

Professional and technical stream employees – Professional development incentive package

Policy Number: C63 (QH-POL-414)

Publication date: June 2020

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 Queensland Ambulance Service.

Delegation: The 'delegate' is as listed in the Department of Health Human Resource (HR) Delegations Manual, Hospital and Health Services Human Resource (HR) Delegations Manual, or Queensland Ambulance Service Human Resource (HR) Delegations Manual, as amended from time to time.

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:

Location	Amount (per annum)
Category A	\$1,000
Category B	\$1,500
Non-category A or B	\$600

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:

June 2020	<ul style="list-style-type: none"> • Policy: <ul style="list-style-type: none"> – formatted as part of the HR Policy review – amended to update naming conventions – application amended as a result of changes outlined in the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019.
March 2018	<ul style="list-style-type: none"> • Policy: <ul style="list-style-type: none"> – formatted as part of the HR Policy review – amended to update references, naming conventions and areas of operation – amended to extend application to eligible employees of Queensland Ambulance Service.
November 2014	<ul style="list-style-type: none"> • Policy amended to reflect correct professional development allowance amounts.
March 2014	<ul style="list-style-type: none"> • Policy formatted as part of the HR Policy Simplification project. • Policy amended to update references, naming conventions and areas of operation.
May 2010	<ul style="list-style-type: none"> • Amended tables to correctly reflect the professional development funding by district and facility.
April 2010	<ul style="list-style-type: none"> • Amended section 5 References to reflect Self Education – FBT Fact Sheet.
March 2010	<ul style="list-style-type: none"> • Developed as a result of the HR policy consolidation project.
Previous	<ul style="list-style-type: none"> • IRM 2.7-34 Professional Development Incentive Package – Professional/ Technical Employees and Dental Officers.

Attachment One – Area of operation

Hospital and Health Services	Facility		
	\$600 per annum	\$1,000 per annum	\$1,500 per annum
	Non category A and B	Category A	Category B
Cairns and Hinterland	<ul style="list-style-type: none"> • Cairns • Gordonvale • Ravenshoe • Yarrabah 	<ul style="list-style-type: none"> • Atherton • Babinda • Herberton • Innisfail • Malanda • Mareeba • Millaa Millaa • Douglas Shire (Mossman) • Tully 	<ul style="list-style-type: none"> • Chillagoe • Croydon • Dimbulah • Forsayth • Georgetown • Mt Garnet
Central Queensland	<ul style="list-style-type: none"> • Duaringa • Gladstone • Mt Morgan • Ogmoo • Rockhampton • Yeppoon 	<ul style="list-style-type: none"> • Baralaba • Biloela • Blackwater • Capella • Cracow • Dingo • Emerald • Gemfields • Moura • Springsure • Theodore • Woorabinda 	
Central West			<ul style="list-style-type: none"> • Alpha • Aramac • Barcaldine • Blackall • Boulia • Isisford • Jundah • Longreach • Muttaborra • Tambo • Windorah • Winton
Children's Health Queensland	<ul style="list-style-type: none"> • Queensland Children's Hospital 		

Hospital and Health Services	Facility		
	\$600 per annum	\$1,000 per annum	\$1,500 per annum
	Non category A and B	Category A	Category B
Darling Downs	<ul style="list-style-type: none"> • Oakey • Toowoomba 	<ul style="list-style-type: none"> • Cherbourg • Chinchilla • Dalby • Glenmorgan • Goondiwindi • Inglewood • Jandowae • Kingaroy • Meandarra • Miles • Millmerran • Moonie • Murgon • Nanango • Stanthorpe • Tara • Taroom • Texas • Wandoan • Warwick • Wondai 	
Gold Coast	<ul style="list-style-type: none"> • Gold Coast University Hospital • Robina 		
Mackay	<ul style="list-style-type: none"> • Mackay • Marlborough • Sarina • St Lawrence 	<ul style="list-style-type: none"> • Bowen • Clermont • Collinsville • Dysart • Moranbah • Proserpine 	
Metro North	<ul style="list-style-type: none"> • Caboolture • Kilcoy • RBWH • Redcliffe • Prince Charles 		

Hospital and Health Services	Facility		
	\$600 per annum	\$1,000 per annum	\$1,500 per annum
	Non category A and B	Category A	Category B
Metro South	<ul style="list-style-type: none"> • Beaudesert • Dunwich • Logan • Princess Alexandra • Queen Elizabeth II • Redland • Wynnum 		
North West			<ul style="list-style-type: none"> • Mt Isa • Burketown • Camooweal • Cloncurry • Dajarra • Doomadgee • Julia Creek • Karumba • Mornington Island • Normanton
South West		<ul style="list-style-type: none"> • Bollon • Dirranbandi • Injune • Mitchell • Mungundi • Roma • St George • Surat • Wallumbilla 	<ul style="list-style-type: none"> • Augathella • Charleville • Cunnamulla • Morven • Quilpie • Thargomindah
Sunshine Coast	<ul style="list-style-type: none"> • Caloundra • Gympie • Maleny • Nambour • Sunshine Coast University Hospital 		
Torres and Cape		<ul style="list-style-type: none"> • Cooktown 	<ul style="list-style-type: none"> • All locations (excluding Cooktown)
Townsville	<ul style="list-style-type: none"> • Magnetic Island • Townsville 	<ul style="list-style-type: none"> • Ayr • Charters Towers • Home Hill • Ingham 	<ul style="list-style-type: none"> • Hughenden • Richmond • Palm Island

Hospital and Health Services	Facility		
	\$600 per annum	\$1,000 per annum	\$1,500 per annum
	Non category A and B	Category A	Category B
West Moreton	<ul style="list-style-type: none"> • Boonah • Esk • Gatton • Ipswich • Laidley 		
Wide Bay	<ul style="list-style-type: none"> • Bundaberg • Childers • Gin Gin • Hervey Bay • Maryborough • Mt Perry 	<ul style="list-style-type: none"> • Biggenden • Eidsvold • Gayndah • Monto • Mundubbera 	