Professional and technical stream employees – professional development incentive package

Policy Number: C63 (QH-POL-414)

Publication date: March 2018

Purpose: To outline the professional development incentive package for professional and technical stream employees.

Application: This policy applies to all Queensland Health professional and technical stream employees, including employees working for:

- the Department of Health (including Queensland Ambulance Service)
- non-prescribed Hospital and Health Services
- prescribed Hospital and Health Services.


Legislative or other authority:
- Queensland Public Health Sector Certified Agreement (No.9) 2016

Related policy or documents:
- Self Education – FBT Fact Sheet
- SARAS - Study and Research Assistance Scheme HR Policy G10 (QH-POL-223)

Policy subject:

1 Policy Statement

A professional development incentive package is available to eligible permanent Queensland Health professional and technical stream employees. The incentive package provides access to funding for professional development on the following basis:

<table>
<thead>
<tr>
<th>Location</th>
<th>Amount (per annum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category A</td>
<td>$1,000</td>
</tr>
<tr>
<td>Category B</td>
<td>$1,500</td>
</tr>
<tr>
<td>Non-category A or B</td>
<td>$600</td>
</tr>
</tbody>
</table>

All permanent full-time and part-time professional and technical stream employees are eligible for the incentive package. Permanent part-time employees, who have a minimum engagement of 16 hours per fortnight, are entitled to the same leave quantum and monetary entitlement as a full-time employee and not a pro rata amount. Permanent part-time employees who work less than 16 hours per fortnight have no entitlement to the incentive package.
The incentive package payment is made fortnightly as part of normal salary, and included in the gross earnings before tax. Payment is made during periods of paid leave. Payments are not included for the purpose of leave loading, penalty rates, overtime or superannuation.

When a permanent employee moves from one Hospital and Health Service (HHS)/facility to another HHS/facility where entitlements differ, the relevant payment for each HHS/facility is to be paid on a pro rata basis.

Refer to the relevant SARAS - Study and Research Assistance Scheme policy/procedure for leave arrangements applying to the accessing of professional development activities.

**History:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 2018</td>
<td>• Policy:</td>
</tr>
<tr>
<td></td>
<td>− formatted as part of the HR Policy review</td>
</tr>
<tr>
<td></td>
<td>− amended to update references, naming conventions and areas of operation</td>
</tr>
<tr>
<td></td>
<td>− amended to extend application to eligible employees of Queensland Ambulance Service.</td>
</tr>
<tr>
<td>November 2014</td>
<td>Policy amended to reflect correct professional development allowance amounts.</td>
</tr>
<tr>
<td>March 2014</td>
<td>• Policy formatted as part of the HR Policy Simplification project.</td>
</tr>
<tr>
<td></td>
<td>• Policy amended to update references, naming conventions and areas of operation.</td>
</tr>
<tr>
<td>May 2010</td>
<td>• Amended tables to correctly reflect the professional development funding by district and facility.</td>
</tr>
<tr>
<td>April 2010</td>
<td>• Amended section 5 References to reflect Self Education – FBT Fact Sheet.</td>
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<tr>
<td>March 2010</td>
<td>• Developed as a result of the HR policy consolidation project.</td>
</tr>
<tr>
<td>Previous</td>
<td>• IRM 2.7-34 Professional Development Incentive Package – Professional/ Technical Employees and Dental Officers.</td>
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Professional and technical stream employees – professional development incentive package
HR Policy C63
Human Resources Branch
Acting Chief Human Resources Officer
March 2018

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## Attachment One – Areas of operation

<table>
<thead>
<tr>
<th>Hospital and Health Services</th>
<th>Facility</th>
<th>Category A</th>
<th>Category B</th>
</tr>
</thead>
<tbody>
<tr>
<td>$600 per annum</td>
<td>$1,000 per annum</td>
<td>$1,500 per annum</td>
<td></td>
</tr>
<tr>
<td>Non category A and B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Cairns and Hinterland | • Cairns  
• Gordonvale  
• Ravenshoe  
• Yarrabah | • Atherton  
• Babinda  
• Herberton  
• Innisfail  
• Malanda  
• Mareeba  
• Millaa Millaa  
• Douglas Shire (Mossman)  
• Tully | • Chillagoe  
• Croydon  
• Dimbulah  
• Forsayth  
• Georgetown  
• Mt Garnet |
| Central Queensland | • Duaringa  
• Gladstone  
• Mt Morgan  
• Ogmore  
• Rockhampton  
• Yeppoon | • Baralaba  
• Biloela  
• Blackwater  
• Capella  
• Cracow  
• Dingo  
• Emerald  
• Gemfields  
• Moura  
• Springsure  
• Theodore  
• Woorabinda | |
| Central West | | | • Alpha  
• Aramac  
• Barcaldine  
• Blackall  
• Bouliia  
• Isisford  
• Jundah  
• Longreach  
• Muttaburra  
• Tambo  
• Windorah  
• Winton |
<p>| Children’s Health Queensland | • Lady Cilento Children’s Hospital | | |</p>
<table>
<thead>
<tr>
<th>Hospital and Health Services</th>
<th>Facility</th>
<th>Non category A and B</th>
<th>Category A</th>
<th>Category B</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$600 per annum</td>
<td>$1,000 per annum</td>
<td>$1,500 per annum</td>
<td></td>
</tr>
</tbody>
</table>
| Darling Downs                | • Oakey  
  • Toowoomba | • Cherbourg  
  • Chinchilla  
  • Dalby  
  • Glenmorgan  
  • Goondiwindi  
  • Inglewood  
  • Jandowae  
  • Kingaroy  
  • Meandarra  
  • Miles  
  • Millmerran  
  • Moonie  
  • Murgon  
  • Nanango  
  • Stanthorpe  
  • Tara  
  • Taroom  
  • Texas  
  • Wandoan  
  • Warwick  
  • Wondai | | |
| Gold Coast                   | • Gold Coast University Hospital  
  • Robina | | | |
| Mackay                       | • Mackay  
  • Marlborough  
  • Sarina  
  • St Lawrence | • Bowen  
  • Clermont  
  • Collinsville  
  • Dysart  
  • Moranbah  
  • Proserpine | | |
| Metro North                  | • Caboolture  
  • Kilcoy  
  • RBWH  
  • Redcliffe  
  • Prince Charles | | | |
<table>
<thead>
<tr>
<th>Hospital and Health Services</th>
<th>Facility</th>
<th>$600 per annum</th>
<th>$1,000 per annum</th>
<th>$1,500 per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metro South</td>
<td>Beaudesert, Dunwich, Logan, Princess Alexandra, Queen Elizabeth II, Redland, Wynnum</td>
<td>Category A</td>
<td>Category B</td>
<td></td>
</tr>
<tr>
<td>North West</td>
<td>Mt Isa, Burketown, Camooweal, Cloncurry, Dajarra, Doomadgee, Julia Creek, Karumba, Mornington Island, Normanton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>South West</td>
<td>Bollon, Dirranbandi, Injune, Mitchell, Mungundi, Roma, St George, Surat, Wallumbilla</td>
<td>Category A</td>
<td>Category B</td>
<td></td>
</tr>
<tr>
<td>Sunshine Coast</td>
<td>Caloundra, Gympie, Maleny, Nambour, Sunshine Coast University Hospital</td>
<td>Category A</td>
<td>Category B</td>
<td></td>
</tr>
<tr>
<td>Torres and Cape</td>
<td>Cooktown</td>
<td>Category A</td>
<td>Category B</td>
<td></td>
</tr>
<tr>
<td>Townsville</td>
<td>Magnetic Island, Townsville</td>
<td>Category A</td>
<td>Category B</td>
<td></td>
</tr>
<tr>
<td>Hospital and Health Services</td>
<td>Facility</td>
<td>$600 per annum</td>
<td>$1,000 per annum</td>
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<td>-------------------------------</td>
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<td>------------------</td>
<td>------------------</td>
</tr>
<tr>
<td></td>
<td>Non category A and B</td>
<td>Category A</td>
<td>Category B</td>
<td></td>
</tr>
<tr>
<td>West Moreton</td>
<td>Boonah</td>
<td>Esk</td>
<td>Gatton</td>
<td>Ipswich</td>
</tr>
<tr>
<td>Wide Bay</td>
<td>Bundaberg</td>
<td>Childers</td>
<td>Gin Gin</td>
<td>Hervey Bay</td>
</tr>
</tbody>
</table>