

Standard

Health Service Directive

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Supersedes: Nil

Queensland Health Scholarship Schemes Health Service Directive

Queensland Health Scholarship Schemes

Purpose

The purpose of this standard is to set out the Hospital and Health Service (HHSs) responsibilities and accountabilities under the Queensland Health Scholarship Schemes Health Service Directive.

Scope

This standard applies to all employees, contractors and consultants within the Hospital and Health Services.

This standard applies to all Queensland Health Rural Scholarships, Queensland Health Bonded Medical Scholarships and Queensland Health Allied Health Area of Priority Scholarships (Scholarship Schemes) managed by the Department of Health and the HHSs from the date of endorsement onwards.

Principles

- The HHSs and the Department of Health will work collaboratively to ensure the Scholarship Schemes are managed in line with the terms of their respective obligations under Queensland Health Scholarship Schemes Health Service Directive and Health Service Directive Standard, and the Department of Health Scholarship Scheme Policy and Standard.
- The Department of Health and the Hospital and Health Services will work collaboratively to meet the obligations to Scholarship Holders.
- The Department of Health, Hospital and Health Services and Scholarship Holders will act with integrity and respect whilst undertaking and fulfilling their contractual obligations.
- The HHSs will place Scholarship Holders into employment positions to enable completion of Return of Service (RoS) requirements in negotiation with the Department of Health.

Responsibilities and Accountabilities.

The Scholarship Scheme RACI model (Supporting Document B) outlines the accountabilities and responsibilities of respective stakeholders in managing the Scholarship Schemes and is to be used to guide the HHSs processes.



Business Rules

Contract Variations

- Are to be approved by the DDG SPP.
- The number of contract deferrals longer than six months for an individual Scholarship Holder is at the discretion of the DDG SPP or approved delegate, but should be limited to no more than two deferrals for each Scholarship Holder, as per the terms and conditions of the respective Scholarship contract.
- The number of Contract Variations for speciality advanced skills training, where required, is at the discretion of the DDG SPP but should be limited to no more than two Contract Variations for each Scholarship Holder.
- No new Service Deferral Deeds for Scholarship Holders to undertake speciality training will be approved by the DDG SPP.
- Queensland Health Rural Scholarship Scheme (QHRSS) holders previously granted a Service Deferral Deed and undertaking specialist training will begin their RoS obligations once training is completed. RoS obligations are to be performed in a location approved by the DDG SPP or delegate following advice from the respective Clinical Lead.
- Scholarship Holders who have not been granted a deferral will commence their RoS obligations as per the terms and conditions of the respective Scholarship contract.

Return of Service (RoS) Obligations

- RoS may be performed in the Non-public Sector if approved by the DDG SPP or approved delegate.
- RoS hours in the Non-Public Sector will be based on full-time employment (consistent with the requirements for full-time employment in the relevant and then current industrial contract relating to such employment) as per the terms and conditions of the respective Scholarship contract.
- Overtime hours will also be considered as RoS if the Scholarship Holder can provide sufficient evidence, verified by their employer, of the on-duty overtime hours worked.
- Where RoS is performed in the Non-public Sector, the Department of Health may request a statement of service, certified by the employer, confirming the working arrangements of the Scholarship Holder.
- The Department of Health may also request that a Statutory Declaration accompanying the statement of service to confirm the working arrangements in the Non-Public Sector.



- Monitoring of RoS obligations is to be undertaken in line with the Scholarship Scheme Responsible, Accountable, Consulted and Informed model (RACI) model.
- In the case of the QHRSS, RoS in larger regional centres is at the discretion of the DDG SPP after endorsement from the relevant Clinical Lead. Different locations may be approved for different disciplines and programs at the discretion of the DDG SPP after endorsement from the relevant clinical lead.
- QHRSS RoS locations should be guided by the QHRSS Return of Service Locations Matrix.
- QHBMS RoS locations should be guided by the Queensland Health Bonded Medical Scholarship Program Guideline on Area of Priority Service Post-graduation Placement.
- Queensland Health Allied Health Area of Priority Scholarships (QHAHAOPS) RoS locations should be guided by the decision of the Chief Allied Health Officer.
- For oral health programs, the RoS obligation should be performed at a facility that would be eligible for a Rural Incentive Package under Schedule One - HR Policy C62.

Contract Breaches

- Scholarship Holders who fail to meet contractual obligations will breach their Scholarship contract. The breach will be reported to the DDG SPP or approved delegate by the respective Clinical Lead on the endorsed template.
- Scholarship Holders who do not complete their studies will be required to repay the Scholarship Debt incurred, calculated as per the terms and conditions of their respective Scholarship contract.

Legislation

- *Hospital and Health Boards Act 2011*
- *Assisted Students (Enforcement of Obligations) Act 1951*

Supporting documents

- A. Authorising Health Service Directive: *Queensland Health Scholarship Schemes # QH-HSD-048:2018*
- B. Scholarship Scheme Responsible, Accountable, Consulted and Informed model (RACI) model.
- C. Dental – Rural Incentives Schedule One - HR Policy C62



Definitions

Term	Definition
Clinical Lead	Either the Chief Dental Officer, Chief Nursing and Midwifery Officer, Chief Allied Health Officer, Chief Health Officer or Executive Director, Rural and Remote Medical Support Services.
Contract variation	An amendment of a contract with consent of all existing parties to the contract which modifies some of the rights or obligations of the parties without amounting to a rescission of the original contract and formation of a new one.
DDG	Queensland Health Deputy Director-General
Deputy Director-General, Healthcare Purchasing and System Performance Division	Queensland Health, Deputy Director-General, Healthcare Purchasing and System Performance is responsible for the execution of contract related functions of the Scholarship contract.
Deputy Director-General, Strategy, Policy and Planning Division	Queensland Health Deputy Director-General, Strategy, Policy and Planning is the Accountable Policy Officer for the Queensland Health Rural Scholarship and Queensland Health Bonded Medical Scholarship Schemes.
Director-General	Queensland Health Director-General
Non-Public Sector	An employer who does not fall under the Queensland Government.
QHBMS	Queensland Health Bonded Medical Scholarship
QHRSS	Queensland Health Rural Scholarship Scheme
QHAHAOPS	Queensland Health Allied Health Area of Priority Scholarships
Return of Service (RoS)	Refers to the Service Period or Work Period of the Scholarship Holder as outlined in the Scholarship Contract.
Rural Incentive Package	Dental – Rural Incentives Policy - C62 (QH-POL-416)
Scholarship contract	The contract entered into by the Scholarship Holder and Queensland Health
Scholarship Debt	Following termination of the Scholarship contract, the Student is liable to pay an amount to Queensland Health as stipulated in the Scholarships contract.
Scholarship Holder	A person who has signed a Queensland Health Rural Scholarship Scheme, Queensland Health Bonded Medical Scholarship Scheme or Queensland Health Allied Health Area of Priority Scholarships contract with Queensland Health.

Term	Definition
Service Deferral Deed	A Service Deferral Deed varies the original Scholarship contract (and any previous variations to it). The Service Deferral Deed becomes effective on the Commencement Date, as outlined in the Deed itself. Deferral or extension of the study period or return of service is a variation to the contract that requires contract variation documentation

Version Control

Version	Date	Comments
V1	07/09/2018	Created (to be reviewed annually and when relevant organisational change occurs)

