Human Resources Policy

Reimbursements

Policy Number: C22 (QH-POL-214)
Publication date: June 2014
Purpose: To outline reimbursement arrangements for:
- telephone calls made by Home Care Workers

Application: This policy applies to relevant employees working for:
- the Department of Health
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.

Delegation: The ‘delegate’ is as listed in the Department of Health Human Resource (HR) Delegations Manual and the Hospital and Health Services Human Resource (HR) Delegations Manual – HRM Functions of the Director-General, as amended from time to time.

Legislative or other authority:
- Radiation Safety Act 1999
- Queensland Public Health Sector Certified Agreement (No.8) 2011
- Health Practitioners (Queensland Health) Certified Agreement (No. 2) 2011
- Terms and Conditions of Employment, Queensland Government Visiting Medical Officers 2011 (2011 VMO Agreement)

Policy subject:

1 Telephone Calls from Home Care Workers
2 Radiation Safety Act 1999 – Application and Licence Fees – “Use” Licences
2.1 Registration and Licensing Fees

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SCHEDULE ONE Telephone calls made by Home Care Workers
SCHEDULE TWO Radiography ‘Use’ Licences

Please note that any material printed is regarded as an uncontrolled copy. It is the responsibility of the person printing the document to refer frequently to the Queensland Health Internet site for updates.
1 Telephone Calls from Home Care Workers

Home Care Worker employees who are required by Queensland Health to make business telephone calls on a public or mobile phone are reimbursed the cost of the telephone calls.

The Home Help, Community Health Service, Department of Health Award – State, under clause 22 included provisions for reimbursement of telephone calls. The District Health Services Employees’ Award – State 2012 applies to Home Care Workers. A special arrangement has been approved, to reflect the provisions of the previous award, for the reimbursement of telephone calls made by Home Care Workers.

Schedule One outlines the reimbursement process for telephone calls made by Home Care Workers.

2 Radiation Safety Act 1999 – Application and Licence Fees – ‘Use’ Licences

Licences for employees are not seen as free issue. Licensing arrangements remain the same for the public and private sectors. In terms of the certified agreement, Queensland Health has undertaken to pay the licence fees of its employees.

The reimbursement of the registration cost applies to permanent full time and part time employees. Part time employees are reimbursed on a pro rata basis based on hours worked.

The following employees who operate radiation apparatus are entitled to reimbursement/payment of the licence application and licence fees:

- employees who operate radiation apparatus, including and not limited to:
  - diagnostic radiographers
  - radiation therapists
  - radiation oncologists
  - diagnostic radiologists
  - cardiologists
  - ophthalmologists
  - otolaryngologists
  - dentists
  - dental assistants
  - school dental therapists
  - nurses and midwives
  - certain operational services staff.

- employees who undertake duties involving radioactive substances, including and not limited to:
  - nuclear medicine technologists
  - medical physicists
  - nuclear medicine specialists
  - endocrinologists
  - radiation oncologists.
• visiting medical officers and specialists are entitled to pro-rata reimbursement of the application and ‘use’ licence fees

People who provide services to Queensland Health on a contractual or fee for service basis are excluded from these arrangements.

Schedule Two outlines the reimbursement process for Radiography ‘Use’ licences.

2.1 Registration and Licensing Fees

The Health Practitioners (Queensland Health) Certified Agreement (No 2) 2011 at clause 40 provides that employees who are required to hold dual registration to perform their duties for Queensland Health are to be reimbursed the cost of the second registration.

The group of employees required to hold dual registrations have been identified as:

• sonographers – radiographers who perform ultrasound imaging who are required to register with both the Medical Radiation Practice Board of Australia and the Australian Sonographer Accreditation Registry (ASAR)
• dental prosthetists – who are required to register as both a dental technician and a dental prosthetist.

Queensland Health has agreed to pay registration costs for the second registration only, if the employee is required as part of their employment to hold this dual registration.

Definitions:

| Apparatus          | A generic term covering both radiation apparatus, e.g. lasers and x-ray machines, and radioactive substances. |

History:

| June 2014                          | • Policy formatted as part of the HR Policy Simplification project.
|                                   | • Policy amended to:
|                                   |   - update references and naming conventions
|                                   |   - incorporate provisions from Radiation Safety Act 1999 – Application and Licence Fees – ‘Use’ Licences HR Policy C33 |
| August 2008                       | • Developed as a result of the HR Policy Consolidation Project. |
| Previous                          | • IRM 2.6-7 Radiation Safety Act 1999 – Application and Licence Fees – “Use” Licences
|                                   | • IRM 2.5-25 Home Care Worker – Telephone Call Reimbursement
|                                   | • IRM 2.6-8 Registration and Licensing Fees |
Reimbursements – Schedule One
Telephone calls made by Home Care Workers

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and schedule and ensure employee entitlements continue to be met.

1 Application for reimbursement

Reimbursement of business telephone calls is to occur on production of a duly completed Telephone Call Reimbursement form. Hospital and Health Services (HHSs)/divisions are to directly undertake and administer this element of the arrangement.

2 Reimbursement Amount

If documented proof (i.e. original monthly telephone statement from the provider) cannot be attached to the back of the Telephone Call Reimbursement form, a standard reimbursement of $0.50 is made for telephone calls (mobile or public telephone calls). The reimbursement amount of $0.50 is the standard cost for a public telephone call.

No payment is to be made unless the delegate is satisfied that the employee has incurred the expenditure.

3 Authorised Accounting Officer

The Telephone Call Reimbursement Form and documented proof is to be attached to the Queensland Health Petty Cash Voucher and returned to the Authorised Accounting Officer:

- every three months
- or
- when the dollar amount for the employee’s telephone calls totals an amount equal to the maximum reimbursement for the HHS’s petty cash.

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Reimbursements – Schedule Two
Radiography ‘Use’ Licences

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and schedule and ensure employee entitlements continue to be met.

1  Temporary and casual employees engaged for periods of less than 12 months

The application form is to be submitted to Radiation Health as prescribed on the form. Reimbursement of the fees is to occur on production of a receipt. HHSs/divisions are to directly undertake and administer this element of the arrangement.

2  Application and licence fees, including renewals payable by employees and already paid by the employee

Reimbursement of the fees is to occur on production of a receipt. HHSs/divisions are to directly undertake and administer this element of the arrangement.

3  Application and licence fees including renewals payable by employees but yet to be paid by the employee

The application form is to be submitted to Radiation Health as prescribed on the form. HHSs/divisions can pay via credit card, money order, cheque or an officer can seek reimbursement of the fees which is to occur on production of a receipt. HHSs/divisions are to directly undertake and administer this element of the arrangement.