

# Queensland Clinical Guidelines

## Consumer payment and re-imburement of expenses

### 1 Payment for consumer participation

Eligible consumers participating in guideline working parties may be paid an engagement fee for their participation. Regarding such payments:

- Eligible Consumers must have been appointed following a transparent recruitment and selection process
- Payment forms (e.g. Vendor Setup Form) must be submitted and approved in order to receive payment
- Payments and reimbursements apply only to direct working party activities
- Payments are inclusive of time spent consulting, preparing, writing, and communicating in relation to the business of the working party
- Travel time to and from QCG scheduled committee meetings are included in the scheduled fees
- Reimbursement for reasonable out of pocket expenses are offered in addition to the scheduled fees
- Acceptance of an engagement fee is voluntary
- If a consumer initially declines payment of engagement fees and then changes their mind later they can notify QCG in writing
- Consumers appointed to working parties are not entitled to benefits such as superannuation, annual, sick or long service leave
- Payments are made:
  - for activities conducted during the working party consultation period or associated with a meeting
  - to approved Queensland Health vendors
  - by invoice after the engagement has concluded

### 2 Schedule of fees

Payments relevant to QCG based on reasonable time expected for activities. Schedule fees include preparation and return travel for committee meetings.

Activity	Time commitment	Fee payable
Steering Committee Meetings	2 to 4 hours	\$187
Working party member review of clinical guideline documents:		
Round 1 consultation	3 hours	\$120
Round 2 consultation	1 hour	\$40
Working party member review of two or less parent information sheets	1 hour	\$40

### 3 Reimbursement

Reasonable out of pocket expenses may include:

- Public transport to attend meetings e.g. return journey on bus, train or ferry (original tickets or evidence of journey on *GoCard* summary are required)
- Car parking expenses for the duration of the activity, at venues where fees are incurred, upon presentation of original receipts
- Cost of childcare or carer respite for the duration of the activity and associated travel time to and from meetings