Responsible for planning and management of equipment and material resources in a facility &amp;/or community health service &amp;/or aged care facility.</li> </ul> <p>Financial Resource Management</p> <p>Accountable or jointly accountable for a total operational budget of facility or Community Health Service or Aged Care Service.</p>

#### **C2.7 NURSING DIRECTOR, NURSING OFFICER GRADE 5**

##### **ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 5**

A Nursing Director, Assistant Director of Nursing, Nursing Officer Grade 5 is a Registered Nurse who:

- demonstrates sound knowledge of contemporary nursing practice and theory
- has the ability to lead a nursing team in a multidisciplinary environment utilising the principles of contemporary human, material and financial resource management
- develops and implements quality management, education and research initiatives
- may provide clinical care within a facility or across a number of clinical settings
- has sound knowledge and the ability to apply relevant legislation, guidelines and standards

Specific Roles and responsibilities may include, but are not limited to the following

<b>NURSING DIRECTOR, NURSING OFFICER GRADE 5 ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 5</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Participates in the development and integrates key objectives from the strategic plan (District) into</li> </ul>	<ul style="list-style-type: none"> <li>▪ May be responsible and accountable for the management of nursing and non nursing services in a</li> </ul>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR Framework across a facility &amp;/or division &amp;/or</li> </ul>

<b>NURSING DIRECTOR, NURSING OFFICER GRADE 5 ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 5</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<p>service delivery for a division.</p> <ul style="list-style-type: none"> <li>▪ Participates in the development of strategies and policies on nursing/patient care and related service delivery issues across divisions and/or a division where primary and a limited range of secondary level services are provided or within a community &amp;/or aged care health service.</li> <li>▪ Participates in the development and integrates key objectives from the strategic plan (District) into service delivery for a District/&amp;/or facility &amp;/or division.</li> <li>▪ Integrates models and strategies that develop and support effective and sustainable education and research. infrastructure (eg developing and implementing an action plan for a model/strategic direction, applies models and strategies through critical analysis.</li> <li>▪ Provides strategic direction and priorities for quality improvement into a clinical service that establishes a quality framework which confirms/supports the direction a nursing service (District/facility) will take.</li> </ul> <p>Manages change at a facility/divisional level.</p>	<p>division of a facility where primary and a significant range of secondary services are provided.</p> <ul style="list-style-type: none"> <li>▪ Reports to District Director of Nursing or Director of Nursing, Nursing Officer Grade 6 or 7.</li> <li>▪ Has responsibility for: <ul style="list-style-type: none"> <li>- &lt;100 nursing FTE in a division</li> <li>- 80-199 nursing positions in District for Nursing Director with District responsibilities.</li> </ul> </li> </ul>	<p>community &amp;/or aged care health service and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</p> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Has responsibility for functional planning for capital works and asset equipment at a division/program/service level. OR</li> <li>▪ Coordinates the use of equipment and material resources across a facility &amp;/or division &amp;/or aged care facility &amp;/or community health service.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Is accountable or jointly accountable for the operational budget for a division &amp;/or aged care facility &amp;/or community health service.</li> </ul>

**C.2.8 DIRECTOR OF NURSING, NURSING OFFICER GRADE 5  
FACILITY MANAGER NURSING OFFICER GRADE 5  
COMMUNITY HEALTH TEAM LEADER NURSING OFFICER GRADE 5**

A Director of Nursing, Facility Manger or Community Health Team Leader, Nursing Officer Grade 5 is a Registered Nurse who:

- demonstrates sound knowledge of contemporary nursing practice and theory
- has the ability to lead a nursing team in a multidisciplinary environment utilising the principles of contemporary human, material and financial resource management
- develops and implements quality management, education and research initiatives
- may provide clinical care within a facility or across a number of clinical settings
- has sound knowledge and the ability to apply relevant legislation, guidelines and standards

Specific Roles and responsibilities may include, but are not limited to the following:

<b>DIRECTOR OF NURSING, NURSING OFFICER GRADE 5 FACILITY MANAGER NURSING OFFICER GRADE 5 COMMUNITY HEALTH TEAM LEADER NURSING OFFICER GRADE 5</b>		
<b>Leadership</b>	<b>Scope of position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Develops a strategic approach to the integration and coordination of policy development and service delivery for a facility.</li> <li>▪ Leads the development of strategies and policies on nursing/patient care in a facility where primary and a limited range of secondary level services are provided &amp;/or aged care facility &amp;/or community health service.</li> <li>▪ Develops a vision /strategy for a facility or service in line with the District direction.</li> <li>▪ Develops effective liaison with external facilities/agencies to facilitate undergraduate and post graduate education and research OR</li> <li>▪ Integrates models and strategies that develop and support effective and sustainable education and research infrastructure eg develops and implements an action plan for a model/strategic direction and/or applies models and strategies through critical analysis.</li> <li>▪ Provides strategic direction and priorities for quality improvement that establishes a quality framework which supports the direction a nursing service (District/facility) will take.</li> <li>▪ Manages change at a facility/service level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Responsible and accountable for the management of nursing and non nursing services in a facility where primary and a limited range of secondary level services are provided.</li> <li>▪ Responsible for a single facility.</li> <li>▪ Reports to District Director of Nursing, Nursing Officer Grade 6 or 7 professionally and/or operationally to DM DES 2 Low or DM DES1High or Director of Community DES2 Director of Community DES1.</li> <li>▪ Has responsibility for:               <ul style="list-style-type: none"> <li>- 80-199 FTE OR</li> <li>- 41-60 FTE (Community Health Service) OR</li> <li>- 61-120 FTE (Aged Care)</li> </ul> </li> </ul> <p>(NB This includes all nursing and non-nursing positions that report to the position)</p>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR Framework across a facility &amp;/or/community &amp;/or aged care health service and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Has responsibility for functional planning for capital works and asset equipment at a facility/program/service level. OR</li> <li>▪ Coordinates and manages material resources across a facility &amp;/or aged care facility &amp;/or community health service.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Is accountable or jointly accountable for the operational budget for a facility &amp;/or aged care facility &amp;/or community health service.</li> </ul>

**C2.9 NURSING DIRECTOR, NURSING OFFICER GRADE 6  
ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 6**

**A Nursing Director/Assistant Director of Nursing, Nursing Officer Grade 6 is a Registered Nurse who:**

- has comprehensive knowledge of the nursing profession at a state, national and international level
- has ability to lead a nursing team in a multidisciplinary environment utilising the principles of contemporary human, material and financial resource management
- has comprehensive understanding of the political environment., health service legislation and public service standards
- has the ability to maintain a competent nursing workforce that provides safe, culturally sensitive and effective patient care

- has expertise in leadership including change management human, material, financial and resource management, and embraces quality, education and research opportunities

Specific Roles and responsibilities may include, but are not limited to the following:

<b>NURSING DIRECTOR, NURSING OFFICER GRADE 6 ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 6</b>		
<b>Leadership</b>	<b>Scope of Position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Participates in the development and integrates key objectives from the strategic plan (District) into service delivery for a District and/or facility and/or division.</li> <li>▪ Participates in the development of strategies and policies on nursing/patient care and related service delivery issues across all divisions/division within a facility where primary and secondary with limited tertiary level services or primary and a significant range of secondary level services are provided or multifaceted community / aged care health services.</li> <li>▪ Participates in the development of a strategy (facility/division/clinical service)for a workbased culture that promotes and supports education, learning, research and workforce development.</li> <li>▪ May develop partnership models and strategies to support under graduate and post graduate education and research in the workplace OR</li> <li>▪ Integrates models and strategies that develop and support effective and sustainable education and research infrastructure eg developing and implementing an action plan for a model/strategic direction; applies models and strategies through critical analysis.</li> <li>▪ Provides strategic direction and priorities for quality improvement that establishes a quality framework which supports the direction a nursing service a District/facility will take.</li> <li>▪ Manages change at a facility/divisional level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ May be responsible and accountable for the management of nursing and non nursing services in a division of a facility where primary and secondary with limited tertiary level services are provided.</li> <li>▪ May be responsible for a division plus community &amp;/or an aged care facility.</li> <li>▪ Reports to District Director of Nursing or Director of Nursing, Nursing Officer Grade 7 or 8.</li> <li>▪ Has responsibility for:               <ul style="list-style-type: none"> <li>- ≥100 and &lt;220 nursing FTE in a division</li> <li>- 200-399 nursing positions in District for Nursing Director with District responsibilities.</li> </ul> </li> </ul>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR framework across a community health service &amp;/or aged care service &amp;/or division and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Has responsibility for functional planning for capital works and asset equipment at a division/program/service level. OR</li> <li>▪ Coordinates the use of equipment and material resources across a facility &amp;/or division &amp;/or aged care facility &amp;/or community health service.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Accountable or jointly accountable for operational budget for division &amp;/or aged care facility &amp;/or community health service.</li> </ul>

**C2.10 DISTRICT DIRECTOR OF NURSING, NURSING OFFICER GRADE 6  
DIRECTOR OF NURSING, NURSING OFFICER GRADE 6  
FACILITY MANAGER NURSING OFFICER GRADE 6**

A District Director of Nursing, Director of Nursing, or Facility Manger, Nursing Officer Grade 6 is a Registered Nurse who:

- has comprehensive knowledge of the nursing profession at a state, national and international level
- has ability to lead a nursing team in a multidisciplinary environment utilising the principles of contemporary human, material and financial resource management
- has comprehensive understanding of the political environment, health service legislation and public service standards
- has the ability to maintain a competent nursing workforce that provides safe, culturally sensitive and effective patient care
- has expertise in leadership including change management, human, material, financial and resource management, and embraces quality, education and research opportunities

Specific Roles and responsibilities may include, but are not limited to the following:

<b>DISTRICT DIRECTOR OF NURSING, NURSING OFFICER GRADE 6 DIRECTOR OF NURSING, NURSING OFFICER GRADE 6 FACILITY MANAGER NURSING OFFICER GRADE 6</b>		
<b>Leadership</b>	<b>Scope of Position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Develops a strategic approach to the integration and coordination of policy development and service delivery for a District &amp;/or facility.</li> <li>▪ Leads the development of strategies and policies on nursing/patient care and related service delivery issues across all divisions within a facility where a primary and significant range of secondary level of services is provided.</li> <li>▪ Develops a vision (facility, District wide) and strategy for a work-based culture that promotes and supports education, learning, research and workforce management.</li> <li>▪ Develops effective liaison with external facilities/agencies to facilitate undergraduate and post graduate education and research.</li> <li>▪ Provides strategic direction and priorities for quality improvement that establishes a quality framework which supports the direction a nursing service (District/facility) will take.</li> </ul> <p>Manages change at a facility/service level.</p>	<ul style="list-style-type: none"> <li>▪ Is responsible and accountable for the management of a facility where primary and a significant range of secondary level services are provided.</li> <li>▪ May be responsible for a single facility plus Community and/or aged care facility.</li> <li>▪ Reports to either DM DES 2 high or DES 2 low OR District Director of Nursing, Nursing Officer Grade 7 or 8 OR Director of Community DES 2.</li> <li>▪ Has responsibility for:               <ul style="list-style-type: none"> <li>- 200-399 FTE OR</li> <li>- 61-100 FTE (Community Health Service) OR</li> <li>- 121-200 FTE (Aged Care)</li> </ul> </li> </ul> <p>(NB This includes all nursing and non-nursing positions that report to the position)</p>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR framework across a facility/community/aged care service and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Has responsibility for functional planning for capital works and asset equipment at a District/facility level. OR</li> <li>▪ Coordinates the use of equipment and material resources across a facility &amp;/or aged care facility &amp;/or community health service.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Is accountable or jointly accountable for the operational budget for a facility &amp;/or aged care facility &amp;/or community health service.</li> </ul>

**C2.11 NURSING DIRECTOR, NURSING OFFICER GRADE 7  
ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 7**

A Nursing Director/Assistant Director of Nursing, Nursing Officer Grade 7 is a Registered Nurse who:

- has comprehensive knowledge of the nursing profession at a state, national and international level

- has comprehensive understanding of the political environment health service legislation and public service standards
- has the ability to lead and coordinate a nursing service at facility/division level
- has expertise at a high level in leadership including change management human, material, financial and resource management, and embraces quality, education and research opportunities
- designs, develops and implements innovative standards relating to improving facility/divisional performance

Specific Roles and responsibilities include, but are not limited to the following:

<b>NURSING DIRECTOR, NURSING OFFICER GRADE 7 ASSISTANT DIRECTOR OF NURSING, NURSING OFFICER GRADE 7</b>		
<b>Leadership</b>	<b>Scope of Position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Participates in the development and integrates key objectives from the District Strategic Plan into service delivery of a District &amp;/or facility &amp;/or division.</li> <li>▪ Participates in the development of strategies and policies on nursing/patient care/education/research and related service delivery issues across a division within a facility where there are primary to multiple tertiary levels of services including inter and/or statewide referrals.</li> <li>▪ Participates in the development of a strategy for a work based culture that promotes and supports education/learning, research and workforce development.</li> <li>▪ May develop and implement a strategic plan for nursing staff development, clinical education &amp;/or research.</li> <li>▪ Provides strategic direction and priorities for quality improvement in a division that establishes a quality framework which supports the direction a nursing service (District/facility) will take.</li> <li>▪ Manages change at a divisional level.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has responsibility and accountability for management of a division where primary to multiple tertiary level of services including inter and staff wide referrals are provided.</li> <li>▪ May be responsible for a division plus community and/or aged care facility.</li> <li>▪ Reports to either Executive or District Director of Nursing, Nursing Officer Grade 8 or 9.</li> <li>▪ Has responsibility for:               <ul style="list-style-type: none"> <li>- <math>\geq 220</math> nursing FTE in a division</li> <li>- <math>\geq 400</math> nursing positions in District for Nursing Director with District responsibilities</li> </ul> </li> </ul>	<p>Human Resource Management</p> <ul style="list-style-type: none"> <li>▪ Implements the HR Framework across a division and identifies opportunities to realise enhanced performance, recruitment and retention of nurses and career succession planning.</li> </ul> <p>Material Resource Management</p> <ul style="list-style-type: none"> <li>▪ Has responsibility for functional planning for capital works and asset equipment at a division/program/service level.</li> </ul> <p>Financial Resource Management</p> <ul style="list-style-type: none"> <li>▪ Is accountable or jointly accountable for a total operational budget in a division.</li> </ul>

**C2.12 DISTRICT DIRECTOR OF NURSING, NURSING OFFICER GRADE 7  
DIRECTOR OF NURSING, NURSING OFFICER GRADE 7**

A District Director of Nursing or Director of Nursing, Nursing Officer Grade 7 is a Registered Nurse who:

- has comprehensive knowledge of the nursing profession at a state, national and international level
- has comprehensive understanding of the political environment health service legislation and public service standards
- has the ability to lead and coordinate a nursing service at facility/division level
- has expertise at a high level in leadership including change management human, material, financial and resource management, and embraces quality, education and research opportunities

- designs, develops and implements innovative standards relating to improving facility/divisional performance

Specific Roles and responsibilities include, but are not limited to the following:

<b>DISTRICT DIRECTOR OF NURSING, NURSING OFFICER GRADE 7 DIRECTOR OF NURSING, NURSING OFFICER GRADE 7</b>		
<b>Leadership</b>	<b>Scope of Position</b>	<b>Resource Management</b>
<ul style="list-style-type: none"> <li>▪ Develops a strategic approach to the integration and coordination of policy development and service delivery for a District/facility.</li> <li>▪ Leads the development of strategies and policies on nursing/patient care and related service delivery issues across all divisions within a facility where primary and secondary level with limited tertiary level of services are provided.</li> <li>▪ Develops a vision (facility, District wide) and strategy for a work-based culture that promotes and supports education, learning, research and workforce management.</li> <li>▪ Negotiates and communicates with external education facilities/agencies to develop and support infrastructure for effective and sustainable undergraduate and postgraduate education and research.</li> <li>▪ Provides strategic direction and priorities for quality improvement that establishes a quality framework which supports the direction a nursing service (District &amp;/or facility) will take.</li> <li>▪ Manages change utilising a Strategic Development Framework.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Has professional and operational responsibility and accountability for nursing staff within a District/facility where primary and secondary level with limited tertiary services are provided.</li> <li>▪ May be responsible for a single facility or multiple facilities/sites within a District.</li> <li>▪ Reports to either DM DES 3 or DM DES 2 high.</li> <li>▪ Has responsibility for:               <ul style="list-style-type: none"> <li>- 400-699 nursing FTE OR</li> <li>- 101-150 FTE (Community Health Service) OR</li> <li>- 201-300 FTE (Aged Care)</li> </ul> </li> </ul> <p>(NB This includes all nursing and non-nursing positions that report to the position)</p>	<ul style="list-style-type: none"> <li>▪ Human Resource Management               <ul style="list-style-type: none"> <li>▪ Develops and evaluates a Human Resource Framework to ensure an environment that enhances recruitment and retention of nurses and facilitates succession planning for staff at a District level OR</li> <li>▪ Implements a HR framework across a facility and identifies opportunities to realise enhanced performance recruitment and retention of nurses and career succession planning.</li> </ul> </li> <li>▪ Material Resource Management               <ul style="list-style-type: none"> <li>▪ Has responsibility for functional planning for capital works and asset equipment management in a District &amp;/or facility &amp;/or Aged Care facility &amp;/or Community Health service.</li> </ul> </li> <li>▪ Financial Resource Management               <ul style="list-style-type: none"> <li>▪ May be accountable or jointly accountable for an operational budget for a facility &amp;/or Aged Care facility &amp;/or Community Health Service.</li> </ul> </li> </ul>

**SCHEDULE 2**

**Translation Schedule of Current Registered Nurse Level 3, 4 and 5  
Positions to the New Structure**

Current Structure	Proposed Structure
<u>Registered Nurse Level 3</u> <ul style="list-style-type: none"> <li>• RN3-1 to RN3-4</li> <li>• N.B. RN3's will translate to either NO3 or NO4 based on the scoring tool.</li> </ul>	Nursing Officer Level 3 <ul style="list-style-type: none"> <li>• NO3-1 to 4.</li> </ul>
	Nursing Officer Level 4 <ul style="list-style-type: none"> <li>• NO4-1 to 2.</li> </ul>
Registered Nurse Level 4 <ul style="list-style-type: none"> <li>• RN4-1 and 2 (separate grades).</li> <li>• N.B. RN4's will translate to NO4, NO5, NO6 or NO7 based on the scoring tool. (Most RN4's will translate to NO5.)</li> </ul>	Nursing Officer Level 4 <ul style="list-style-type: none"> <li>• NO4-1 to 2.</li> </ul>
	Nursing Officer Level 5 <ul style="list-style-type: none"> <li>• NO5-1 to 2.</li> </ul>
	Nursing Officer Level 6
	Nursing Officer Level 7
<u>Registered Nurse Level 5.1</u> <ul style="list-style-type: none"> <li>• Existing RN5-1's will translate to NO3 or NO4 and will receive a 15% All-Purpose Allowance for on-call, recall and overtime.</li> </ul>	Nursing Officer Level 3 DON <ul style="list-style-type: none"> <li>• NO3-1 to 4 plus 15%.</li> </ul>
	Nursing Officer Level 4 DON <ul style="list-style-type: none"> <li>• NO4-1 to 2 plus 15%.</li> </ul>
<u>Registered Nurse Level 5.2</u> <ul style="list-style-type: none"> <li>• Existing RN5-2's will translate to NO3 or NO4 and will receive a 15% 'All-Purpose Allowance' for on-call, recall and overtime.</li> </ul>	Nursing Officer Level 3 DON <ul style="list-style-type: none"> <li>• NO3-1 to 4 plus 15%.</li> </ul>
	Nursing Officer Level 4 DON <ul style="list-style-type: none"> <li>• NO4-1 to 2 plus 15%.</li> </ul>
<u>Registered Nurse Level 5.3</u> <ul style="list-style-type: none"> <li>• Existing RN5-3's will translate to either NO4 or NO5. Those who translate to NO4 will receive a 15% 'All-Purpose Allowance' for on-call, recall and overtime.</li> </ul>	Nursing Officer Level 4 DON <ul style="list-style-type: none"> <li>• NO4-1 to 2 plus 15%.</li> </ul>
	Nursing Officer Level 5 <ul style="list-style-type: none"> <li>• NO5-1 to 2</li> </ul>
<u>Registered Nurse Level 5.4</u> <ul style="list-style-type: none"> <li>• Existing RN5-4's will translate to either NO6 or NO7 based on the scoring tool.</li> </ul>	<u>Nursing Officer Level 6</u>
	<u>Nursing Officer Level 7</u>
<u>Registered Nurse Level 5.5</u> <ul style="list-style-type: none"> <li>• Existing RN5-5's will translate to either NO6 or NO7 based on the scoring tool</li> </ul>	<u>Nursing Officer Level 6</u>
	<u>Nursing Officer Level 7</u>

## Wage Rates - New Classification Structure Incorporated

<b>Nurses (Queensland Public Hospitals) Award - 1991</b>										
<b>Classification</b>	<b>Interim Award from first pay period on or after 25 October 2002</b>		<b>\$25.00 adjustment from first pay period on or after 25 October 2002</b>		<b>Attraction and Retention of: 4% for NO1 and 2% for NO2 plus New Nursing Officer (NO) Career Structure from first pay period on or after 16 May 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 November 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 December 2004</b>	
	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>
<b>Assistant in Nursing</b>										
First Year	20,021	767.40	20,592	789.30			21,897	839.30	23,201	889.30
Second Year	21,701	831.80	22,212	851.40			23,517	901.40	24,821	951.40
Third Year	23,376	896.00	23,824	913.20			25,129	963.20	26,434	1,013.20
Fourth Year	26,835	1028.60	27,156	1,040.90			28,461	1,090.90	29,765	1,140.90
Fifth Year and thereafter	28,302	1084.80	28,570	1,095.10			29,875	1,145.10	31,179	1,195.10
Sixth Year	28,823	1104.80	29,092	1,115.10			30,397	1,165.10	31,701	1,215.10
Provided that an assistant nurse shall at age 21 be paid not less than:-	26,115	1001.00	26,465	1,014.40			27,769	1,064.40	29,074	1,114.40
<b>Advanced Assistant in Nursing</b>										
First Year	20,384	781.30	20,941	802.70			22,246	852.70	23,551	902.70
Second Year	22,679	869.30	23,154	887.50			24,459	937.50	25,763	987.50
Third Year	24,973	957.20	25,364	972.20			26,668	1,022.20	27,973	1,072.20
Fourth Year	27,279	1,045.60	27,584	1,057.30			28,889	1,107.30	30,193	1,157.30
Fifth Year (Age 21)	27,916	1,070.00	28,197	1,080.80			29,502	1,130.80	30,806	1,180.80
Sixth Year	28,954	1,109.80	29,199	1,119.20			30,504	1,169.20	31,808	1,219.20
Seventh Year	30,029	1,151.00	30,234	1,158.90			31,539	1,208.90	32,844	1,258.90
Eighth Year	31,093	1,191.80	31,260	1,198.20			32,565	1,248.20	33,869	1,298.20
Ninth Year	31,615	1,211.80	31,782	1,218.20			33,086	1,268.20	34,391	1,318.20

<b>Student Nurses</b>										
First Year					20,778	796.40	22,082	846.40	23,386	896.40
Second Year					23,833	913.50	25,137	963.50	26,441	1,013.50
Third Year					28,891	1,107.40	30,196	1,157.40	31,500	1,207.40
Provided that a student nurse shall at age 21 be paid not less than:-					26,465	1,014.40	27,769	1,064.40	29,074	1,114.40
<b>Enrolled Nurses</b>										
Paypoint 1	31,101	1,192.10	31,268	1,198.50			32,572	1,248.50	33,877	1,298.50
Paypoint 2	31,751	1,217.00	31,891	1,222.40			33,196	1,272.40	34,500	1,322.40
Paypoint 3	32,398	1,241.80	32,515	1,246.30			33,820	1,296.30	35,124	1,346.30
Paypoint 4	33,045	1,266.60	33,138	1,270.20			34,443	1,320.20	35,753	1,370.40
Paypoint 5	33,705	1,291.90	33,775	1,294.60			35,080	1,344.60	36,413	1,395.70
Provided that an employee under age 21 shall be paid:										
76% of Paypoint 1	23,637	906.00	23,764	910.90			24,755	948.90	25,748	986.90
79% of Paypoint 2	25,082	961.40	25,194	965.70			26,225	1,005.20	27,255	1,044.70
84% of Paypoint 3	27,211	1,043.00	27,313	1,046.90			28,408	1,088.90	29,504	1,130.90
<b>Nurses (Queensland Public Hospitals) Award - 1991</b>										
<b>Classification</b>	<b>Interim Award from first pay period on or after 25 October 2002</b>		<b>\$25.00 adjustment from first pay period on or after 25 October 2002</b>		<b>Attraction and Retention of: 4% for NO1 and 2% for NO2 plus New Nursing Officer (NO) Career Structure from first pay period on or after 16 May 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 November 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 December 2004</b>	
	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>
<b>Enrolled Nurses - Advanced Practice</b>					34,891	1,337.40	36,217	1,388.20	37,595	1,441.00
<b>Nursing Officer Level 1</b>										
First Year	34,044	1,304.90	34,101	1,307.10	35,465	1,359.40	36,815	1,411.10	38,213	1,464.70
Second Year	35,742	1,370.00			37,172	1,424.80	38,583	1,478.90	40,050	1,535.10
Third Year	37,436	1,434.90			38,933	1,492.30	40,412	1,549.00	41,949	1,607.90

Fourth Year	39,131	1,499.90			40,696	1,559.90	42,244	1,619.20	43,848	1,680.70
Fifth Year	40,827	1,564.90			42,460	1,627.50	44,073	1,689.30	45,748	1,753.50
Sixth Year	42,528	1,630.10			44,229	1,695.30	45,909	1,759.70	47,655	1,826.60
Seventh Year	44,232	1,695.40			46,001	1,763.20	47,749	1,830.20	49,562	1,899.70
Eighth Year	45,930	1,760.50			47,767	1,830.90	49,583	1,900.50	51,466	1,972.70
<b>Nursing Officer with Midwifery Certificate only</b>										
First Year	34,044	1,304.90	34,101	1,307.10	35,465	1,359.40	36,815	1,411.10	38,213	1,464.70
Second Year	35,742	1,370.00			37,172	1,424.80	38,583	1,478.90	40,050	1,535.10
Third Year	37,436	1,434.90			38,933	1,492.30	40,412	1,549.00	41,949	1,607.90
<b>Nursing Officer Level 2</b>										
First Year	47,631	1,825.70			48,584	1,862.20	50,431	1,933.00	52,348	2,006.50
Second Year	48,758	1,868.90			49,733	1,906.30	51,623	1,978.70	53,585	2,053.90
Third Year	49,893	1,912.40			50,891	1,950.60	52,823	2,024.70	54,829	2,101.60
Fourth Year	51,028	1,955.90			52,049	1,995.00	54,026	2,070.80	56,079	2,149.50
<b>Registered Midwives Royal Women's Hospital Birth Centre</b>										
First Year					57,189	2,192.00	59,362	2,275.30	61,618	2,361.80
Second Year					58,515	2,242.90	60,739	2,328.10	63,047	2,416.60
Third Year					59,847	2,293.90	62,121	2,381.10	64,482	2,471.60
Fourth Year					61,182	2,345.10	63,507	2,434.20	65,920	2,526.70
<b>Nursing Officer Level 3</b>										
First Year	54,754	2,098.70			55,711	2,135.40	57,827	2,216.50	60,024	2,300.70
Second Year	56,076	2,149.40			57,057	2,187.00	59,225	2,270.10	61,477	2,356.40
Third Year	57,389	2,199.70			58,393	2,238.20	60,613	2,323.30	62,917	2,411.60
Fourth Year	58,701	2,250.00			59,729	2,289.40	61,999	2,376.40	64,354	2,466.70

<b>Nurses (Queensland Public Hospitals) Award - 1991</b>										
<b>Classification</b>	<b>Interim Award from first pay period on or after 25 October 2002</b>		<b>\$25.00 adjustment from first pay period on or after 25 October 2002</b>		<b>Attraction and Retention of: 4% for NO1 and 2% for NO2 plus New Nursing Officer (NO) Career Structure from first pay period on or after 16 May 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 November 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 December 2004</b>	
	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>
<b>Nursing Officer Level 3 DON</b>										
First Year					64,068	2,455.70	66,502	2,549.00	69,030	2,645.90
Second Year					65,616	2,515.00	68,109	2,610.60	70,697	2,709.80
Third Year					67,152	2,573.90	69,703	2,671.70	72,351	2,773.20
Fourth Year					68,688	2,632.80	71,297	2,732.80	74,005	2,836.60
<b>Nursing Officer Level 4</b>										
First Year	68,717	2,633.90	(RN Level 4 -1)		62,442	2,393.40	64,814	2,484.30	67,276	2,578.70
Second Year	71,826	2,753.10	(RN Level 4 -2)		64,000	2,453.10	66,431	2,546.30	68,957	2,643.10
<b>Nursing Officer Level 4 DON</b>										
First Year					71,808	2,752.40	74,537	2,857.00	77,370	2,965.60
Second Year					73,600	2,821.10	76,397	2,928.30	79,301	3,039.60
<b>Nursing Officer Level 5</b>										
First Year	63,770	2,444.30	(RN Level 5 -1)		70,261	2,693.10	72,930	2,795.40	75,701	2,901.60
Second Year	68,012	2,606.90	(RN Level 5 -2)		73,681	2,824.20	76,481	2,931.50	79,387	3,042.90
<b>Nursing Officer Level 6</b>	73,681	2,824.20	(RN Level 5 -3)		78,659	3,015.00	81,649	3,129.60	84,751	3,248.50
	79,338	3,041.00	(RN Level 5 -4)							
<b>Nursing Officer Level 7</b>	89,251	3,421.00	(RN Level 5 -5)		86,627	3,320.40	89,919	3,446.60	93,337	3,577.60
	99,155	3,800.60	(RN Level 5 -6)							

<b>Nurses (Queensland Public Health Sector) Award 1992</b>										
<b>Classification</b>	<b>Interim Award from first pay period on or after 25 October 2002</b>		<b>\$25.00 adjustment from first pay period on or after 25 October 2002</b>		<b>Attraction and Retention of: 4% for NO1 and 2% for NO2 plus New Nursing Officer (NO) Career Structure from first pay period on or after 16 May 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 November 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 December 2004</b>	
	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>
<b>Assistants in Nursing</b>										
First Year	26,496	1,015.60	26,830	1,028.40			28,135	1,078.40	29,439	1,128.40
Second Year	28,017	1,073.90	28,296	1,084.60			29,601	1,134.60	30,905	1,184.60
Third Year	28,377	1,087.70	28,643	1,097.90			29,948	1,147.90	31,252	1,197.90
Fourth Year	29,105	1,115.60	29,345	1,124.80			30,650	1,174.80	31,954	1,224.80
Fifth Year and thereafter	29,888	1,145.60	30,099	1,153.70			31,404	1,203.70	32,708	1,253.70
Sixth Year	30,410	1,165.60	30,621	1,173.70			31,925	1,223.70	33,230	1,273.70
<b>Advanced Assistants in Nursing</b>										
First Year	27,916	1,070.00	28,197	1,080.80			29,502	1,130.80	30,806	1,180.80
Second Year	28,954	1,109.80	29,199	1,119.20			30,504	1,169.20	31,808	1,219.20
Third Year	30,029	1,151.00	30,234	1,158.90			31,539	1,208.90	32,844	1,258.90
Fourth Year	31,093	1,191.80	31,260	1,198.20			32,565	1,248.20	33,869	1,298.20
Fifth Year	31,615	1,211.80	31,782	1,218.20			33,086	1,268.20	34,391	1,318.20
<b>Enrolled Nurses</b>										
Paypoint 1	31,101	1,192.10	31,268	1,198.50			32,572	1,248.50	33,877	1,298.50
Paypoint 2	31,751	1,217.00	31,891	1,222.40			33,196	1,272.40	34,500	1,322.40
Paypoint 3	32,398	1,241.80	32,515	1,246.30			33,820	1,296.30	35,124	1,346.30
Paypoint 4	33,045	1,266.60	33,138	1,270.20			34,443	1,320.20	35,753	1,370.40
Paypoint 5	33,705	1,291.90	33,775	1,294.60			35,080	1,344.60	36,413	1,395.70
<b>Enrolled Nurses - Advanced Practice</b>					34,891	1,337.40	36,217	1,388.20	37,595	1,441.00

<b>Nursing Officer Level 1</b>										
First Year	34,044	1,304.90	34,101	1,307.10	35,465	1,359.40	36,815	1,411.10	38,213	1,464.70
Second Year	35,742	1,370.00			37,172	1,424.80	38,583	1,478.90	40,050	1,535.10
Third Year	37,436	1,434.90			38,933	1,492.30	40,412	1,549.00	41,949	1,607.90
Fourth Year	39,131	1,499.90			40,696	1,559.90	42,244	1,619.20	43,848	1,680.70
Fifth Year	40,827	1,564.90			42,460	1,627.50	44,073	1,689.30	45,748	1,753.50
Sixth Year	42,528	1,630.10			44,229	1,695.30	45,909	1,759.70	47,655	1,826.60
Seventh Year	44,232	1,695.40			46,001	1,763.20	47,749	1,830.20	49,562	1,899.70
Eighth Year	45,930	1,760.50			47,767	1,830.90	49,583	1,900.50	51,466	1,972.70
<b>Nursing Officer Level 2</b>										
First Year	47,631	1,825.70			48,584	1,862.20	50,431	1,933.00	52,348	2,006.50
Second Year	48,758	1,868.90			49,733	1,906.30	51,623	1,978.70	53,585	2,053.90
Third Year	49,893	1,912.40			50,891	1,950.60	52,823	2,024.70	54,829	2,101.60
Fourth Year	51,028	1,955.90			52,049	1,995.00	54,026	2,070.80	56,079	2,149.50
<b>Nurses (Queensland Public Health Sector) Award 1992</b>										
<b>Classification</b>	<b>Interim Award from first pay period on or after 25 October 2002</b>		<b>\$25.00 adjustment from first pay period on or after 25 October 2002</b>		<b>Attraction and Retention of: 4% for NO1 and 2% for NO2 plus New Nursing Officer (NO) Career Structure from first pay period on or after 16 May 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 November 2003</b>		<b>Wage Increase of 3.8% or \$25.00 per week whichever is the greatest from first pay period on or after 25 December 2004</b>	
	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>	<b>\$ per annum</b>	<b>\$ per fortnight</b>
<b>Nursing Officer Level 3</b>										
First Year	54,754	2,098.70			55,711	2,135.40	57,827	2,216.50	60,024	2,300.70
Second Year	56,076	2,149.40			57,057	2,187.00	59,225	2,270.10	61,477	2,356.40
Third Year	57,389	2,199.70			58,393	2,238.20	60,613	2,323.30	62,917	2,411.60
Fourth Year	58,701	2,250.00			59,729	2,289.40	61,999	2,376.40	64,354	2,466.70
<b>Nursing Officer Level 3 DON</b>										
First Year					64,068	2,455.70	66,502	2,549.00	69,030	2,645.90
Second Year					65,616	2,515.00	68,109	2,610.60	70,697	2,709.80
Third Year					67,152	2,573.90	69,703	2,671.70	72,351	2,773.20

Fourth Year					68,688	2,632.80	71,297	2,732.80	74,005	2,836.60
<b>Nursing Officer Level 4</b>										
First Year	68,717	2,633.90	(RN Level 4 -1)		62,442	2,393.40	64,814	2,484.30	67,276	2,578.70
Second Year	71,826	2,753.10	(RN Level 4 -2)		64,000	2,453.10	66,431	2,546.30	68,957	2,643.10
<b>Nursing Officer Level 4 DON</b>										
First Year					71,808	2,752.40	74,537	2,857.00	77,370	2,965.60
Second Year					73,600	2,821.10	76,397	2,928.30	79,301	3,039.60
<b>Nursing Officer Level 5</b>										
First Year	63,770	2,444.30	(RN Level 5 -1)		70,261	2,693.10	72,930	2,795.40	75,701	2,901.60
Second Year	68,012	2,606.90	(RN Level 5 -2)		73,681	2,824.20	76,481	2,931.50	79,387	3,042.90
<b>Nursing Officer Level 6</b>	73,681	2,824.20	(RN Level 5 -3)		78,659	3,015.00	81,649	3,129.60	84,751	3,248.50
	79,338	3,041.00	(RN Level 5 -4)							
<b>Nursing Officer Level 7</b>	89,251	3,421.00	(RN Level 5 -5)		86,627	3,320.40	89,919	3,446.60	93,337	3,577.60
	99,155	3,800.60	(RN Level 5 -6)							

**Conditions, Employment and Industrial Relations Policies (IRM's)**

1. This Schedule incorporates employment policies and conditions acknowledged by Queensland Health to operate as though pursuant to clause 5.4.
2. The relevant policies are as follows:

<b>Matter</b>	<b>Queensland Health or Queensland Government Policy</b>
Collective Industrial Relations	Queensland Health IRM 3.6-3
Union Encouragement	Queensland Health IRM 3.6-3
Leave to Undertake Work with Relevant Union	Queensland Health IRM 11.5-17
Industrial Relations Education Leave	Queensland Health IRM 11.5-4
Unions Delegates Assistance	Queensland Health IRM 3.6-3
Commitment to Consultation	Queensland Health IRM 3.6-3
Organisational Change and Restructuring	Government Policy - Proposals for Organisational Restructure
Reviews of Work Practices	Government Policy - Proposals for Organisational Restructure
Job Security	Government. Policy - Employment Security
Employment Practices	Queensland Health IRM 1.1
Temporary/Fixed Term Engagements	Queensland Health IRM 1.2
Casual Engagements	Queensland Health IRM 1.4
Graduate Nurse Employment	Queensland Health IRM 1.0-2
Workplace Health and Safety	Queensland Health IRM 3.2-1
Conference, Study and Examination Leave	Queensland Health IRM 11.6-1
Long Service Leave	Queensland Health IRM 11.4-1
Christmas/New Year Closure – Continuous Shift Workers	Queensland Health IRM 2.5-4
Parental Leave	Queensland Health IRM 11.7-2 to 5
Unlimited Hours DONs and ADONs	Queensland Health IRM 2.5-20
Accommodation Assistance	Queensland Health IRM 2.2-12
Collocation	Government Policy - Public Private Partnerships
Remote Area Nursing Incentive Package	Queensland Health IRM 2.7-17

BY THE COMMISSION:

JUSTICE P.R. MUNRO

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<Price code J>