

Title: Terms and Conditions of Employment - Medical Superintendents With Right of Private Practice & Medical Officers With Right of Private Practice	Number: IRM 2.7-4
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The Award For Medical Superintendents With Right of Private Practice - Public Hospitals, Queensland came into effect as from 24 April 1989 with variations to include Senior Medical Superintendents with Right of Private Practice and Medical Officers with Right of Private Practice effective from 1 July 1996.

A number of matters not contained in the award are subject to administrative arrangements. Such administrative arrangements are detailed in the attached schedule.

Copies of the award and administrative arrangements should be made available to Medical Superintendents With Right of Private Practice (MSRPP) (including Seniors) and Medical Officers with Right of Private Practice(MORPP).

For information on time free from duty for MSRPP's and MORPP's please see IRM 2.7-29

**MEDICAL SUPERINTENDENTS WITH RIGHT OF PRIVATE PRACTICE
MEDICAL OFFICERS WITH RIGHT OF PRIVATE PRACTICE
ADMINISTRATIVE ARRANGEMENTS**

SUBJECT	PARAGRAPH
• Appointment	1
• Credit of Previous Service for Leave Purposes	9
• Leave - Conference	7
• Leave - for Industrial Purposes	8
• Leave - Study	5
• Leave - Tertiary Studies	6
• Meals	10
• Motor Vehicle Entitlements	11
• Remuneration	2
• Residences and Furnishings	3
• Surgery	4
• Telecommunications Entitlements	12
• Time free from duty	IRM 2.7-29

For the purposes of this document, references to "employee/s", shall mean Medical Superintendent/s with Right of Private Practice (MSRPP) (including Senior MSRPP) and Medical Officer/s with Right of Private Practice (MORPP) unless otherwise specified.

For the purposes of this document the abbreviation MSRPP will be deemed to include Senior Medical Superintendents with Right of Private Practice.

1. APPOINTMENT

Employees shall be appointed on a permanent basis, subject to a probationary period of one year.

2. REMUNERATION

2.1 Award rates are as prescribed by the Award for Medical Superintendents with Right of Private Practice and Medical Officers with Right of Private Practice - Public Hospitals, Queensland. However, actual salaries payable to medical practitioners engaged under this Award may be subject to any current Enterprise Agreement which may exist from time to time.

2.2 It should be noted that the salary is all inclusive and covers all work performed for the Health Service District including the requirements to be on call and all recall work and work performed on weekends.

2.3 The salary for these officers is based on a six day week on the understanding that, whilst salary is so calculated, the actual duties to be carried out on weekends would be for determination by the appointing Health Service District in the light of circumstances at each individual hospital and having regard to the duties and responsibilities outlined in the Award. However, the condition that the MSRPP or MORPP be "on call" to meet any emergent situation is to be contained in the arrangements made. This paragraph does not affect the ordinary salary payable to these employees. However, calculation of salary in respect of any pro rata recreation leave, special leave without pay etc is to be made on the aforementioned basis.

3. RESIDENCES AND FURNISHINGS

3.1 Where the circumstances permit, an MSRPP may be provided with:

(a) Rent free residence of a reasonable standard with basic furniture in accordance with size of residence eg double bedroom - provide double bedroom suite, single bedroom - provide single bedroom suite, dining room - provide dining room suite, lounge room - provide lounge suite.

(b) Provided without charge -

- * refrigerator
- * stove
- * washing machine
- * floor coverings

- (c) Curtains and/or curtain materials are **not** to be provided.
- (d) Fuel, light and power to be provided free of charge when MSRPP's are accommodated in a residence owned by the Health Service District. See paragraph 3.3 for further details in regard to excessive accounts. It should be noted however that as from 1 July 2003, the employee will be responsible for the Ambulance levy contained in the electricity account. The levy from 1 July 2004 will be charged at the current rate of 24.712 cents per day, \$1.75 per week or \$90.20 per annum.

3.2 No compensation is to be made to MSRPPs who elect of their own volition to reside in their own accommodation.

At the discretion of the District Manager, where the MSRPP has elected to reside in their own accommodation, the premises may subsequently be offered to the MORPP.

3.3 Where excessive accounts for fuel, light and power are incurred by the MSRPP, Health Service Districts will not be required to bear the full cost. An appropriate contribution may be made by the Health Service District having regard to the following:

- (a) local community standards (ie tariffs etc)
- (b) size of the family
- (c) seasonal conditions
- (d) whether heating and/or cooling facilities are installed.

3.4 NOTE: Tenancy agreements are to be completed in respect of occupancy of residences provided by the Health Service District.

4. SURGERY

4.1 Where circumstances permit, an MSRPP may be provided with a rent free surgery of a reasonable standard where same is owned by the Health Service District.

4.2 No compensation is to be made to MSRPPs who elect of their own volition not to use the surgery.

At the discretion of the District Manager, where the MSRPP has elected not to use the surgery, the premises may subsequently be offered to the MORPP.

5. STUDY LEAVE

5.1 In order that MSRPPs and MORPPs may have greater opportunity to further their knowledge by obtaining additional qualifications the following scheme has been introduced. These arrangements do not apply to courses undertaken at tertiary institutions.

5.2 Basis of Approvals

- i) An employee will require the approval of the District Manager for study leave to undertake training to obtain additional qualifications.
- ii) The period of study leave will be determined according to the length of the course being undertaken, including the period necessarily spent in travelling to and from the facility where training is being undertaken.
- iii) During the period of study leave, the employee may be granted either leave with pay or leave without pay, depending upon the circumstances of the training being undertaken. It would be the normal practice that leave without pay would be granted from the hospital of appointment. Remuneration would be paid by the facility where the training is being undertaken in accordance with appropriate award rates.
- iv) The employee shall for the period of such study leave be subject to the Medical Superintendent of the facility where the training is being undertaken, in respect of duty and discipline.
- v) The employee is to be provided with free travel to and from the approved training centre. Where an employee elects to travel by private motor vehicle, reimbursement of motor vehicle and other necessary costs shall be in accordance with IRM 2.1-22.
- vi) The time when an employee may be granted such study leave will be dependent upon the availability of a locum to take his/her place, if a locum is required, and the suitability of the time to the hospital where the training is being undertaken.
- vii) Where the Employer requires the presence of a medical practitioner at the hospital during the absence of the employee, that Employer shall appoint a relieving medical officer.
- viii) Notwithstanding clause 5.2 (a) (vii) hereof, an employee may exercise the option of selecting a relieving medical officer, if that medical officer is acceptable to the Employer.
- ix) Where a locum is engaged to provide study leave relief, similar arrangements will apply in respect to travelling expenses for that locum as exists for recreation leave.
- x) Application to attend a course is to be made to the employing Health Service District, which will determine the applicant's eligibility to undertake such a course, taking into account the applicant's length of service, and the location of the hospital.
- xi) Applications for Study Leave must be made at least four (4) months in advance and accompanied by an outline of the proposed program of study and an estimate of costs for fares, accommodation and other legitimate

expenses. This period can be reduced in special circumstances at the discretion of the District Manager.

- xii) The granting of the study leave will be subject to the District Manager's approval of the course of study.
- xiii) At the discretion of the District Manager, the foregoing arrangements can be extended in special circumstances to cover the attainment of additional experience in a relevant area, subject to the conditions outlined in clause 5.2 (a) (i) to (xii). These arrangements do not apply to courses provided in any tertiary institution, however consideration should be given to relevant courses or programs provided by private hospitals and recognised professional organisations/associations.

5.4 Ongoing Entitlements

i) **Recreation Leave**

The employee accrues recreation leave whilst undertaking the course in accordance with Award Provisions provided that it is a period of paid study leave and undertaken at an approved Queensland Public Hospital.

ii) **Sick Leave**

Sick leave not availed of during the course is to be credited upon resumption. The facility where training is being undertaken should maintain a record of leave taken and advise the Parent Hospital on completion of the course provided that the study is undertaken at an approved Queensland Public Hospital.

iii) **Long Service Leave**

The period of the course is recognised for long service leave purposes provided that the period is paid study leave and undertaken at an approved Queensland Public Hospital.

iv) **Workcover**

For the period of the training program, the employee is to be covered by the facility where the training is being undertaken provided that the course is undertaken at a Queensland Public Hospital.

v) **Salary Increases**

The period of the course counts as service for salary purposes, subject to satisfactory completion of the course and undertaken at an approved Queensland Public Hospital.

5.5 In respect of the Family Medicine Program Intensive Courses for Isolated Practitioners, the following conditions are to apply:

- (a) For Family Medicine Program Trainees:

- (i) special leave with pay;
 - (ii) fares and accommodation paid by the Family Medicine Program;
 - (iii) Health Service District pays the balance of any locum fee that the employee is required to pay over and beyond the training subsidy paid by the Family Medicine Program;
 - (iv) should the Family Medicine Program reduce or abolish its contribution to trainees then study leave conditions as set out in 5.2 above should apply to these trainees.
- (b) For other than Family Medicine Program Trainees:
- (i) Study Leave conditions as set out in 5.2 above should apply.

6. TERTIARY STUDIES

Employees are eligible to make application under the Study and Research Assistance Scheme (SARAS) to undertake studies at a recognised tertiary institution. Details of this scheme will be available from your local Health Service District.

7. CONFERENCE LEAVE

Employees may apply to the employing Health Service District for conference leave in accordance with the provisions of IRM 11.6-1.

The granting of leave under this clause shall not be unreasonably withheld by the Employer.

8. LEAVE FOR INDUSTRIAL PURPOSES

8.1 An employee may be granted such leave as necessary to:-

- (a) attend conferences with the employer or with representatives of the Crown concerning industrial matters arising out of the Award and;
- (b) attend proceedings before any Industrial Tribunal concerning industrial matters to which the Award relates.

8.2 Due consideration should be given to the continuation of medical services to the Hospital/s serviced by the employee.

9. CREDIT OF PREVIOUS SERVICE FOR LEAVE PURPOSES

Credit of previous employment for leave entitlements shall be in accordance with IRM 11.3-2.

10. PROVISION OF MEALS

In situations where an employee is required to work for extended periods as a result of special circumstances not normally applicable and where the employee could not be expected to return home for a meal, the Health Service District shall provide a meal of reasonable standard free of charge.

11. MOTOR VEHICLE

Medical Superintendents with Right of Private Practice

In accordance with the provisions of the Medical Incentives Package, a MSRPP shall receive an entitlement to a Motor Vehicle for work related activities and including a private use component, as detailed in IRM 2.7-20.

Medical Officers with Right of Private Practice

No entitlement exists for the provision of a motor vehicle.

At the discretion of the District Manager, based upon service requirements, a fuel card may be offered in accordance with Section 1.5 of IRM 2.7-20, to fund fuel purchases for a nominated private motor vehicle. The fuel card offer may be availed to cover fuel costs related to work requirements, and, at the further discretion of the District Manager, up to 100% of fuel consumption for private purposes within the local community (up to 10 kilometres radius of the Post Office in the town) of the health facility to which the MORPP is appointed or assigned.

Use of Fuel Cards

Fuel cards may only be used to purchase fuel for the nominated motor vehicle for approved purposes. The registration number of the motor vehicle shall be printed on the card.

Fuel cards are to be utilised in accordance with the appropriate policies and protocols governing their issue. By accepting the offer of a fuel card a medical officer accepts the terms and conditions relating to the use of the fuel card.

Misuse of a fuel card will result in withdrawal of the card and likely disciplinary action against the officer to whom it was issued.

12. TELEPHONE

In accordance with the provisions of the Medical Incentives Package, MSRPPs have an entitlement to communication equipment as detailed in IRM 2.7-21. An additional entitlement may exist for the MSRPP to the installation of a Telephone in a private residence and/or reimbursement of rental and call charges as per IRM 2.2-3.

Based upon service requirements these entitlements may also be offered to an MORPP.