

# Health practitioners and dental officers – professional development allowance and leave

## Human Resources Policy C42 (QH-POL-146)

### Purpose

To outline entitlements and processes for the professional development allowance and professional development leave as outlined in clauses 6.2, 6.3 and 6.4 of the *Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022*.

### Application

This policy applies to all Queensland Health (the department and hospital and health services) permanent and eligible fixed term temporary health practitioners and dental officers, who work 15.2 hours or more per fortnight.

### Delegation

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

### Legislative or other authority

- Health Practitioners and Dental Officers (Queensland Health) Award – State 2015
- Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No. 4) 2022 (HPDO4)

### Related policy or documents

- Aggregate and concurrent employment HR Policy C47 (QH-POL-301)
- Individual employee grievances HR Policy E12 (QH-POL-140)
- Managing the risk of psychosocial hazards at work Code of Practice 2022
- Work Health and Safety Act 2011
- Self-education and FBT Finance Practice Statement

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## Policy

### 1 Principles

Queensland Health expects all health practitioner (HP) and dental officer (DO) employees to use their professional development allowance for professional development.

Approval for further professional development funding and leave is at the line manager’s discretion and is dependent on proof of expenditure of the employee’s professional development allowance on approved professional development activities. Appropriate use and management of professional development allowance and leave is detailed in Attachment 1.

Queensland Health is committed to promoting and protecting the physical and psychological health, safety and wellbeing of its workers by providing a safe and inclusive workplace with a focus on preventing harm. As an employer, Queensland Health has an obligation under the *Work Health and Safety Act 2011* to manage risks to employees arising through our work, work environments, systems and practices. When applying this policy, proper consideration must be given to the Managing the risk of psychosocial hazards at work Code of Practice 2022, including identifying psychosocial hazards and assessing and managing any risks.

Queensland Health is committed to supporting a reframed relationship with Aboriginal peoples and Torres Strait Islander peoples in accordance with Chapter 1 Part 3 of the *Public Sector Act 2022*. All delegates and employees have a responsibility to apply these principles when implementing HR policies.

#### 1.1 Professional development allowance (PDA)

All eligible permanent and fixed term temporary HP and DO employees are entitled to the PDA as follows:

Category	From 17 October 2022	From 17 October 2023	From 17 October 2024
Category A	\$2,534.00	\$2,635.00	\$2714.00
Category B	\$3,169.00	\$3,296.00	\$3,395.00
Category C	\$1,899.00	\$1,975.00	\$2,034.00

Attachment 2 details the relevant categories and eligible facilities to receive the allowance for HPs. The Modified Monash Model (MMM) is used to define the location for relevant categories.

Attachment 3 details the relevant categories and eligible facilities to receive the allowance for DOs.

The allowance is paid fortnightly through the payroll system and taxed as part of gross income. Payment is made during periods of paid leave but is not to be included when calculating leave loading, penalty rates or overtime. Accordingly, an employee on half pay leave will be paid the allowance at 50%. This allowance is not included for the calculation of superannuation.

Eligible part-time employees working at least 15.2 hours per fortnight are entitled to PDA on a pro rata basis.

From 14 September 2015, fixed term temporary HP or DO employees with greater than 12 month's continuous service as a health practitioner or dental officer are eligible for the PDA. Where an employee from another stream acts in a HP or DO role, if they have 12 months continuous service they will be eligible to receive PDA.

It is envisaged that employees will fully expend the allowance in the derivation of income and as such, employees may be able to claim an income tax deduction for eligible self-education expenses they incur using the PDA. Employees are to seek independent financial advice regarding their personal taxation.

The PDA is not included in superannuable salary or in ordinary time earnings (OTE).

## **1.2 Paid professional development leave (PDL) entitlement**

Paid PDL is conferred in addition to current entitlements, assistance or Queensland Health obligations as contained in various policies such as conference leave, SARAS and other Queensland Health learning and development initiatives.

From 1 September 2007, permanent employees accrue PDL hours each fortnight at a rate that after one full year of employment, an employee will have accrued three days.

From 18 August 2020, fixed term temporary employees with greater than six months continuous service as a health practitioner or dental officer are eligible for PDL, with the employer to meet reasonable professional development activity costs.

Eligible part-time employees working at least 15.2 hours per fortnight accrue PDL on a pro rata basis.

The PDL is paid at the ordinary rate of pay.

Any component of the PDL entitlement not accessed after two years is forgone. The leave component is not cashable.

When an employee moves temporarily to a classification stream other than the HP or DO stream, their entitlement will be held in reserve in accordance with this policy for a two year period. Such employees will not accrue nor have access to PDL entitlement until they return to their respective HP or DO stream. Records of individual professional development activities should be maintained (refer Attachment 4).

Eligible employees on higher duties within the HP or DO classification stream, who hold a substantive permanent position within the HP or DO classification stream, will continue to accrue PDL and be paid PDA. Any PDL taken whilst on higher duties will be paid at the higher duties rate.

When an employee is permanently appointed to a non-HP or DO classification stream, they forego any accrued PDL.

### 1.3 Rural and Remote Incentive Scheme (RARIS)

From 17 October 2023, an additional Category has been provided for HPs, which is to match Remote Area Nursing Incentive Package (RANIP) designated locations. All eligible full-time HPs working in Category D locations as outlined in Attachment 2 are entitled to accrue an additional three days professional development leave per annum, resulting in a total of six days professional development leave per annum.

This leave is not cumulative past the 12 months entitlement and is to be taken within the 12 month period.

Eligible part-time employees are entitled to the same provisions on a pro-rata basis.

From 17 October 2023, eligible health practitioners working in designated remote areas will be entitled to a professional development allowance as follows:

Category	From 17 October 2023
Category D	\$3512.00

See Attachment 2 - Category D for eligible locations.

### 1.4 Part-time employees

Eligible part-time employees working a minimum of 15.2 hours per fortnight have their PDA and PDL entitlement calculated on a pro rata basis.

The calculation of the proportionate entitlement is based on actual ordinary hours worked, including paid leave, as a proportion of full-time hours.

For example, on 17 October 2023, a category C HP or DO employee, who works two days per week (30.4 hours per fortnight), has their entitlement calculated on the following basis:

- PDA –  $30.4/76$  of \$1,975 = \$790 per annum, i.e. \$30.38 per fortnight.

## Definitions

Term	Definition
PAD plan	Means performance and development plan. Refer Performance and development HR Policy G9 (QH-POL-189).
Queensland Health	Queensland Health includes the department, and all hospital and health services established under the Hospital and Health Boards Act 2011.

# History

Date	Policy change
11 October 2024	<p>Policy:</p> <ul style="list-style-type: none"> <li>• reformatted and amended to update references and naming conventions</li> <li>• history for June 2022 amended to reflect that policy applies to Queensland Ambulance Service employees</li> <li>• addition of section 1.3 Rural and Remote Incentive Scheme</li> <li>• add section to include increase in professional development leave for eligible employees in remote areas as an outcome to the Rural and Remote Incentive Scheme review.</li> <li>• Attachment 2 updated to reflect location categories for only health practitioners</li> <li>• add Attachment 3 for location categories for only dental officers location categories amended to align with the Rural and Remote Incentive Scheme</li> <li>• include clarification payment of PDL while on Higher Duties</li> </ul>
June 2022	<p>Policy amended:</p> <ul style="list-style-type: none"> <li>• update references</li> <li>• professional development allowance increased</li> <li>• include fixed term temporary extension of professional development leave accrual</li> <li>• access to professional development leave for fixed term temporary employees updated to align with <i>Health Practitioners and Dental Officers (Queensland Health) Certified Agreement (No.3) 2019</i>, amended from twelve months to six months continuous service as a health practitioner or dental officer</li> <li>• Attachment 2 updated to re-allocate Marlborough from Mackay to Central Queensland.</li> </ul>
June 2020	<p>Policy:</p> <ul style="list-style-type: none"> <li>• formatted as part of the HR Policy review</li> <li>• amended to update naming conventions</li> <li>• application amended as a result of changes to the Hospital and Health Boards (Changes to Prescribed Services) Amendment Regulation 2019</li> <li>• amended to replace aggregate and concurrent criteria with reference to the Aggregate and concurrent HR Policy C47 (Attachment One, section 5).</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>• Policy formatted as part of the HR Policy review</li> <li>• Policy amended to: <ul style="list-style-type: none"> <li>– update references and naming conventions</li> <li>– incorporate provisions for eligible temporary employees</li> <li>– include aggregate and concurrent arrangements.</li> </ul> </li> </ul>

Date	Policy change
April 2014	<ul style="list-style-type: none"> <li>• Policy reviewed as part of the Queensland Ambulance Service (QAS) HR Policy Integration project</li> <li>• Policy not applicable to QAS employees.</li> </ul>
February 2014	<ul style="list-style-type: none"> <li>• Policy formatted as part of the HR Policy Simplification project.</li> <li>• Policy amended to update references and naming conventions.</li> </ul>
April 2010	<ul style="list-style-type: none"> <li>• Policy amended so section 5 References to reflect Self Education – FBT Fact Sheet</li> <li>• Attachment one amended to correctly reflect districts and facilities.</li> </ul>
November 2008	Developed as a result of the implementation of the <i>Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007</i> .

# Attachment 1 – Appropriate use and management of professional development allowance and leave

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.

Examples of relevant professional development activities include but are not limited to:

- study support additional to that provided under SARAS
- higher education courses or tuition fees
- expenses incurred for conferences, seminars, workshops or forums attended in-person or virtually
- items to support study relevant to clinical practice, e.g. textbooks
- short courses
- professional development events and membership/ accreditation fees for self-regulated professional practice bodies and associations
- professional library membership
- reasonable travel and accommodation costs associated with professional development attendance.

The use of PDA is not suitable for:

- payment of registration fees with the Australian Health Practitioner Regulation Authority (AHPRA)
- attendance at Queensland Health mandatory training
- competency attainment required for the role
- activities for industrial relations education leave.

## 1 Management of professional development allowance

Managers use the performance and development (PAD) process to plan appropriate professional development requirements and opportunities in consultation with the health practitioner (HP) or dental officer (DO).

Queensland Health provides the PDA specifically for employees to use for professional development activities. It is recommended that HPs/DOs and line managers document and review a summary of this expenditure on an annual basis. Managers are encouraged to undertake this review.

Evidence of professional development expenditure within the previous 12 months (to an amount equivalent to the employee's PDA) is to be provided by the employee when requesting additional departmental funding for professional development purposes (refer Attachment 4).

## 2 Management of professional development leave

Professional development leave (PDL) is an entitlement, and while having regard for the maintenance of service provision, line managers are not to unreasonably refuse employee access to PDL, including ad hoc PDL requests not previously recorded in the employee's PAD plan.

Requests by employees to access PDL to attend virtual, on-line professional development opportunities should not be unreasonably refused.

Leave may be taken on an hourly basis subject to agreement.

All reasonable travel time associated with accessing the PDL is treated as paid work time (rostered hours) on the basis of no more than eight hours at the ordinary rate for each day of travel.

When an employee takes PDL at a time which falls outside of ordinary hours, on a weekend, or at a time that would normally attract a shift allowance, the payment for leave is at single time and does not attract overtime, penalty rates or shift allowance. Managers and employees need to plan PDL to ensure the entitlement is taken and paid at ordinary rate of pay only. There is no entitlement for PDL to be paid at any rate other than single time.

## 3 Accrual

Employees accrue hours each fortnight, so after one full year of employment an employee will have three days (pro rata for part-time) PDL accrued. The leave entitlement is accrued over a 24 month period, commencing from either 1 September 2007 for existing employees, or the start date for employees who commence after 1 September 2007.

The leave component of the entitlement accrues during periods of permanent full-time and permanent part-time employment and paid leave in the HP/DO streams, as well as the following temporary arrangements:

- temporary employees with greater than six months eligible continuous service.

Employees do not accrue the entitlement during periods of unpaid leave, including proportionate leave (i.e. the purchased leave period).

During periods of half pay leave, PDL accrues at the normal rate, i.e. employees accrue the full entitlement rather than accrue half the entitlement.

In order to allow employees to use their leave entitlements from the date of commencement, employees are allowed to have a negative balance of no more than 24 hours (or a projection of 12 hours for a part-time employee). At the end of the year (i.e. either 1 September or anniversary date) employees are expected to have a nil or positive balance. If an employee has a negative balance at the anniversary date, the leave taken in the upcoming year is adjusted accordingly.

Line managers are to be mindful of the hours an employee is working when approving professional development activities to minimise the risk of employees accruing a large negative leave balance.

## 4 Travel

All reasonable travel time (as approved) associated with accessing PDL is treated as paid work time (rostered hours) on the basis of no more than eight hours single time for each day of travel, noting travel may occur over multiple days. Travel time may be full or part shifts. It is treated as paid leave and not debited from any existing leave balances.

When a HP/DO travels at a time which falls outside of the ordinary hours, on a weekend or at a time that would normally attract a shift allowance, the payment for travel is at the ordinary rate of pay, and does not attract overtime, penalty rates or shift allowance. This also applies when an employee would have been ordinarily rostered to work at that time.

When a HP/DO uses their professional development entitlements, they are not bound by the Queensland Health travel policy. This enables freedom of choice and cost minimisation to HP/DOs, therefore:

- travel bookings cannot be made through the Queensland Health travel hub service for any travel associated with professional development
- HP/DOs are required to book and pay for any travel or accommodation costs themselves
- costs associated with travel, accommodation cancellation or changes are the responsibility of the HP/DO
- travel insurance is the responsibility of the HP/DO and travel is not covered under the Queensland Health insurance arrangements
- approval for overseas travel claimed and pre-approved as PDL does not require any existing permission process.

The employee's line manager determines and approves reasonable travel time. Reasonable travel time constitutes the amount of time spent in transit including time travelling to and from airports, as well as the most economical and practical route to and from an activity (event).

## 5 Aggregate and concurrent arrangements

Employees working in multiple positions may be engaged in an aggregate or a concurrent employment arrangement. Refer *Aggregate and concurrent employment HR Policy C47*.

The professional development package is treated differently subject to the specific employment arrangements, and classification streams.

Engagements are to be considered collectively for the purpose of determining the appropriate employment conditions for each engagement.

Employees engaged in an aggregate employment arrangement are assigned a singular Employee ID number that is used to identify them as a Queensland Health employee. As such, any eligible HP or DO will accrue PDL as a singular balance, and paid PDA on a singular employee ID. Eligible employees on higher duties will continue to accrue PDA and PDL.

As the employee has one combined balance, a fixed term temporary eligible employee engaged in multiple temporary engagements of the same stream, will accrue PDA and PDL from the initial eligible temporary engagement, and continue to be eligible to receive the professional development package for the multiple engagements subject to continuous engagement.

Communication between line managers of HP or DO employees engaged in aggregate arrangements are strongly recommended to ensure appropriate monitoring and management of entitlements.

Employees engaged in a concurrent employment arrangement are assigned a singular Employee ID number that is used to identify them as a Queensland Health employee; however, they will also be assigned an additional personnel assignment number (PAN) that will be used to identify and link them to each of their individual engagements. As such, any eligible HP or DO will accrue PDL as multiple and separate balances, and paid PDA on each PAN. Eligible employees on higher duties will continue to accrue PDA and PDL.

In the event a fixed term temporary eligible employee is engaged in multiple temporary engagements of the same stream, PDA and PDL will accrue from the initial eligible temporary engagement, and continue to be eligible to receive the professional development package for the multiple temporary engagements subject to continuous engagement.

## 6 Grievance process

Normal grievance procedures apply to this policy. The dispute process is outlined in the *Health Practitioners and Dental Officers (Queensland Health) Agreement (No.4) 2022* (refer to clause 1.11, Preventions and Settlement of Disputes Relating to the Interpretation, Application or Operation of this Agreement).

## Attachment 2 - Categories for health practitioner professional development allowance

Hospital and health service	Facility			
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations, except RANIP-designated locations)	Category C (based on MMM1, MMM2 and MMM3 locations)	Category D (matched to RANIP designated locations)
Cairns and Hinterland	<ul style="list-style-type: none"> <li>Atherton</li> <li>Babinda</li> <li>Douglas Shire (Mossman)</li> <li>Herberton</li> <li>Innisfail</li> <li>Malanda</li> <li>Mareeba</li> <li>Millaa Millaa</li> <li>Ravenshoe</li> <li>Tully</li> <li>Yarrabah</li> </ul>		<ul style="list-style-type: none"> <li>Cairns</li> <li>Gordonvale</li> </ul>	<ul style="list-style-type: none"> <li>Chillagoe</li> <li>Croydon</li> <li>Cow Bay</li> <li>Dimbulah</li> <li>Forsayth</li> <li>Georgetown</li> <li>Mt Garnet</li> </ul>
Central Queensland	<ul style="list-style-type: none"> <li>Baralaba</li> <li>Biloela</li> <li>Blackwater</li> <li>Duaringa</li> <li>Emerald</li> <li>Mt Morgan</li> <li>Moura</li> <li>Theodore</li> </ul>	<ul style="list-style-type: none"> <li>Cracow</li> <li>Dingo</li> <li>Marlborough</li> <li>Ogmore</li> </ul>	<ul style="list-style-type: none"> <li>Gladstone</li> <li>Rockhampton</li> <li>Yeppoon</li> </ul>	<ul style="list-style-type: none"> <li>Capella</li> <li>Gemfields</li> <li>Many Peaks</li> <li>Springsure</li> <li>Tieri</li> <li>Woorabinda</li> </ul>
Central West				<ul style="list-style-type: none"> <li>Alpha</li> <li>Aramac</li> <li>Barcaldine</li> <li>Blackall</li> <li>Bedourie</li> <li>Birdsville</li> <li>Boulia</li> <li>Isisford</li> <li>Jundah</li> <li>Longreach</li> <li>Muttaburra</li> <li>Tambo</li> <li>Windorah</li> <li>Winton</li> </ul>
Children's Health Queensland			<ul style="list-style-type: none"> <li>Queensland Children's Hospital</li> </ul>	

Hospital and health service	Facility			
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations, except RANIP-designated locations)	Category C (based on MMM1, MMM2 and MMM3 locations)	Category D (matched to RANIP designated locations)
Darling Downs	<ul style="list-style-type: none"> <li>• Cherbourg</li> <li>• Chinchilla</li> <li>• Dalby</li> <li>• Goondiwindi</li> <li>• Inglewood</li> <li>• Jandowae</li> <li>• Kingaroy</li> <li>• Miles</li> <li>• Millmerran</li> <li>• Moonie</li> <li>• Murgon</li> <li>• Nanango</li> <li>• Stanthorpe</li> <li>• Tara</li> <li>• Texas</li> <li>• Oakey</li> <li>• Warwick</li> <li>• Wondai</li> </ul>	<ul style="list-style-type: none"> <li>• Glenmorgan</li> <li>• Meandarra</li> </ul>	<ul style="list-style-type: none"> <li>• Toowoomba</li> </ul>	<ul style="list-style-type: none"> <li>• Taroom</li> <li>• Wandoan</li> </ul>
Department of Health	<ul style="list-style-type: none"> <li>• Eligible Department of Health employees that are employed in the facilities listed within this Attachment are eligible to receive the Professional Development allowance at the relevant category rate.</li> </ul>			
Gold Coast			<ul style="list-style-type: none"> <li>• Gold Coast</li> <li>• Robina</li> </ul>	
Mackay	<ul style="list-style-type: none"> <li>• Bowen</li> <li>• Dysart</li> <li>• Moranbah</li> <li>• Proserpine</li> <li>• Sarina</li> <li>• Whitsunday (Cannonvale)</li> </ul>	<ul style="list-style-type: none"> <li>• Clermont</li> <li>• Collinsville</li> <li>• St Lawrence</li> </ul>	<ul style="list-style-type: none"> <li>• Mackay</li> </ul>	
Metro North	<ul style="list-style-type: none"> <li>• Kilcoy</li> </ul>		<ul style="list-style-type: none"> <li>• Caboolture</li> <li>• RBWH</li> <li>• Redcliffe</li> <li>• Prince Charles</li> </ul>	
Metro South	<ul style="list-style-type: none"> <li>• Beaudesert</li> <li>• Dunwich</li> </ul>		<ul style="list-style-type: none"> <li>• Logan</li> <li>• Princess Alexandra</li> <li>• Queen Elizabeth II</li> <li>• Redland</li> <li>• Wynnum</li> </ul>	

Hospital and health service	Facility			
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations, except RANIP-designated locations)	Category C (based on MMM1, MMM2 and MMM3 locations)	Category D (matched to RANIP designated locations)
North West				<ul style="list-style-type: none"> <li>Burketown</li> <li>Camooweal</li> <li>Cloncurry</li> <li>Dajarra</li> <li>Doomadgee</li> <li>Gunpowder</li> <li>Julia Creek</li> <li>Karumba</li> <li>McKinlay</li> <li>Mornington Island</li> <li>Mount Isa</li> <li>Normanton</li> </ul>
South West	<ul style="list-style-type: none"> <li>Roma</li> </ul>			<ul style="list-style-type: none"> <li>Augathella</li> <li>Bollon</li> <li>Charleville</li> <li>Cunnamulla</li> <li>Dirranbandi</li> <li>Injune</li> <li>Jericho</li> <li>Mitchell</li> <li>Morven</li> <li>Mungundi</li> <li>Quilpie</li> <li>St George</li> <li>Surat</li> <li>Thargomindah</li> <li>Wallumbilla</li> <li>Warooka</li> </ul>
Sunshine Coast	<ul style="list-style-type: none"> <li>Maleny</li> </ul>		<ul style="list-style-type: none"> <li>Caloundra</li> <li>Gympie</li> <li>Nambour</li> </ul>	

Hospital and health service	Facility			
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations, except RANIP-designated locations)	Category C (based on MMM1, MMM2 and MMM3 locations)	Category D (matched to RANIP designated locations)
Torres and Cape				<ul style="list-style-type: none"> <li>• Aurukun</li> <li>• Badu Island</li> <li>• Bamaga</li> <li>• Boigu Island</li> <li>• Coconut Island</li> <li>• Coen</li> <li>• Cooktown</li> <li>• Dauan Island</li> <li>• Darnley Island</li> <li>• Horn Island</li> <li>• Hopevale</li> <li>• Kowanyama</li> <li>• Kubin</li> <li>• Laura</li> <li>• Lockhart River</li> <li>• Mabuig Island</li> <li>• Mapoon</li> <li>• Mer Island</li> <li>• Napranum</li> <li>• New Mapoon</li> <li>• Pormpuraaw</li> <li>• Saibai Island</li> <li>• Seisia</li> <li>• St Pauls Island</li> <li>• Stephen Island</li> <li>• Sue Island</li> <li>• Thursday Island</li> <li>• Torres</li> <li>• Umagico</li> <li>• Weipa</li> <li>• Wujal Wujal</li> <li>• Yam Island</li> <li>• Yorke Island</li> </ul>
Townsville	<ul style="list-style-type: none"> <li>• Ayr</li> <li>• Charters Towers</li> <li>• Home Hill</li> <li>• Ingham</li> <li>• Magnetic Island</li> </ul>		<ul style="list-style-type: none"> <li>• Townsville</li> </ul>	<ul style="list-style-type: none"> <li>• Hughenden</li> <li>• Palm Island</li> <li>• Richmond</li> </ul>
West Moreton	<ul style="list-style-type: none"> <li>• Boonah</li> <li>• Esk</li> <li>• Gatton</li> <li>• Laidley</li> </ul>		<ul style="list-style-type: none"> <li>• Ipswich</li> </ul>	

Hospital and health service	Facility			
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations, except RANIP-designated locations)	Category C (based on MMM1, MMM2 and MMM3 locations)	Category D (matched to RANIP designated locations)
Wide Bay	<ul style="list-style-type: none"> <li>• Biggenden</li> <li>• Childers</li> <li>• Eidsvold</li> <li>• Gayndah</li> <li>• Gin Gin</li> <li>• Monto</li> <li>• Mount Perry</li> <li>• Mundubbera</li> </ul>		<ul style="list-style-type: none"> <li>• Bundaberg</li> <li>• Hervey Bay</li> <li>• Maryborough</li> </ul>	

## Attachment 3 - Categories for dental officer professional development allowance

Hospital and health service	Facility		
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations)	Category C (based on MMM1, MMM2 and MMM3 locations)
Cairns and Hinterland	<ul style="list-style-type: none"> <li>• Atherton</li> <li>• Babinda</li> <li>• Dimbulah</li> <li>• Douglas Shire (Mossman)</li> <li>• Herberton</li> <li>• Innisfail</li> <li>• Malanda</li> <li>• Mareeba</li> <li>• Millaa Millaa</li> <li>• Ravenshoe</li> <li>• Tully</li> <li>• Yarrabah</li> </ul>	<ul style="list-style-type: none"> <li>• Chillagoe</li> <li>• Croydon</li> <li>• Forsayth</li> <li>• Georgetown</li> <li>• Mt Garnet</li> </ul>	<ul style="list-style-type: none"> <li>• Cairns</li> <li>• Gordonvale</li> </ul>
Central Queensland	<ul style="list-style-type: none"> <li>• Baralaba</li> <li>• Biloela</li> <li>• Blackwater</li> <li>• Duaringa</li> <li>• Emerald</li> <li>• Mt Morgan</li> <li>• Moura</li> <li>• Theodore</li> </ul>	<ul style="list-style-type: none"> <li>• Capella</li> <li>• Cracow</li> <li>• Dingo</li> <li>• Gemfields</li> <li>• Marlborough</li> <li>• Ogmore</li> <li>• Springsure</li> <li>• Tieri</li> <li>• Woorabinda</li> </ul>	<ul style="list-style-type: none"> <li>• Gladstone</li> <li>• Rockhampton</li> <li>• Yeppoon</li> </ul>
Central West		<ul style="list-style-type: none"> <li>• Alpha</li> <li>• Aramac</li> <li>• Barcaldine</li> <li>• Blackall</li> <li>• Boulia</li> <li>• Isisford</li> <li>• Jundah</li> <li>• Longreach</li> <li>• Muttaborra</li> <li>• Tambo</li> <li>• Windorah</li> <li>• Winton</li> </ul>	

Hospital and health service	Facility		
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations)	Category C (based on MMM1, MMM2 and MMM3 locations)
Darling Downs	<ul style="list-style-type: none"> <li>• Cherbourg</li> <li>• Chinchilla</li> <li>• Dalby</li> <li>• Goondiwindi</li> <li>• Inglewood</li> <li>• Jandowae</li> <li>• Kingaroy</li> <li>• Miles</li> <li>• Millmerran</li> <li>• Moonie</li> <li>• Murgon</li> <li>• Nanango</li> <li>• Oakey</li> <li>• Stanthorpe</li> <li>• Tara</li> <li>• Texas</li> <li>• Warwick</li> <li>• Wondai</li> </ul>	<ul style="list-style-type: none"> <li>• Glenmorgan</li> <li>• Meandarra</li> <li>• Taroom</li> <li>• Wandoan</li> </ul>	<ul style="list-style-type: none"> <li>• Toowoomba</li> </ul>
Mackay	<ul style="list-style-type: none"> <li>• Bowen</li> <li>• Dysart</li> <li>• Moranbah</li> <li>• Proserpine</li> <li>• Sarina</li> <li>• Whitsunday (Cannonvale)</li> </ul>	<ul style="list-style-type: none"> <li>• Clermont</li> <li>• Collinsville</li> <li>• St Lawrence</li> </ul>	<ul style="list-style-type: none"> <li>• Mackay</li> </ul>
Metro North	<ul style="list-style-type: none"> <li>• Kilcoy</li> </ul>		
Metro South	<ul style="list-style-type: none"> <li>• Beaudesert</li> <li>• Dunwich</li> </ul>		
North West		<ul style="list-style-type: none"> <li>• Burketown</li> <li>• Camooweal</li> <li>• Cloncurry</li> <li>• Dajarra</li> <li>• Doomadgee</li> <li>• Julia Creek</li> <li>• Karumba</li> <li>• Mornington Island</li> <li>• Mt Isa</li> <li>• Normanton</li> </ul>	

Hospital and health service	Facility		
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations)	Category C (based on MMM1, MMM2 and MMM3 locations)
South West	<ul style="list-style-type: none"> <li>Roma</li> </ul>	<ul style="list-style-type: none"> <li>Augathella</li> <li>Bollon</li> <li>Charleville</li> <li>Cunnamulla</li> <li>Dirranbandi</li> <li>Injune</li> <li>Mitchell</li> <li>Morven</li> <li>Mungundi</li> <li>Quilpie</li> <li>St George</li> <li>Surat</li> <li>Thargomindah</li> <li>Wallumbilla</li> </ul>	
Sunshine Coast	<ul style="list-style-type: none"> <li>Maleny</li> </ul>		<ul style="list-style-type: none"> <li>Gympie</li> </ul>
Torres and Cape		<ul style="list-style-type: none"> <li>Aurukun</li> <li>Bamaga</li> <li>Coen</li> <li>Cooktown</li> <li>Hopevale</li> <li>Kowanyama</li> <li>Laura</li> <li>Lockhart River</li> <li>Mapoon</li> <li>Napranum</li> <li>Pormpuraaw</li> <li>Thursday Island</li> <li>Weipa</li> <li>Wujal Wujal</li> </ul>	
Townsville	<ul style="list-style-type: none"> <li>Ayr</li> <li>Charters Towers</li> <li>Home Hill</li> <li>Ingham</li> <li>Magnetic Island</li> </ul>	<ul style="list-style-type: none"> <li>Hughenden</li> <li>Palm Island</li> <li>Richmond</li> </ul>	<ul style="list-style-type: none"> <li>Townsville</li> </ul>
West Moreton	<ul style="list-style-type: none"> <li>Boonah</li> <li>Esk</li> <li>Gatton</li> <li>Laidley</li> </ul>		

Hospital and health service	Facility		
	Category A (based on MMM4 and MMM5 locations)	Category B (based on MMM6 and MMM7 locations)	Category C (based on MMM1, MMM2 and MMM3 locations)
Wide Bay	<ul style="list-style-type: none"> <li>• Biggenden</li> <li>• Childers</li> <li>• Eidsvold</li> <li>• Gayndah</li> <li>• Gin Gin</li> <li>• Monto</li> <li>• Mt Perry</li> <li>• Mundubbera</li> </ul>		<ul style="list-style-type: none"> <li>• Bundaberg</li> <li>• Hervey Bay</li> <li>• Maryborough</li> </ul>

# Attachment 4 - Record of professional development activities

Health practitioners and dental officers are encouraged to complete this activity record on an annual/regular basis, and this is to accompany the employee’s performance and development (PAD) plan.

Activity undertaken	Provider of activity	Learning outcome	Costs associated (employee/Queensland Health)
<b>Examples:</b> seminars, conferences, short courses, workshops, tertiary training, professional membership fees	<b>Examples:</b> training provider, university, name of professional organisation	<b>Examples:</b> enhancement of current skill set, higher qualifications	<b>Examples:</b> costs met by employee, costs met by work unit