

Recruitment and selection

Human Resources Policy B1 (QH-POL-212)

Purpose

The purpose of this policy is to outline the requirements for recruitment and selection specific to Queensland Health vacancies in alignment with *Directive 07/23 – Recruitment and selection*.

Application

This policy applies to the recruitment and selection for all positions within Queensland Health under the following categories of employment:

- permanent (includes full-time or part-time)
- fixed-term temporary (includes full-time or part-time)
- apprenticeships and traineeships
- casual
- clinical appointments (including visiting medical officers and senior medical officers).

The principles of this policy apply to all recruitment and selection activities undertaken, including for senior officer (SO) and senior executive service (SES), and health senior officer (HSO) and health executive service (HES) employment streams, even if the recruitment and selection activity is not mandated by this policy or relevant legislation. For SO/SES and HSO/HES employment policy matters please consult with the Executive Policy and Contracts Team, Human Resources Branch.

This policy does not apply to Queensland Ambulance Service employees. Instead, Queensland Ambulance Service employees are to refer to their local policy/procedure.

Delegation

The **delegate** is as listed in the relevant human resource (HR) delegations manual, as amended from time to time.

Legislative or other authority

- Age Discrimination Act 2004 (Cth)
- Aged Care Act 1997 (Cth)
- Anti-Discrimination Act 1991
- Australian Human Rights Commission Act 1986 (Cth)
- Child Employment Act 2006
- Disability Discrimination Act 1992 (Cth)

- Hospital and Health Boards Act 2011
- Human Rights Act 2019
- Industrial Relations Act 2016
- Information Privacy Act 2009
- Multicultural Recognition Act 2016
- Public Sector Act 2022
- Public Sector Ethics Act 1994
- Public Sector Regulation 2023
- Racial Discrimination Act 1975 (Cth)
- Right to Information Act 2009
- Sex Discrimination Act 1984 (Cth)
- Workers' Compensation and Rehabilitation Act 2003
- Working with Children (Risk Management and Screening) Act 2000
- Hospital and Health Boards Regulation 2023 (2023 Regulation)
- Building, Engineering and Maintenance Services Employees (Queensland Government) Award – State 2016
- Health Practitioners and Dental Officers (Queensland Health) Award – State 2015
- Hospital and Health Service General Employees (Queensland Health) Award – State 2015
- Medical Officers (Queensland Health) Award – State 2015
- Nurses and Midwives (Queensland Health) Award – State 2015
- Queensland Public Service Officers and Other Employees Award – State 2015
- Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No. 2) 2023 (EB2))
- Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022 (HPDO4)
- Medical Officers' (Queensland Health) Certified Agreement (No.6) 2022 (MOCA6)
- Visiting Medical Officers' Employees (Queensland Health) Certified Agreement (No.1) 2023 (VMO1)
- Nurses and Midwives (Queensland Health and Department of Education) Certified Agreement (EB11) 2022
- Queensland Health Building, Engineering & Maintenance Services Certified Agreement (No. 8) 2022 (BEMS8)
- Queensland Public Health Sector Certified Agreement (No. 11) 2022 (EB11)
- Directive 10/16 – Transfer within and between classification levels and systems
- Directive 04/18 – Early retirement, redundancy and retrenchment
- Directive 08/23 – Suitability for employment
- Directive 10/23 – Senior officer – employment conditions
- Directive 09/23 – Senior Executive Service – employment conditions
- Directive 05/12 – Workforce establishment management framework

- Directive 01/22 – Supporting employees affected by workplace change
- Directive 02/23 – Review of non-permanent employment
- Directive 03/23 – Review of acting or secondment at higher classification level
- Directive 04/23 – Appeals
- Directive 07/23 – Recruitment and selection
- Code of Conduct for the Queensland Public Service
- Health Senior Officer Terms and Conditions of Employment
- Health Executive Service Terms and Conditions of Employment
- Defence Reserve Service (Protection) Act 2001

Related policy or documents

- HR Policy B7 - Nursing and midwifery classification evaluation methodology (QH-POL-179)
- HR Policy B14 - Health professionals registration: Medical officers, nurses, midwives, health practitioners and other health professionals (QH-POL-147)
- HR Policy B29 - Job evaluation – roles covered by the classification and remuneration system (QH-POL-159)
- HR Policy B36 - Employees requiring placement (QH-POL-237)
- HR Policy B40 - Employment Screening (QH-POL-122)
- HR Policy B42 - Secondment (QH-POL-224)
- HR Policy B46 - Citizenship, residency, visas and immigration (QH-POL-250)
- HR Policy B52 - Conversion of temporary employees to permanent status (QH-POL-119)
- HR Policy B68 - Job evaluation – health practitioner positions (QH-POL-194)
- HR Policy C5 - Flexible working arrangements (QH-POL-242)
- HR Policy C59 - Determining salary levels upon appointment (QH-POL-245)
- HR Policy D4 - Transfer and appointment expenses (QH-POL-245)
- HR Policy E1 - Workplace conduct and ethics (QH-POL-113)
- HR Policy E2 - Anti-discrimination, human rights and vilification (QH-POL-101)
- HR Policy E12 - Individual employee grievances (QH-POL-140)
- HR Policy E17 - Conflicts of interest (QH-POL-980)
- HR Guideline E17 - Conflicts of interest (QH-GDL-980-1-1)
- HR Policy G2 - Diversity and inclusion (QH-POL-132)
- HR Policy G3 - Reasonable adjustment (QH-POL-210)
- HR Policy H1 - Separation of employment (QH-POL-227)
- HR Policy I2 - Indemnity for Queensland Health medical practitioners (QH-POL-153)
- Health Employment Directive 01/16: Vaccine preventable diseases (VPD) requirements
- Health Service Directive HSD-047 – Vaccine preventable disease screening for contractors, students and volunteers

- Health Service Directive Protocol HSD-047-1 - Vaccine preventable disease screening for contractors, students and volunteers
- Vaccine preventable diseases evidence requirements guide
- Public Sector Commission Recruitment and Selection Summary Guide
- Department of the Premier and Cabinet – Employment security policy
- Public Sector Commission - Disclosure of previous employment as a lobbyist policy
- Queensland Public Sector Inclusion and Diversity Strategy 2021 - 2025
- Commission Chief Executive Guideline 02/13: Evidence of attribute – Aboriginal and/or Torres Strait Islander identified roles
- Public Sector Commission Directive 03/24 Declarations of interest – public sector employees excluding chief executives
- Aboriginal and Torres Strait Islander Health Workforce Strategic Framework 2016-2026
- Queensland Health Workforce Equity and Diversity Plan 2024 - 2026
- Queensland Health Vaccination of Healthcare Workers Guideline Version 2.0
- Disclosure of pre-existing conditions under the Workers Compensation and Rehabilitation Act 2003 Guideline (QH-GDL-212-1)

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Policy

1 Principles

The recruitment and selection processes of Queensland Health employees must be undertaken in accordance with the principles under Section 44 of the *Public Sector Act 2022*:

1. must be directed to the selection of the eligible person best suited to the position
2. must be fair and transparent
3. must reflect the obligations under Chapter 2 relating to equity, diversity, respect and inclusion.

Queensland Health is committed to creating a diverse and inclusive workforce that reflects the diversity of the community it serves, and to providing a workforce that is fair, accessible, flexible and inclusive. This involves attracting and retaining an appropriate mix of diverse skills and experience at all levels using inclusive recruitment and selection processes.

Queensland Health is committed to Reframing the relationship with Aboriginal peoples and Torres Strait Islander peoples as per part 3 of the *Public Sector Act 2022*. Through the recruitment and selection process Queensland Health will:

- provide cultural safety
- ensure the workforce and leadership are reflective of the communities we serve
- promote a fair and inclusive Queensland Health that supports a sense of dignity and belonging for Aboriginal peoples and Torres Strait Islander peoples
- and support the aims, aspirations and employment needs of Aboriginal peoples and Torres Strait Islander peoples and the need for their greater involvement in the public sector.

Recruitment and selection also occurs within the context of the Queensland Government's commitment to employment security and maximising permanent employment of existing employees in accordance with section 81 *Public Sector Act 2022*.

Directive 07/23 – Recruitment and selection, and *Directive 08/23 – Suitability for Employment* specify the minimum requirements and standard processes applying to the recruitment and selection of Queensland Health employees. The appropriate delegate is responsible for authorising and approving decisions related to recruitment and selection activities and appointments. A delegate can elect to be on the selection panel, however, delegations for all decisions related to the recruitment and selection process will shift up to the delegate's line manager (the 'one up' rule).

Decision makers have an obligation to act and make decisions in a way that is compatible with the *Human Rights Act 2019*, and particularly Chapter 3 of the *Public Sector Act 2022* in relation to supporting a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples.

Part I Workforce planning and job design

2 Workforce planning and job design

2.1 Workforce planning

Recruitment and selection must occur within the context of broader workforce planning in line with section 81 of the *Public Sector Act 2022* and section 7.4 of *Directive 07/23 – Recruitment and Selection* in relation to employment being on a permanent basis; and with a commitment to creating a diverse workforce that is representative of the community we serve. In line with section 81 (2) and (3) of the *Public Sector Act 2022*, employment of a public sector employee is to occur on a permanent basis unless it is deemed not viable or appropriate.

Directive 05/12 – Workforce establishment management framework requires that strategies align with government priorities. This supports the Government's commitment to a public sector that delivers effective, efficient and responsive services to the community.

Recruitment and selection occurs within the context of broader workforce planning to determine the staffing resources and capabilities required to achieve service delivery goals.

2.2 Role design

Role design involves specifying the context, responsibilities, objectives and relationships required to perform the role. Role design and review of description must consider opportunities to utilise simple direct language that enables potential applicants to demonstrate their unique skill sets.

Role descriptions are to be reviewed to determine if a new evaluation is required when:

- the role key accountabilities/duties change
- a vacancy occurs in that position (prior to advertising)
- organisational change significantly impacts on the role.

Role descriptions must also include diversity and inclusion statements and must reflect the holistic set of skills, capabilities, qualities and attributes required to undertake the position with reasonable adjustments, including, for example:

- technical skills and knowledge
- leadership and strategic abilities
- ability to contribute to an entity's cultural capability and/or culture of respect and inclusion
- mandatory qualifications and/or conditions (including any attribute(s) an applicant must possess for an identified role).

Whether creating a new role, or reviewing an existing role, the appropriate job evaluation methodology is required (refer to section 2.5).

2.3 Identified roles

Where a role requires specific Aboriginal peoples and/or Torres Strait Islander peoples or "lived experience" knowledge relevant to community, the role must be identified or targeted. Identified roles are positions where Queensland Health can lawfully identify that a role is to be filled by a person with a particular attribute as set out in section 7 of the *Anti-Discrimination Act 1991* and under Chapter 2 of the *Public Sector Act 2022*.

The decision to establish an identified position may be based on genuine occupational requirements. Refer to sections 25, 104 and 105 of the *Anti-Discrimination Act 1991* for further information on purposes for identified roles.

An identified position must be approved by the relevant delegate and reflected in the position establishment. Refer to Attachment 1.

Role descriptions for identified roles must include online access to the *Aboriginal and Torres Strait Islander Health Workforce Strategic Framework 2016-2026*. Additionally, role descriptions established for Aboriginal and Torres Strait Islander medical, allied health, and nursing students require online access to the Australian Indigenous Doctors' Association, Indigenous Allied Health Australia and Congress of Aboriginal and Torres Strait Islander Nurses and Midwives.

Recruiting to an identified role supports a diverse workforce through fair and transparent assessment.

2.4 Targeted roles

Targeted recruitment is a process that relies on the concept of equal employment opportunity measures under section 105 of the *Anti-Discrimination Act 1991* to enable a chief executive to limit advertising, and therefore an applicant pool, for a particular role to people with a particular attribute to develop a diverse workforce that represents and reflects the diverse views, lived experiences and backgrounds of the people of Queensland. As per Chapter 2 of the *Public Sector Act 2022* diversity target group means any of the following groups:

- Aboriginal peoples and Torres Strait Islander peoples
- people from culturally and linguistically diverse backgrounds
- people with disability
- women
- a group prescribed by regulation for this definition.

Refer to the *Public Sector Inclusion and Diversity strategy 2021-2025* and Queensland Health's diversity employment targets 2024-2026 located at <http://qheps.health.qld.gov.au/hr/diversity-inclusion/diversity-employment-targets>.

2.5 Role evaluation methodology

All classification streams in Queensland Health are supported by a role or work level evaluation methodology specified by the relevant award, industrial agreement or HR policy. The following table summarises the relevant award, industrial agreement or HR policy for each classification stream.

Classification Stream	Relevant award, industrial agreement or HR Policy
Aboriginal and Torres Strait Islander Health Workforce	<i>Queensland Public Health Sector Certified Agreement (No. 11) 2022</i> <i>Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No. 2) 2023.</i>
Administrative, operational, technical and professional	<i>Queensland Public Health Sector Certified Agreement (No. 11) 2022</i> <i>HR Policy B29 - Job Evaluation – Roles covered by the classification and remuneration system.</i>
Building and engineering	<i>Building, Engineering and Maintenance Services Employees (Queensland Government) Award – State 2016</i> <i>Queensland Health Building, Engineering & Maintenance Services Certified Agreement (No. 8) 2022.</i>
Clinical Assistants Dentists and dental specialists	<i>HR Policy B29 - Job Evaluation Management System (JEMS)</i> <i>Hospital and Health Services General Employees (Queensland Health) Award—State 2015</i> <i>Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022.</i>

Classification Stream	Relevant award, industrial agreement or HR Policy
Health practitioner	<i>HR Policy B68 - Health practitioners – job evaluation</i> <i>Health Practitioners and Dental Officers (Queensland Health) Award – State 2015</i> <i>Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022.</i>
Medical	<i>General medical position classification definitions are contained within the Medical Officers (Queensland Health) Award – State 2015</i> <i>Medical Officers' (Queensland Health) Certified Agreement (No.6) 2022.</i> <i>Visiting Medical Officers' Employees (Queensland Health) Certified Agreement (No.1) 2023.</i>
Nursing and midwifery	<i>HR Policy B7 - Nursing and midwifery classification evaluation methodology</i> <i>Nurses and Midwives (Queensland Health) Award – State 2015</i> <i>Nurses and Midwives (Queensland Health and Department of Education) Certified Agreement (EB11) 2022</i>
Senior officer / health senior officer / Senior executive service / health executive service	Senior Officer / Health senior officer and executive service roles must be evaluated by Mercer Pty Ltd. <i>Directive 10/23 Senior Officers - Employment Conditions</i> <i>Health Senior Officer Terms and Conditions of Employment</i> <i>Directive 09/23 Senior Executive Service – Employment Conditions</i> <i>Health Executive Service Terms and Conditions of employment</i>

Part II Filling vacancies

3 Requirements to fill permanent vacancies

Hiring managers have an obligation to fill vacancies in line with timeframes as outlined in the Queensland Health certified agreements.

Permanent employees who leave employment with Queensland Health or are promoted or transferred must be replaced in alignment with the relevant certified agreement. Under the principles of *Directive 07/23 - Recruitment and Selection*, Section 4.2 (b) chief executives are required to act in a way that is compatible with the main purpose of the *Public Sector Act 2022* by maximising employment security and permanency of employment.

Additionally, hiring managers have an obligation to fill permanent vacancies classified under the following certified agreements in accordance with the applicable timeframes arising from retirements, resignations, terminations, transfers or promotions:

- Clause 11.6 of the *Queensland Public Health Sector Certified Agreement (No.11) 2022*
- Clause 10.2 of the *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.4) 2022*
- Clause 79 of the *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No.2) 2023*
- Clause 7.4 of the *Queensland Health Building, Engineering and Maintenance Services Certified Agreement (No.8) 2022*.

4 Employees affected by workplace change

The employment security of existing employees is of paramount importance within Queensland Health as per the Queensland Government's employment security policy.

Employees affected by workplace change must be considered for placement in accordance with *Directive 01/22 – Supporting employees affected by workplace change* and *HR Policy B36 - Employees requiring placement*. A suitability assessment must take place prior to considering other candidates.

5 Transfer/movement at level

Transfer/movement at level as per chapter 4, sections 161 and 162 of the *Public Sector Act 2022* can be considered prior to advertising or after the vacancy has been advertised, for example, when an employee requesting a transfer identifies an advertised vacancy for suitability assessment and placement.

Transfer/movement at level is at management discretion and may be considered on a case-by-case basis.

Transfer/movement at level can proceed even if there are registered employees affected by workplace change.

Transfer/movement at level requires the employee being transferred to be permanent at that level, or meet eligibility for transfer across classification streams, but not necessarily the same employment status – for example, a full-time employee may seek transfer/movement at level to a part-time role (remaining permanently employed).

6 Secondments

A Queensland Health employee may be seconded to fulfil a role on a temporary basis in another government agency or Queensland Health entity, at the discretion of the appropriate delegate.

Refer to *HR Policy B42 - Secondment* and relevant Queensland Health certified agreements for further information.

7 Conversion to permanent status

7.1 Review of non-permanent employment

Queensland Health acknowledges that the *Public Sector Act 2022* establishes employment on a permanent basis as the default basis of employment and is committed to the appropriate use of non-permanent (fixed-term temporary and casual) employment and the conversion requirements of non-permanent employees to permanent status when appropriate, as provided for in *Directive 02/23 – Review of non-permanent employment* and the *Public Sector Act 2022*.

For further information, refer to *Directive 02/23 – Review of non-permanent employment* and the *Public Sector Act 2022*. Employees can access additional resources available on QHEPS including HR Policy B52 and any associated guideline, and are encouraged to speak with their leader or local HR for further advice. A casual or fixed-term temporary employee may be converted to employment on a permanent basis in accordance with the *Public Sector Act 2022* (Sections 111 to 117), *Directive 02/23 – Review of non-permanent employment* and *HR Policy B52 - Conversion of temporary employees to permanent status*.

7.2 Review of acting or secondment at higher classification level

Queensland Health supports the opportunity to appoint a permanent employee to a higher classification level where that employee has continuously performed the role for one year or more and is eligible for appointment having regard to the employee's suitability.

For further information, refer to HR Policy B30, *Directive 03/23 – Review of acting or secondment at a higher classification level* and the *Public Sector Act 2022*. Employees can access additional resources available on QHEPS and are encouraged to speak with their leader or local HR for further advice.

8 Direct appointments

Direct appointments are separate to reviews of employment, as per section 7.1 and section 7.2 of this policy. These reviews are a mandatory obligation under the *Public Sector Act 2022*, whereas direct appointment is at the discretion of the delegate based on business needs and based on considerations outlined under Section 8.17 of *Directive 07/23 Recruitment and Selection, Public Sector Act 2022* principles and relevant criteria outlined in sections 8.1 and 8.2 of this policy and the below.

This section does not apply to the following:

- HP8 - as per *Health Practitioners and Dental Officers (Queensland Health) Award – State 2015 cl12.6 (d)*
- HWF9 - as per *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No.2) 2023, cl37.6 (a)*

All appointments to the HP8 and HWF9 classification levels will be by advertisement and suitability selection processes under *Directive 08/23 - Suitability for Employment*. The Director-General will determine the salary level having regard for the context of the position and the responsibilities required.

8.1 Direct appointment of a fixed-term temporary employee to permanent status at level to a permanent non entry-level role

In accordance with the aim of maximising employment security and permanency of employment, the appropriate delegate may appoint a fixed-term temporary employee to permanent status at level if all of the following requirements are met:

- the suitability of registered and unregistered employees has been considered in accordance with provisions contained in *Directive 01/22 – Supporting employees affected by workplace change* and HR Policy B36 relating to employees affected by workplace change
- the incumbents existing fixed-term temporary position was advertised according to the provisions of section 8 of *Directive 07/23 – Recruitment and selection* and the fixed-term employee was able to demonstrate their suitability in an open process
- the fixed-term employee must have undertaken the duties of the role for a continuous period of a minimum of one year; and
- the fixed-term employee must be assessed as having demonstrated performance of a necessarily high standard that advertising the role would be unlikely to attract a more suitable candidate.

Non-entry level roles are not the same as higher classification roles, and there are no entry-level roles for health practitioners. Health Practitioner role evaluation and classification are determined using the work level statements as per *Health Practitioner and Dental Officers Award State 2015, Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No 4) 2022*, and *HR Policy B68 - Job evaluation – Health practitioner positions*.

8.2 Direct appointment to roles at a higher classification level

This section does not apply to senior executive roles, senior officer roles, or appointments at the HP8/HWF9 classification levels.

A delegate may, without re-advertising, direct appoint an employee to a role at a higher classification level when a role has been reclassified.

The employee must:

- have undertaken the role in question for a total of not less than one of the two preceding years; and
- have demonstrated performance of a necessarily high standard that advertising the role would be unlikely to attract a more suitable candidate.

For direct appointment following secondment to, or temporary employment in, a role at a higher classification level, the occupant of the role is required to have demonstrated their suitability in an open process (open advertising) at the time of the secondment or fixed term temporary appointment.

In relation to direct appointment to roles which have been reclassified, all of the following requirements must be met:

- The employee must be the substantive occupant.
- Reclassification must not be higher than one classification level above the employee's substantive classification level.

An employee who has been appointed to a higher classification level via direct appointment is not eligible for further appointment under the provisions of this section if the role in question is again evaluated at a higher classification level.

9 Advertising

9.1 Advertising vacancies

Vacancies are not required to be advertised to the open market on the Smart jobs and careers website if they are:

- entry level (base grade) roles
- to be filled for a period of up to six months, subject to clause 8.6 of the *Directive 07/23 – Recruitment and selection*
- proposed to be filled by a public sector employee at or below level via transfer, redeployment, secondment, conversion to permanent status provision or mobility arrangement
- to be filled as a recurring vacancy (see clause 8.19 of *Directive 07/23 – Recruitment and selection*)
- for a casual role.

Selection decisions and notification of outcomes must take place in a timely manner.

In addition to the options outlined in *Directive 07/23 – Recruitment and selection*, consideration is to be given to inclusive advertising practices that maximises quality and diverse applicant pools.

9.1.1 Advertising for vacancies that remain unfilled for a period of 6 months or more

In circumstances where a vacancy has not been filled for a period of 6 months or more, consideration may be given to the application of an attraction and retention incentive outlined in clause 11.10 of *Queensland Public Health Sector Certified Agreement (No. 11) 2022*, clause 3.1 of *Health Practitioner and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022* and clause 81 of *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No. 2) 2023*.

9.2 Multi-disciplinary positions

Multi-disciplinary positions are those that may be occupied by a suitably qualified and experienced incumbent from different professional streams (allied health and nursing only) and meet the criteria at cl4.14 of the *Health Practitioner and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022* and cl44 of *Nurses and Midwives (Queensland Health and Department of Education) Certified Agreement (EB11) 2022*.

Separate role descriptions, outlining the specific requirements for each classification stream, including position title, is required when advertising multi-disciplinary positions. Each role description is required to undergo role evaluation in accordance with the applicable role evaluation methodology (refer section 2.2).

When established in the payroll system, both roles should include 'Multi D' at the end of the position title, and notations made in the payroll system of the linked position ID. Multi-stream positions are different to multi-disciplinary positions. A multi-stream role is a role

that may be advertised across multiple streams, however the role description for each stream is often slightly different, to ensure the role is undertaken with the consideration of that stream's skills, knowledge and abilities. The successful candidate is employed under the award and certified agreement relevant to their stream, with their pay in accordance with their classification level.

9.3 Limited advertising (Closed process)

A delegate may decide to limit the advertising of a vacancy to a specific group of applicants in accordance with sections 8.16 and 8.17 of Directive 07/23.

Closed advertising limits the invitation to apply for a vacancy to, at minimum, public sector employees who are currently employed by Queensland Health. Current employees include employees seconded from other agencies as at the closing date of the vacancy, and employees of Queensland Health who are on secondment to other agencies. The invitation may also be extended to employees of other agencies or selected external candidates, for example, members of a particular community targeted under a regional employment initiative.

The delegate may approve closed advertising in circumstances where wider advertising of a role below senior officer level would be unlikely to yield a superior candidate and would therefore not justify the expenditure of agency resources or applicant effort.

The delegate may determine how an invitation to apply will be extended to external candidates.

Only employees who are covered by the invitation to apply are eligible to appeal a promotion decision.

The delegate must document the reasons for exercising discretion for limiting the advertising of a vacancy to a specific group of applicants in accordance with clause 8.17 of Directive 07/23.

9.4 Exemption from advertising

Under section 8.16 of *Directive 07/23 – Recruitment and selection*, a chief executive may decide to directly employ a person without advertising a vacancy. A chief executive must document the reasons for exercising discretion under clause 8.17, the factors considered in making the decision, and how the decision is consistent with the principles underpinning recruitment and Section 44 of the *Public Sector Act 2022*. Appointment of permanent relief staff to non-relieving positions - this is only applicable to the administrative stream.

Positions reclassified in the administrative stream - exemptions apply to positions reclassified from AO2 - AO3 as per *Queensland Public Health Sector Certified Agreement (No. 11) 2022 section 9.4*.

9.5 Recurring vacancies

As per Section 8.19 of *Directive 07/23 – Recruitment and selection*, when the use of a recurring vacancy is appropriate, applicants found suitable from vacancies that are advertised with the wording “applications to remain current for a period of 12 months” can be reassessed when a position becomes available without readvertising.

A selection process must be completed to determine the applicant best suited to the position at the time from the existing suitability pool and the employment decision must be made within 12 months of the closing date of the original vacancy.

It is recommended that the existing panel reconvene, however where all panel members are not available, a new panel may be established to assess the existing suitability pool. The selection report must outline how the existing suitability pool was assessed and the reasons the applicant was chosen for the existing role.

9.6 Continuous vacancies

A continuous vacancy refers to an ongoing and readily available pool of candidates who are interested in and qualified for positions within an organisation. This pool is maintained by actively sourcing, attracting, and engaging potential candidates, even when there are no immediate job openings, to ensure a constant supply of talent for future staffing needs. This strategy may be used for base grade vacancies and some above base grade vacancies where conditions of section 8.13 of *Directive 07/23 – Recruitment and selection* are met.

9.7 Closed merit selection processes for filling certain vacancies

The following certified agreements provide separate processes for eligible temporary and casual employees to be considered for permanent vacancies that need to be applied prior to advertising:

- Administrative, operational, professional and technical streams in accordance with clause 11.5 of the *Queensland Public Health Sector Certified Agreement (No. 11) 2022*
- Clinical Assistant stream in accordance with clause 5.9 of the *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022*
- Aboriginal and Torres Strait Islander Health Workforce stream up to HW6 in accordance with clause 79 of the *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (NO. 2) 2023*.

Part III Suitability and panel formation

10 Employment on suitability

Section 45 of the *Public Sector Act 2022* requires that a person selected for employment in Queensland Health must be the eligible applicant best suited to the position.

In deciding the eligible applicant best suited to a position, panel members must consider each eligible applicant's ability to perform the requirements of the position as per Section 10 of *Directive 07/23 – Recruitment and selection*. Panel members may consider:

- the way in which each eligible applicant carried out any previous employment; and
- the potential of each eligible applicant to make a future contribution to Queensland Health; and
- the extent to which the proposed decision would contribute to fulfilment of Queensland Health's obligations under the *Public Sector Act 2022* relating to equity, diversity, respect and inclusion.

Section 47 of the *Public Sector Act 2022* refers to eligibility for employment, whereby a person is eligible to be a public sector employee only if the person is an Australia citizen; or resides in Australia and has permission, under a law of the Commonwealth, to work in Australia (also refer to Section 15 of this policy – Pre-appointment and Mandatory requirements).

11 Panel responsibilities

11.1 Selection panel

In determining the composition of a selection panel (which must include a minimum of two people), a delegate must consider diversity of the panel as a key factor for successful recruitment, particularly in the context of their obligations under chapter 2 of the *Public Sector Act 2022*. Consideration should be given to the appropriate gender balance, cultural competency, and addressing the panel's unconscious bias and affinity bias. Panels must be comprised of at least two members with a minimum of one external panel member. An external panel member must be from outside the employing branch or work area and may be from another specialty area, division, hospital and health service or public sector entity. All members must understand the requirements of the role, and at least one member must have detailed knowledge. In the case of health practitioner and dental officer roles, at least one member of the panel must be from a discipline of the advertised vacancy.

For executive recruitment (i.e. HES and SES), the external panel member must be outside of the Minister's portfolio.

The panel chair must be trained in conducting recruitment and selection activities prior to commencing the hiring process. It is highly recommended this includes training on bias and equity and diversity in employment. It is highly recommended that panel members also complete training.

Panel composition must be planned to reflect:

- the role (for example, identified or directly working with people from a non-English speaking background, community member)
- applicants (for example, equal employment opportunity target groups), and
- community in which the role serves (for example, Aboriginal peoples and Torres Strait Islander peoples).

In these instances, one member of the panel must possess the attribute that is the basis for the role. This may require a specialist panel member from another government department, public sector entity or community group selected for their knowledge of the skills required for the role.

Panel members should be at a higher classification level than the vacancy. However, a panel member (except the chair) may be at the same or lower classification level if they are required to contribute specialist knowledge of the role to the panel. For senior medical officer roles, the panel must have a medical superintendent, director or appropriate HR delegate and discipline specialist as it is not always feasible to have panels at higher level. Consideration should also be given to an outside panel member such as a community representative if the role is high profile or in a smaller rural community.

11.2 Declarations – Fairness and Transparency

As per section 9.9 of *Directive 07/23 – Recruitment and selection*, to support ethical and transparent recruitment processes, all parties involved in a recruitment activity (including panel members, panel chairs and delegates) must ensure any prior knowledge of applicants is declared and any conflicts of interest (whether actual, potential or reasonably perceived) are identified, disclosed and managed in the public interest prior to the assessment of applicants commencing.

Declarations of interest must be provided in accordance with *Directive 03/24 Declarations of interest – public sector employees excluding chief executives*.

11.2.1 Prior knowledge of applicant

Prior or current professional knowledge does not prevent a supervisor from participating on a panel and assessing a position within their control, or employees who work for them, currently or in the past, when their knowledge of the applicant has been gained through normal on-the-job activities.

A panel chair, panel member or appointment delegate may be nominated as a referee, however it is best practice to seek an additional referee. Panel members, panel chairs and delegates are required to identify and disclose their prior knowledge of applicants to the other panel members prior to initiating a recruitment process (for example shortlisting interview). Details of the prior knowledge must be documented and provided to the delegate (or one up when the delegate declares prior knowledge) and included in the selection report, with due consideration of any real or perceived bias as a result of that person being part of the panel. The information is to be factual and able to be verified so that its influence in the selection recommendation is transparent.

As per sections 11.1 to 11.5 of *Directive 07/23 – Recruitment and selection*, where the prior knowledge of an applicant is adverse, procedural fairness must be afforded and the applicant must be provided with the details of the adverse information and be given an opportunity to comment on the information.

11.2.2 Conflict of interest

A conflict of interest occurs when there is a conflict between our role in the public service, and our personal/private interests as per section 9.8 and 9.9 of *Directive 07/23 – Recruitment and selection*. Conflicts of interest in recruitment and selection processes can occur through personal relationships or associations with others, such as family members and friends, or any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias your judgement or decisions.

It is the individual responsibility of panel members, panel chairs and delegates to identify and declare any conflicts of interest they may have in a recruitment and selection process.

Members who identify a conflict of interest, actual, potential or perceived, are required to disclose the conflict of interest to the following.

- members must disclose the conflict to the chair
- chair must disclose the conflict to delegate
- delegate must disclose the conflict to their line manager.

The delegate is responsible for ensuring the conflict is managed appropriately, including ensuring that mitigation strategies to have resolved the conflict and determining whether the panel member, chair or delegate should be precluded from participating in the process.

Delegates who identify a conflict of interest are required to disclose the conflict of interest to their line manager. The line manager is responsible for ensuring the conflict is managed appropriately, including determining whether the delegate should be the decision-maker for the process.

All conflicts of interest identified in a recruitment process must be recorded in writing on the selection report, including the steps taken to manage the conflict.

Panel members and panel chairs who have a personal relationship with an applicant for the position, including but not limited to a partner or relative (either current or past) must excuse themselves from the panel and any decision-making to avoid allegations of perceived conflict of interest.

Delegates who have a personal relationship with the recommended applicant for the position, including but not limited to a partner or relative (either current or past) must not exercise a delegated authority where there is a perceived conflict of interest. The appointment delegate is to inform their line manager of the conflict and refer the appointment recommendation to them for consideration.

The selection panel report must include a declaration from each panel member, panel chair and delegate that identifies:

- any actual, potential or reasonably perceived conflicts of interest between the panel member, panel chair or delegate and applicants for the role, including the steps taken to manage the conflict; or
- the absence of a conflict of interest between the panel member, panel chair or delegate and applicants for the role.

For further information in relation to managing conflicts of interest refer to *HR Policy E17 - Conflicts of interest* and *HR Guideline E17 - Conflicts of interest*.

11.3 Role of chair

The panel chair is responsible for leading a fair and transparent recruitment and selection process in accordance with policy and legislation, and ensure recruitment and selection activities support building a diverse and skilled workforce.

The chair must be a Queensland Health employee appointed by the appropriate delegate and be of a higher classification level than the vacancy. The chair cannot also be the delegate for appointment of the role. Refer to section 1 of this policy for more detail.

11.4 Moderation

Moderation is a mandatory quality review process to support assessment decisions during the selection process. Moderation discussion is to be undertaken by the panel members to ensure a shared understanding of the requirements of the role prior to individual shortlisting, and is to be undertaken during group shortlisting, and following the use of other selection techniques to ensure a level of consistency and reliability in the assessment of applicants. While panel members may differ in their assessment, wide variations are to be

scrutinised and consensus reached on the person best suited for the role. Where a clear recommendation and decision cannot be reached by the panel, the selection techniques must be reviewed by the delegate and if required, additional selection techniques may need to be considered.

11.5 Equity, Diversity and inclusion

Queensland Health is committed to greater workforce equity, diversity, respect and inclusion as reflected in Chapter 2 of the *Public Sector Act 2022*. The recruitment and selection process is a primary vehicle for enabling this commitment.

Selection panels are to consider barriers to diversity and inclusion when undertaking selection processes to enable a broader range of candidates to demonstrate their suitability for a position and therefore also maximise Queensland Health's ability to achieve the targets under the strategy. This can be achieved by creating inclusive job advertisements, actively sourcing candidates from underrepresented groups, targeted job advertisements, identifying and overcoming unconscious bias during the selection process, and promoting cultural safety.

11.6 Unconscious bias

Panels should strive to challenge unconscious bias in order to move toward culturally safe, diverse and responsive recruitment and selection practices.

Unconscious bias is a positive or negative judgement or behaviour toward others that a person is unaware of. It can occur in recruitment when panel members unintentionally make assumptions about candidates based on features such as their age, gender, culture or background. This can lead to a disregard of an individual's unique set of skills and can place some applicants at a disadvantage to others.

Recruitment decisions which are unconsciously rooted in bias may result in lack of diversity in the workplace.

11.7 Cultural safety

Panels are to support a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples throughout the recruitment and selection process in line with the responsibilities under Section 21 of the *Public Sector Act 2022*. This is achieved by encouraging a sense of dignity and belonging whilst supporting the aims, aspirations, and employment needs of Aboriginal peoples and Torres Strait Islander peoples.

Panels are responsible for promoting cultural safety which includes shared respect, shared meaning, and shared knowledge, and encompasses shared experience of learning, living, and working together, doing so with dignity, and truly listening. Cultural safety extends to other multicultural groups.

The Multicultural Health – A Guide for Health Professionals located here:

https://www.health.qld.gov.au/multicultural/health_workers/cultdiver_guide, and the Community Profiles for Health Care Providers located here:

http://www.health.qld.gov.au/__data/assets/pdf_file/0033/158775/profiles-complete.pdf, may assist panel members to building the cultural competency of the workforce.

Cultural safety is an essential element which underpins every stage of the recruitment and selection process and is not considered optional.

11.8 Workplace adjustment

Workplace adjustments in recruitment refer to modifications or accommodations made to ensure that candidates have an equal opportunity to participate in the recruitment process. Here are some examples:

- extended time for tests: if assessments or tests are part of the selection process, provide extended time for candidates who require it
- accessible interview locations: select interview venues that are wheelchair accessible and have other necessary accommodations like elevators, ramps, or accessible bathrooms
- bringing a support person along to the interview
- alternative interview formats: offer alternatives like video interviews or phone interviews for candidates who may have difficulty with in-person interviews
- clear communication: use clear and plain language in all communications, and be prepared to explain any technical terms
- disability disclosure: encourage candidates to disclose any accommodations they may need and assure them that it will not impact their application negatively (for example speech to text software)
- creating a culturally safe environment for First Nations candidates such as removing tables and creating a more informal environment (such as a yarning circle).

It is essential to approach each candidate on an individual basis, respecting their privacy and dignity while striving for inclusivity.

It is the responsibility of the panel chair to ensure reasonable adjustments are provided where practicable. *Refer to the Reasonable adjustment HR Policy G3* for further information.

Part IV Selection

12 Assessment strategy

12.1 Selection Strategy

A holistic assessment involves selecting the eligible applicant best suited to the role by considering their:

- abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities relevant to perform the role (must consider)
- past employment performance (may consider)
- potential to make a future contribution to the organisation including their potential for development (may consider)
- contribution to the obligations of equality, diversity, respect and inclusion (may consider).

Best practice for a holistic assessment is that that the panel concurrently consider all suitability criteria in all recruitment and selection processes.

The panel is responsible for choosing a minimum of two selection techniques: one of these **must** be a referee report/s.

12.2 Process

The panel is to determine the form of assessment and set the standards for all assessment related activities necessary to comprehensively assess the applicants' suitability within the current context and duties of the role. When assessing applicants, the panel must consider each applicant's ability to perform the role and may consider how the applicant carried out previous employment, their potential for future contributions, and how their appointment would meet equity and diversity, respect and inclusion obligations. Best practice is to consistently consider all of these attributes during a recruitment and selection process.

This means that an assessment process may not be identical for every applicant and rather promotes equity where every applicant can participate in a way that is inclusive, flexible, unbiased, culturally safe, and accessible.

When panel members may differ in their assessment please refer to section 11.4 of this policy.

All suitability information must be considered holistically rather than focusing on one aspect of the assessment, and could also include additional pre-employment checks, reference checks or prior knowledge information for the applicant. In instances where adverse information is received by the panel, the principles of procedural fairness must be applied and the information must be put to the applicant for response. Any response from the applicant must be documented and considered by the panel ahead of making their final recommendation.

12.3 Assessment of priority placement applicants

Applicants identified as an existing employee requiring priority placement in accordance with *Directive 01/22 – Supporting employees affected by workplace change* should be assessed for role suitability with an emphasis on transferrable and obtainable skills if clear experience alignments are not obvious.

The suitability assessment must consider relevant factors such as the employee's abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities, as well as the ability to develop the required level of knowledge and skills with reasonable training and development.

The suitability assessment process determines the suitability of an existing employee requiring priority placement for a vacancy against the key requirements of the role. Where more than one affected employee is assessed as suitable, recommendations for appointment shall be on the basis of relative merit between the employees, rather than assessed as best suited for a position.

The suitability assessment provides justification for an employee to be appointed to a position without having to undergo a complete recruitment and selection process as per *HR Policy B36 – Employees requiring placement*.

13 Referee checking

The following requirements for referee checking are in addition to the requirements outlined in *Directive 07/23 Recruitment and selection*, sections 9.12-9.16. A referee report in the context of recruitment is a document provided by a person (referee) who can vouch for a candidate's qualifications, skills, work ethic, observed attributes and suitability for a particular role.

13.1 Use of referee reports

A referee report is to be undertaken within 6 months prior to the date of delegate sign off for all appointments regardless of the nature or duration of the appointment. Medical and executive roles require a minimum of two reports.

Referees must be informed that their comments will be made available to the applicant if requested.

At least one referee must have thorough knowledge of the applicants conduct and performance within the previous two years, unless there are circumstances that would make this requirement impractical and or a barrier for a person entering or re-entering the workforce (section 9.13, *Directive 07/23 – Recruitment and selection*). As per section 9.15 of *Directive 07/23 – Recruitment and selection*, referees must provide an honest account of the performance of the person(s) most suited to the role. For referees who are existing public service employees, the omission of relevant information or provision of untruthful information may result in a discipline process being commenced.

For a recurring vacancy, an updated referee report is required where the original referee report is older than six months.

Adverse referee reports are to be dealt with as per Section 11 of *Directive 07/23 – Recruitment and selection*.

13.2 Identifying referees

The referee is to be the current line manager or to have been in a recent supervisory relationship, i.e. within the past two years, with the applicant. When an applicant is moving back into the workforce following absences, for example, for reasons related to family or caring responsibilities, they are not to be disadvantaged because they do not have a current or recent past supervisor.

The panel is only to contact referees that have been nominated by the applicant. The panel is not to contact the current supervisor for a referee check unless the applicant has nominated the supervisor as a referee through the application process or written/witnessed verbal consent has been given by the applicant.

A panel member can act as a referee for an applicant (refer section 11.2.1 of this policy).

If applicants are external to the public sector, care is to be taken contacting referees so as not to jeopardise the applicant's existing employment. The issue should be discussed with the applicant and arrangements made which are acceptable to the applicant.

14 Selection report

A selection report in recruitment is a formal document that outlines the selection strategies, process and criteria used to evaluate candidates for a role. It provides a detailed analysis of each applicant's qualifications, strengths, weaknesses, and the rationale for the final hiring decision of the most suited person(s) by the delegate in accordance with this policy and the relevant industrial instruments.

The selection report should include:

- the method of shortlisting and a qualitative summary statement of each shortlisted applicant against the key attributes, and/or comparative statement when more than one applicant
- a suitable candidate list for appointment where applicable (do not include applicants who are not suitable for appointment)
- a recommendation for an external appointee to a specific pay point within a classification as determined by the panel (refer section 14.1 of this policy)
- prior knowledge of any applicants, any conflicts of interest and mitigation strategies to address these concerns.

14.1 Pay point recommendation

Notwithstanding anything contained elsewhere in the applicable industrial instrument, prior to engagement, an applicant who is employed in a position classified under the below industrial instrument may, at the discretion of the relevant employer, be offered and employed an any eligible pay-point within a level based on recognition of skills, knowledge and abilities:

- *Hospital and Health Service General Employees (Queensland Health) Award – State 2015* (cl.12.2(d))
- *Health Practitioners and Dental Officers (Queensland Health) Award – State 2015* (cl.12.2(d))
- *Queensland Public Service Officers and Other Employees Award – State 2015* (cl.12.2(e))
- *Building, Engineering and Maintenance Services Employees (Queensland Government) Award – State 2016* (cl.12.2(c))
- *Aboriginal and Torres Strait Islander Health Workforce (Queensland Health) Certified Agreement (No.2) 2023* (cl.35.2, 35.3 and 36)

Recommendations to a higher pay point are to include supporting rationale.

14.2 Delegate responsibilities

The appropriate delegate is responsible and accountable for the decision to appoint in the recruitment and selection process, and is specifically responsible for:

- possessing a thorough understanding of the requirements of recruitment and selection processes as applied within Queensland Health and the *Public Sector Act 2022*
- reviewing the selection report and documented evidence to ensure the process applied was completed fairly, consistent with the principles of employment equity and diversity, and able to withstand appropriate scrutiny, including panel composition, integrity and assessment on suitability and decision-making
- dealing with matters of contention
- making decisions relating to the appointment recommendations made in the selection report by approving/not approving the recommendations
- ensuring appointment is within staffing and budget allowances.

The appropriate delegate must ensure decisions made regarding a selection, particularly when there is contention or a recommendation is not approved, are documented clearly, including any reasoning used in making the decision.

Part V Pre-appointment and mandatory requirements

15 Pre-appointment and mandatory requirements

15.1 Early retirement (ER), voluntary separation program (VSP) and voluntary redundancy (VR) status checks

Prior to recommending an appointment, the chair must check the ER, VSP and VR status of all former public sector employees, including for temporary and casual appointments. It is recommended that the panel chair ask the question directly to the applicant or check the application form.

For more information, refer to *Directive 04/18 – Early retirement, redundancy and retrenchment*.

15.2 Proof of identity

All preferred applicants must provide proof of identity prior to commencing employment.

Current employees who are transferred or engaged in another position within Queensland Health, and there is no break in service, will not be required to provide all proof of identity documents. Identification data is recorded in the employee's Digital Passport or equivalent enterprise application and should be reviewed to ensure the information remains current. Name changes and visa updates must be submitted to payroll on the appropriate payroll form with supporting evidence.

The panel chair/hiring manager is to seek current original or certified copies (must be certified by a justice of the peace), Commissioner of Declarations, barrister, solicitor, or Notary Public) of three identity documents to satisfy proof of an applicant's name, date of birth and signature.

The three identity documents, from the following list, must include at least one type of photographic ID, and one type of identification that contains a signature and date of birth:

- Australian citizenship certificate
- Australian driver's licence (digital accepted)
- Australian student photo ID
- Australian proof of age card
- Birth certificate
- Passport
- Government Issued Health Care Card)
- Medicare card
- Pension concession card
- Utility bill (for example, water, gas, electricity)
- Working with children check (Blue Card)
- NDIS Card.

Where an Aboriginal person or Torres Strait Islander person is unable to provide proof of identity documentation, (for example, an older person who does not have a birth certificate or those living in remote communities), consideration is to be given to alternative confirmation of proof of identity documents, including a statement by an authorised referee. Consideration should be taken to ensure this process should be conducted in a culturally safe manner. Examples of acceptable authorised referees include:

- Chairperson
- secretary or Chief Executive Officer of an incorporated indigenous organisation
- school principal
- minister of religion
- treating health professional or manager of an Aboriginal medical service
- other government employee of at least five years.

When the name shown on the documents differs from the person's current name, the person is to provide sufficient evidence of their name change (for example, certified copy of marriage certificate).

For overseas applicants, local documents issued by equivalent overseas authorities can be accepted.

If a document is not in English, an English translation from a translator approved by the National Accreditation Authority for Translators and Interpreters (NAATI) is required to be provided by the applicant.

When these documents are requested for employment screening purposes, an additional copy is to be forwarded with the employment screening check application.

15.3 Employment screening

Employees cannot commence until all pre-employment checks have been completed, as per Section 10 of *Directive 07/23 - Recruitment and Selection*.

Pre-employment checks, include (but are not limited to):

- criminal history check (for relevant duties and prescribed duties)
- child-related duties and regulated employment (under the provisions of the Working with Children (Risk Management and Screening) Act 2000)
- serious disciplinary action
- qualification/s
- Australian working rights
- vaccination check
- relevant professional registration/s.

Recommendations to appoint must not be made until the following pre-employment checks are completed:

- criminal history check (for relevant duties and prescribed duties)
- child-related duties and regulated employment (under the provisions of the *Working with Children (Risk Management and Screening) Act 2000*)
- serious disciplinary action
- vaccination check.

Various roles may necessitate distinct mandatory checks. It is imperative to refer to *HR Policy B40 - Employment screening*, *HR Policy B46 - Citizenship, Residency, Visas and Immigration* and section 15.5 of this policy to ensure pre-employment compliance.

15.4 Curriculum vitae (CV)/resume

All applicants who apply for advertised vacancies via the Smart Jobs and Careers website are required to declare their CV/resume is true and correct at the time their application is lodged.

At the time of appointment, all new or renewing registered health professionals employed by Queensland Health will be required to provide their CV/resume with certification by the health professional that the content is true and correct. Where relevant, the CV/resume must be consistent with that provided for registration/professional membership purposes.

When a health professional or other person is employed by any other means, such as direct application through a recruitment company, disability employment service, etc., it is the responsibility of the appropriate delegate to ensure the CV/resume certification requirement is met.

15.5 Vaccine preventable diseases (VPD)

A vaccine preventable disease (VPD) risk role is a role in which the incumbent may be exposed to the risk of acquisition and/or transmission of the specified vaccine preventable diseases. This section applies to workers (refer definitions).

Various roles may necessitate distinct VPD. It is imperative to refer to the Attachment 2 of this policy.

15.6 Employment of school-aged or young children

Employers must not require or permit a school-aged or young child to perform work unless the employer has:

- a parent's consent form for the school-aged or young child, or
- if the child is a school-aged child and does not have a parent's consent form, a special circumstances certificate authorising the school-aged child to perform work when the school-aged child is not required to attend school.

Refer to section 10 of the *Child Employment Act 2006* for further information.

Part VI Appointment

16 Appointment

16.1 Verbal appointment notification

No offer of appointment can be made until the delegate approves the panel recommendation and pre-employment checks are finalised as outlined in 15.3 of this policy.

After the delegate has approved the panel's recommendation, the chair or representative can liaise with the most suitable applicant to advise that they are the preferred applicant.

It is important that no verbal offers or firm undertakings in relation to conditions of employment are made prior to mandatory pre-employment checks (unless the offer is made subject to pre-employment checks as outlined in Section 16.3) as these may be construed as formal offers and, if accepted, may be binding on Queensland Health.

16.2 Other notifications

After shortlisting, the panel may advise non-shortlisted candidates via e-mail that they were unsuccessful and that their application is no longer being considered.

Unsuccessful applicants who progressed past the shortlisting stage, i.e. those candidates who will appear in the selection report, must first be verbally advised that they were unsuccessful.

When applicable, an appeal period of 21 days commences from the date that the appointment is published in the Queensland Government Gazette and/or the Health Services Bulletin. Refer to the PSC Directive – 03/17 Appeals or your local recruitment services unit for further information.

All senior executive and senior officer appointments made from an advertised vacancy and all appealable non entry-level appointments as per section 12.3 of *Directive 07/23 - Recruitment and selection*, must be published in the relevant publication when applicable. Refer to *Directive 04/23 – Appeals*, and your local recruitment services unit for further information.

16.3 Appointment offer

When an offer of appointment is made subject to a pre-employment check being completed prior to commencement, it must be documented in the selection report and be included in the letter of offer (for example graduates pending registration and sponsored applicants awaiting visas). Applicants have seven calendar days from the date of receiving the offer to accept and must accept an offer prior to commencement of duty.

Appointment letters must also state the appropriate pay rate according to award conditions, the delegate approved pay point recommendation (refer section 14.1 of this policy), work location and where relevant include details of the probationary period.

16.4 Appointment from a suitability pool

Recommendations to appoint from a suitability pool must document the process undertaken and the reasons why the recommended applicant is determined to be best suited to the position at that time. No offer of appointment can be made from a suitability pool until the delegate approves the panel's recommendation and pre-employment checks are finalised as outlined in section 15.3 of this policy.

Part VII Post appointment

17 Post appointment

17.1 Selection feedback

All unsuccessful applicants are to be advised in writing that they may request feedback from a panel member and should receive an unsuccessful letter or email. In cases of graduate program applicants, this requirement only extends to applicants who are interviewed. It is best practice to provide feedback via a phone call for applicants that were interviewed.

Applicants who request feedback must receive timely specific and constructive feedback from a member of the selection panel. The mode of feedback is at the discretion of the panel member and must be reasonable in the circumstances.

17.2 Documentation and confidentiality

All documentation relating to recruitment and selection processes are to be managed in accordance with the *Information Privacy Act 2009* and the National Privacy Principles and stored in strict confidence for the periods stated under the Queensland State Archives general retention and disposal schedule for administrative records for roles at senior officer level and below. For audit and reporting purposes, records are to be retained for at least seven years after recruitment is finalised. In the case of senior executive officers, selection documents are kept indefinitely.

In relation to an exemption from advertising (refer section 8.1), the record is also to include the detriment to business outcomes or unfair treatment that formed the basis for the decision to exempt the vacancy from advertising.

Definitions

Term	Definition
Adverse information	Candidate information that is unfavourable, detrimental or harmful in nature revealed through the selection process, that can be taken into account by the panel and may adversely affect the proposed selection outcome.
Certified copies	Documents certified to be true copies of the original by a justice of the Peace, Commissioner of Declarations, barrister, solicitor or Notary Public.

Term	Definition
Continuous Service	For the purposes of a review of non-permanent employment, continuous service under Division 1 (113) (3) (b) of the <i>Public Sector Act 2022</i> states that an employee is to be regarded as continuously employed even if there are periods during which the employee is not employed in the entity, if the periods of non-employment in the entity total 6 weeks or less in the year occurring immediately before the time when the duration of the employee's continuous service is being worked out. As per (113) (3) (a) of the <i>Public Sector Act 2022</i> all periods of authorised leave are to be included.
Digital Passport	The Digital Passport is an online self-service tool in myHR providing authorised users with visibility of employees HR information. The Digital Passport is designed to assist with the mobility of staff across hospital and health services and the Department of Health by providing credentialing, human resource and mandatory training (view-only) information.
Employee affected by workplace change	Employees affected by workplace change are those employees who have been unable to be substantively allocated to a role following workplace change.
Employment security	A commitment to continuing employment in the Queensland public sector. Refer to section 81 of <i>Public Sector Act 2022</i> and employment security policy.
Entry-level roles (also known as base grade level positions)	<p>Roles classified as:</p> <ul style="list-style-type: none"> • Aboriginal and Torres Strait Islander Health Workforce (HWF1 – HWF2) • Administration officer AO1 - AO2 • Clinical Assistant CA1 – CA3 (non-supervisory positions) • Dental officer DO1 • Health building and engineering apprentice HBEA 10 – 12 • Nursing grade 1 (AIN), nursing grade 2 (undergraduate students in midwifery/nursing), nurse grade 3 (enrolled nurse), nurse grade 5 (registered nurse/registered midwife) • Medical intern level 1 • Operational officer OO1 - OO3 (trade equivalent non-supervisory positions) • Professional officer PO1 - PO2 • Technical officer TO1 - TO2 <p>Note: There are no entry-level roles for Health Practitioners.</p>
Externally advertised	Advertised (as a minimum) on the Smart Jobs and Careers websites.
Identified role	A position in relation to which it is lawful to discriminate in favour of a person possessing one or more of the attributes set out in section 7 of the <i>Anti-Discrimination Act 1991</i> (for example, gender, race, age, impairment, sexuality, religious belief or religious activity) for the purpose contained in section 25 of that Act.

Term	Definition
Key attributes	The description of the abilities, aptitude, skills, qualifications, knowledge, experience and personal qualities against which applicants will be assessed (previously known as assessment criteria or key skill requirements).
Mandatory qualification	A qualification that is essential for the occupant of a role to hold in order to comply with an industrial instrument or to satisfy legal, accreditation or registration requirements or where a Director-General determination has been made.
Notary Public	An Australian Notary Public, Public Notary, or Notary, is a public officer, usually a practising solicitor or attorney, appointed for life by a State or Territory Supreme Court, or by an English Archbishop in the case of Queensland, and given statutory powers to witness documents, administer oaths, and perform other wide ranging and useful administrative functions of a national and international nature.
One up rule	If the normal delegate for a recruitment and selection process wishes to be on the selection panel, the delegate required to approve the appointment will be the next highest delegate. If the delegate has a conflict of interest and is unable to approve a selection decision this may be used.
Open process	A selection process whereby the applicant pool is not restricted. This is achieved through externally advertising a position on the Smart Jobs and Careers websites for ten working days at a minimum. Open process is to include an assessment of suitability by a panel. Open recruitment does not include internal expressions of interest.
Procedural Fairness	Procedural fairness is a right recognised and defined by law that involves two key elements – the hearing rule (the parties shall be given adequate notice of the case against them, and a right to respond), and the bias rule (everyone is entitled to a decision by a disinterested and unbiased adjudicator).
Promotion	Employment of a permanent public service officer at a higher classification level.
Queensland Health	Queensland Health includes the department, and all hospital and health services established under the <i>Hospital and Health Boards Act 2011</i> .
Recruitment	Recruitment is the process of finding, attracting, and hiring suitable candidates for a specific role. It involves various stages, including role posting, sourcing candidates, screening process and ultimately selecting the best fit for the role.

Term	Definition
Recurring vacancy	<p>A recurring vacancy is: 1) a vacancy that is identical to the original vacancy in terms of title, remuneration, classification level and role description, provided the appointment is made within 12 months of the closing date of the original vacancy; or 2) a vacancy that is similar to a vacancy previously advertised provided that the classification level, remuneration, role requirements and key capabilities are the same as the original vacancy, and the employment decision is made within 12 months of the closing date of the initial vacancy</p> <p>The original advertisement should include a note that applications may be used to appoint to similar vacancies for a specified period up to 12 months after the closing date of the initial vacancy.</p>
Referee checking	<p>Referee checking, also known as reference checking, is a crucial step in the recruitment process. It involves contacting individuals who have worked closely with a candidate in the past, typically previous employers or supervisors, to gather feedback on the candidate's performance, work ethic, and other relevant qualities.</p>
Role description	<p>Role descriptions play a crucial part in the recruitment process by helping potential candidates understand the expectations of the role and enabling hiring managers to assess candidates based on specific criteria. They also serve as a reference point for suitability assessment, performance evaluations and career development discussions once a candidate is hired.</p>
Role evaluation	<p>Role evaluation, also known as job evaluation, is the process of systematically assessing and determining the relative value or worth of a specific position. The evaluation helps establish an equitable and internally consistent structure for compensation, benefits, and other HR-related decisions.</p>
Secondment	<p>The temporary engagement of a permanent employee, either at their substantive classification level or at a higher classification level within Queensland Health or externally across the Queensland public sector. Secondments are a developmental opportunity for an employee for periods of up to six months without having to undergo a formal selection process.</p>
<p>Suitability assessment (SEAWC & TAL)</p> <p>(supporting employees affected by workforce change (SEAWC) & transfer at level (TAL))</p>	<p>Suitable/suitability is a merit-based assessment under which an employee is considered suitable (meritorious) for a role if they have the skills and abilities necessary to meet the requirements of the role to a satisfactory level, given reasonable training, re-training and on-the-job experience, and are fit to undertake the role with reasonable adjustment, if required.</p> <p>In considering suitability, agencies must consider the transferability of an employee's existing skills and abilities to a new context.</p>
Suitable candidate list	<p>The panel may create a list of applicants who meet the key attributes of the role and are considered organisationally suitable for appointment.</p>

Term	Definition
Targeted recruitment	A recruitment exercise where the applicant pool for a vacancy is restricted through limited advertising or notification to a certain group or groups of existing employees.
Unconscious bias	Unconscious bias influences thoughts and actions that can result in the creation of unfair advantages or disadvantages without the decision-makers awareness Refer to PSC https://www.forgov.qld.gov.au/__data/assets/pdf_file/0029/182297/unconscious-bias-posters.pdf .
Vacancy	An unfilled or open position
Workers	Includes Queensland Health employees (engaged on a permanent, fixed term temporary or casual basis), contractors, labour hire, agency staff, service providers, students, work experience placements, locums, visiting medical officers and volunteers.

History

Date	Policy change
20 December 2024	<p>Policy amended to:</p> <ul style="list-style-type: none"> • update references and naming conventions • updated the role evaluation table section 3.4 • change wording from merit to suitability • add targeted vacancies sections • include examples of reasonable adjustment for recruitment activities • remove responsible workforce management • add provision to second employees for 12 months without advertising • added a section on continuous vacancies section 9.5 • included section 11.7 cultural safety. • include reference to the <i>Human Rights Act 2019</i> (refer section 1) • remove reference to the NDIS workforce strategy (2015-2019) (refer section 3) • include directive provisions relating to conversion to permanent basis (refer section 7) • include <i>Directive 07/23 - Recruitment and Selection</i> • include <i>Directive 08/23 - Suitability for employment</i> • clarify multi-disciplinary position advertising (refer section 9.1) • reflect enterprise bargaining commitments from <i>Queensland Public Health Sector Certified Agreement (No. 10) 2019</i> (refer section 9.4) • update conflict of interest declaration requirements outlined in directive relating to recruitment and selection (refer section 11.2.2) • update requirements that vacancies of more than six months must be advertised as outlined in directive relating to recruitment and selection (refer section 16).

Date	Policy change
June 2020	Policy: <ul style="list-style-type: none"> • amended to update references • application amended as a result of changes to the <i>Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019</i>.
December 2019	Policy formatted as part of the HR Policy review Policy amended to: <ul style="list-style-type: none"> • update references and naming conventions • clarify role evaluation methodologies (refer section 2.2) • clarify transfer/movement at level requirements (refer section 4) and exclusion of health practitioner eight (HP8) direct appointments (refer section 7) • include Public Service Commission provisions relating to the conversion of casual and temporary employees to permanent status (refer section 7.4) • include multi-disciplinary position advertising and targeted vacancy advertising (refer section 8.1) • reflect enterprise bargaining commitments from <i>Queensland Public Health Sector Certified Agreement (No. 9) 2016</i> (refer section 8.4) and <i>Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 2) 2016</i> (refer section 10.1) • clarify panel composition for health practitioner and dental officer roles (refer section 10.1) and declaration requirements for prior knowledge of applicant and conflicts of interest (refer section 10.2) • expand diversity and inclusion (refer section 10.5), unconscious bias (refer section 10.6) and reasonable adjustment (refer section 10.7) • update referee reporting requirements (refer section 12) • clarify confidentiality of order of merit or ranking (refer section 12.1), pay point recommendation for internal and external applicants (refer section 12.2) and proof of identity requirements (refer section 13.3) • remove requirement to conduct pre-employment structured clinical interviews (PESCI) for international medical graduates (previously section 13.5) • update definitions of employee affected by workplace change, recurring vacancy and suitability assessment Policy application does not extend to employees of Queensland Ambulance Service.
January 2017	Policy amended to remove reference to Attachment Two in section 10.2

Date	Policy change
December 2016	<p>Policy:</p> <ul style="list-style-type: none"> • formatted as part of the HR Policy review • amended to update references and naming conventions • updated and clarified the employees affected by workplace change requirements • amended proof of identity requirements • clarified employment screening requirements i.e. general criminal history check and internet search • clarified processes for advising unsuccessful applicants.
July 2016	<p>Policy:</p> <ul style="list-style-type: none"> • formatted as part of the HR Policy review • amended to update references and naming conventions • amended to include health professional memberships • update requirements for evidence and verification of identity and qualifications • amended to include Vaccine Preventable Diseases in section 13.7.
June 2014	<p>Policy formatted as part of the HR Policy Simplification project.</p> <p>Policy amended to:</p> <ul style="list-style-type: none"> • include sections on targeted advertising, specified advertising and direct appointment that were removed from superseded <i>Directive 01/10 – Recruitment and Selection</i> • incorporate <i>Identified (Lawful Discrimination) Positions HR Policy B58</i> into section 2.1.1 and Schedule One • incorporate <i>Transfers in Queensland Health HR Policy B41</i> into section 6.1 • summarise secondment information in section 6.2 • incorporate <i>Staff Interchange HR Policy G7</i> in section 6.3 • update advertising requirements in section 7.1 and 15.2 • update requirements for exemption for advertising in section 7.2 • summarise qualitative and quantitative methods of assessment in section 10.3 • add Voluntary Redundancy status checks to section 14.3 • add pre-existing injury/illness disclosure requirement to section 14.6 • summarise citizenship/visa requirements checks in section 14.4 • update references, naming conventions and definitions section. <p>For history prior to February 2014, refer to the December 2012 version of this policy</p>

Date	Policy change
Previous	<ul style="list-style-type: none"> • IRM 1.13-1 Recruitment and Selection – Policy Framework • IRM 1.13-2 Recruitment and Selection – Merit • IRM 1.13-3 Recruitment and Selection – Job Descriptions • IRM 1.13-4 Recruitment and Selection – Advertising Vacancies • IRM 1.13-5 Recruitment and Selection – Selection Methodology • IRM 1.13-6 Recruitment and Selection – Appointment Processes • IRM 1.13-7 Recruitment to Base-Grade Level Positions • IRM 1.13-8 Recruitment and Selection – Time to Fill • IRM 1.13-13 Streamlined Expression of Interest Process for Engagements or Appointments up to 12 Months • Circular ER 11/04 Recruitment and Selection – Advertising of Positions • Transfers in Queensland Health HR Policy B41 (QH-POL-246) • Identified (Lawful Discrimination) Positions HR Policy B58 (QH-POL-151) • Staff Interchange HR Policy G7 (QH-POL-234)

Attachment 1 – Identified roles

The following information is provided as the minimum mandatory standard practice, procedure or process to enable satisfactory compliance with this Queensland Health HR policy.

Local guidelines/procedures may be developed to facilitate implementation of this policy. Any local guidelines/procedures must be consistent with this policy and standard practice and ensure employee entitlements continue to be met.

1 Identified role requirements and processes

Appointments to identified roles within Queensland Health are to be in accordance with the recruitment and selection requirements contained in *Directive 07/23 - Recruitment and selection*, and this policy. Additional requirements include:

1.1 Identifying the role

An application for an identified role (refer Definitions) is to be submitted via the identified role template to the appropriate delegate with a copy of the draft role description.

There is to be sound justification for designating an identified role.

The specific attribute required (as listed in section 7 of the *Anti-Discrimination Act 1991*) is to be identified and supported by documentary evidence or information insisting on the possession of a particular attribute.

An identified role can be justified based on a combination of factors, for example, a role working within a particular community which has a high population of a certain ethnicity may benefit being filled by a person from that background who understands cultural norms and language.

1.2 Advertising

An advertising strategy is to be developed to attract a suitable pool of applicants who possess the required attribute/s applicable to the identified role.

As a minimum, identified vacancies filled via open recruitment are to be advertised on the Smart Jobs and Careers website. Any advertisement for an identified role is to state the vacancy is an identified role and the mandatory attribute/s required for appointment. This should be outlined specifically in the job title in the job advertisement and/or role description.

Consideration is to be given to advertising through media and networks likely to attract applicants with the required attribute/s.

The advertisement is to make potential applicants aware of the following:

- the role is identified
- the attributes for identifying the role
- the relevant subsection/s of section 25, 104 or 105 of the *Anti-Discrimination Act 1991* that are relied upon as the basis for lawful discrimination
- the justification for identifying the role
- how the possession of the identified role's attribute will be confirmed.

An example of a suitable statement for an identified role under a genuine occupational requirement could be:

“Under section 25 of the Anti-Discrimination Act 1991, there is a genuine occupational requirement for the incumbent to be indigenous to the Torres Strait Islander community.”

Panels are encouraged to include a person with the particular attribute which is required for the Identified role as an alternative point of contact on the job advertisement for an identified role. This provides candidates with an opportunity to first speak to someone who is familiar with the required attribute for the identified role, and who understands their background, cultural norms, and/or language.

1.3 Selection methodology

The selection process is to be based on a fair and transparent assessment of the applicants' knowledge, skills, abilities, qualifications, aptitude, experience and personal qualities against the advertised requirements of the position as outlined in the role description. Selection tools are to be clearly relevant to the responsibilities and requirements of the role.

At least one member of the panel is to possess the attribute that is the basis for the identified role.

1.4 Assessing attributes

The preferred applicant is to possess the attribute to be recommended for appointment to an identified role. The attribute is to be assessed during the selection process in a similar manner to any mandatory qualification.

Verification that an applicant has the relevant attribute is not necessary when it is evident to the panel. The attribute of race, or cultural background, can be assessed by a reference from an elder or recognised leader from that background if required.

For further information refer to the *Public Sector Commission Guideline 02/13 - Evidence of attribute – Aboriginal and/or Torres Strait Islander identified roles*.

1.5 Backfilling/temporary replacement

When the incumbent of an identified role needs to be backfilled for a period of leave or short-term secondment, it may be reasonable in exceptional circumstances to employ a person who does not possess the relevant attribute if:

- it assists the continuity of a critical program or activity which could not otherwise be continued if the position was not filled
- the duration of the backfilling/temporary replacement does not exceed three months
- the person who does not possess the attribute does not perform 100% of the duties of the position

or

- a person with the relevant attribute is not available when filling the vacancy.

1.6 Delegate approval and reporting

If required, the appropriate delegate can seek further advice from their local HR unit, Legal Unit, or the Queensland Human Rights Commission on the grounds for designating a role as identified (the Commission's advice is not binding in the case of a complaint to the Tribunal).

Under section 113 of the *Anti-Discrimination Act 1991*, Queensland Health can formally request the Tribunal to grant **an exemption** from relevant sections of the *Anti-Discrimination Act 1991*. This means the Commission is not to accept a complaint of unlawful discrimination that is within the scope of an exemption granted by the Tribunal. This exemption can apply for a maximum of five years.

Alternatively, under section 228 of the *Anti-Discrimination Act 1991*, Queensland Health can formally request the Queensland Human Rights Commission seek **an opinion** from the Tribunal, as to whether or not the exemptions contained in sections 25, 104 or 105 of the *Anti-Discrimination Act 1991* are to apply. This means the Commission is not to accept a complaint of unlawful discrimination against Queensland Health if they have acted within the scope of the Tribunal's findings.

If a role or group of roles with the same role description is approved by the appropriate delegate to be designated as identified, a record is to be kept for reference in the case of future vacancies. The approval for a role or group of roles to be designated as identified remains current until the role description is reviewed.

Each financial year, Queensland Health is to keep a record of the number, type and classification level of roles approved as identified in accordance with this policy. These records are to be retained until the role is reviewed.

1.7 Appeals and grievance process

A promotion appeal may be lodged with the Queensland Industrial Relations Commission in relation to recruitment and selection processes as specified in *Directive 04/23 – Appeals*.

Each financial year Queensland Health is to keep a record of the number, type and classification level of identified roles that are appealed in accordance with *Directive 04/23 Appeals*. These records are to be retained for 12 months from the date the appeal is lodged.

During the selection process, and under section 7 of the *Anti-Discrimination Act 1991*, an applicant may be able to raise the inclusion of an attribute of an identified role with the Queensland Human Rights Commission. Conditions under which complaints are heard and the process to follow are outlined in the *Anti-Discrimination Act 1991*. The Queensland Human Rights Commission can provide advice to Queensland Health employees about their complaint rights and processes.

Attachment 2 – Vaccine Preventable Disease (VPD) requirements

Contractors, volunteers and students engaged by hospital and health services (HHSs) are subject to the same requirements set out in this section as per Health Service Directive QH-HSD-047 – *Vaccine preventable disease screening for contractors, students and volunteers* and Health Service Directive Protocol QH-HSD-047-1:2016 - *Vaccine preventable disease screening for contractors, students and volunteers*.

From 1 July 2016, applicants seeking to be engaged for or on behalf of Queensland Health must provide documentary evidence to verify that they are either vaccinated against or that they are not susceptible to any of the VPDs listed in Table 1 prior to an offer of engagement.

Hepatitis B vaccination or proof that an individual is not susceptible to hepatitis B is a condition of employment for all Queensland Health employees (existing and new) who have direct contact with patients or who, in the course of their work, may be exposed to blood/body fluids or contaminated sharps.

Employees engaged prior to 1 July 2016 are not subject to the new conditions of employment unless they are engaged in a role with VPD requirements in another Queensland Health entity. A Queensland Health entity includes HHSs and the Department of Health.

Table 1: VPDs for which pre-engagement vaccination evidence is required

Risk criteria	Vaccine preventable diseases
Roles that have direct contact with patients or who, in the course of their work, may be exposed to blood/body fluids or contaminated sharps	Hepatitis B
Roles that have contact that would allow acquisition and/or transmission of measles, mumps, rubella, varicella or pertussis. This applies to roles in which: <ul style="list-style-type: none"> work requires face to face contact with patients normal work location is in a clinical area such as a ward, emergency department or outpatient clinic work frequently requires them to attend clinical areas. 	Measles, mumps, rubella (MMR) Varicella (chicken pox) Pertussis (whooping cough)

In addition to the VPDs listed in Table 1, the Director-General (or delegate) or a Health Service Chief Executive, may require applicants seeking to be engaged for or on behalf of Queensland Health to provide documentary evidence to verify that they are either vaccinated against or not susceptible to the VPDs listed in Table 2. The rationale and decision to mandate applicants to provide documentary evidence that they are either vaccinated against or that they are not susceptible to these VPDs must be clearly documented.

Table 2: Additional VPDs for which pre-engagement evidence may be required

Risk criteria	Vaccine preventable diseases
Roles that involve any of the following: <ul style="list-style-type: none"> work in remote Indigenous communities or with Aboriginal or Torres Strait Islander children work in early childhood education and care work as plumbers or in regular contact with untreated sewage work caring for persons with developmental disabilities 	Hepatitis A
Roles that may be at high risk of exposure to drug-resistant cases of tuberculosis	Tuberculosis
Roles that are assigned to the outer Torres Strait Islands for a total of 30 days or more during the wet season	Japanese encephalitis

Workers will be required to maintain their vaccination status as per tables 3 and 4.

Table 3 Minimum required dosages for vaccines

Vaccine preventable diseases	Pre-offer of engagement	Continuing engagement
Measles, mumps, rubella (MMR)	Minimum one dose	Second dose must be administered within three months of commencement
Varicella (chicken pox)	Minimum one dose	Second dose (if required) must be administered within three months of commencement
Hepatitis B	Minimum two doses	Third dose must be administered within six months of commencement
Pertussis (whooping cough)	One dose	One dose every ten years

Table 4 Required dosages for additional VPDs

Vaccine preventable diseases	Pre-offer of engagement	Continuing engagement
Hepatitis A (where relevant)	Dosages to be determined in accordance with the recommendations in The Australian Immunisation Handbook as updated from time to time and in consultation with the office of the Communicable Diseases Branch.	
Tuberculosis (where relevant)		
Japanese encephalitis (where relevant)		

For all required VPDs, documentary evidence of vaccination and ongoing vaccination must be submitted to the line manager in a timely manner as a condition of continued engagement. The documentary evidence must be in an acceptable form determined by the employer. Guidance on acceptable forms of evidence is provided in the Vaccine preventable diseases evidence requirements guide.

All vaccinations required as per this section must be documented in the:

- contract of employment
- position role description
- standing offer arrangements or contract terms and conditions
- student deed
- volunteer agreement
- any other relevant engagement documentation.

There are some circumstances when the most suitable candidate for a position cannot be safely vaccinated in order to satisfy the VPD requirements for their position due to:

- a medical condition
- a pregnancy
- shortage of vaccinations.

In these circumstances, a risk assessment must be completed by local experts (for example, infectious diseases physician, Infection Control Unit, Workplace Health and Safety) to determine the level of risk of the worker contracting/transmitting VPDs in their role. Where there is a medium/high risk, the worker should be temporarily deployed to a position of lower risk.

If the worker is temporarily deployed to another role, they should be transferred into the initial role once they are able to satisfy the requirements of the role they were appointed to.

When offering a position to a candidate in this circumstance, the relevant engagement documentation must clearly state that ongoing engagement is subject to the person satisfying the VPD requirement. A HHS's ability to accommodate a worker in this manner would be subject to the availability of alternative roles.

In circumstances where the delay in the commencement of a worker would directly impact on clinical care and/or services, the Director-General (or delegate) or a Health Service Chief Executive may temporarily exempt a position from the requirements of this section of the policy. The letter of engagement for the worker must specify the period of exemption and require the worker to provide documentary evidence to verify that they are either vaccinated against or not susceptible to the relevant VPDs prior to the end of the exemption period as a condition for ongoing engagement. All exemptions must be reported to the Director-General.