

Hours – Directors of Nursing and Assistant Directors of Nursing

Human Resources Policy

Effective Date: December 2009

1 PURPOSE

To outline the hours of work that may be required by directors of nursing (DONs) and assistant directors of nursing (ADONs).

2 APPLICATION

This policy applies to DONs and ADONs (nurse grade 9 and above).

3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

5 REFERENCES

- Nurses and Midwives (Queensland Health) Certified Agreement (EB7) 2009

6 SUPERSEDES

- IRM 2.5-20 Unlimited Hours – Directors of Nursing and Assistant Directors of Nursing

7 POLICY

The usual hours of work for DONs and ADONs (nurse grade 9 and above) are an average of 38 hours per week, 76 hours per fortnight or 152 hours in a 4 week period. However, to perform the job effectively, the employee may be required to work additional hours as appropriate.

Salary scales for DONs classified nurse grade 10, band 1, incorporate a percentage loading of 15%. The rate is all-inclusive and no separate payments are to be made for:

- on call
- shift work
- weekends
- public holidays
- overtime.

This allowance is not designed to prevent DONs classified nurse grade 10, band 1, from working ordinary hours in a flexible manner.

It is recognised that DONs and ADONs are to work hours which:

- are not set by a static roster for starting and finishing times
- may include broken periods of work
- allow for regular relief from the workplace for two days per week, up to 13 accumulated days off (ADOs) when the agreed work arrangements include ADOs, and annual leave.

The nature of this policy infers flexibility in the performance of work. This flexibility includes the option of available time off at mutually convenient times. This can be in the form of time off during the week, e.g. an afternoon off, or as a more formal ADO arrangement.

The arrangement that applies in each centre is to be clearly documented and is to be mindful of issues such as provision of public health services, flexibility for the DON or ADON to have uninterrupted time free from duty, and rostering of relievers. The period over which the hours are averaged is a matter for mutual agreement on a case-by-case basis.

The salary specified in the relevant Awards is deemed to cover payment for the overall performance of the job, and overtime is not payable.

8 HISTORY

December 2009	Updated to incorporate changes set out in Nurses and Midwives EB7.
September 2009	Protected IRM 2.5-20 reformatted as part of the HR policy consolidation project in accordance with EB7.
August 2003	IRM 2.5-20 Unlimited Hours – Directors of Nursing and Assistant Directors of Nursing (clause 14.4 and 16.3 Nurses (Queensland Health) Section 170MX Award 2003) amended.
July 1999	IRM 2.5-20 Unlimited Hours – Directors of Nursing and Assistant Directors of Nursing