



# Visiting Medical Officers – Hours of Engagement

## Human Resources Policy

Effective Date: August 2008

### 1 PURPOSE

To outline the requirements for the engagement of Visiting Medical Officers (VMOs) in excess of 15 hours per week.

### 2 APPLICATION

This policy applies to Queensland Health managers responsible for the engagement of VMOs.

### 3 GUIDELINES

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

### 4 DELEGATION

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

### 5 REFERENCES

- *Health Services Act 1991*

### 6 SUPERSEDES

- IRM 1.14-1 Visiting Medical Officers – Hours of Engagement

### 7 POLICY

#### 7.1 Appointment to vacant Visiting Medical Officers positions

The Recruitment and Selection HR Policy is to be complied with when advertising vacancies and making an appointment to a vacant VMO position.

#### 7.2 Engagement of Visiting Medical Officers in Excess of 15 Hours per Week

To ensure that medical services are provided in a cost effective manner, Districts who are considering engaging VMOs need to consider the total hours of engagement across one or more health service districts.

When the collective total hours of engagement across one or more health service districts exceeds 15 hours per week, specific approval from the Director-General is

required **prior** to any arrangement being offered or finalised. It is not the intent to provide VMOs with the equivalent of full-time employment across one or more Health Service Districts.

The General Manager of the Area Health Service is required to report all applications to work in excess of 15 hours per week to the Executive Management Team (EMT).

## **8 APPLYING THE POLICY**

The Director-General is the delegate for the approval of all applications for engagement of VMOs for more than 15 hours per week, including if the 15 hours are worked in one or more health service district.

## **9 HISTORY**

<b>August 2008</b>	Developed as a result of the HR Policy Consolidation Project.
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Managing the risk of psychosocial hazards at work  
Code of Practice 2022  
applies 1 April 2023