1 PURPOSE

To outline the reimbursement/payment of licence application and licence fees for all employees who operate radiation apparatus.

2 APPLICATION

This policy applies to all employees who operate radiation apparatus. Such employees are entitled to reimbursement/payment of licence application and licence fees.

- Employees who operate radiation apparatus, including and not limited to:
  - diagnostic radiographers
  - radiation therapists
  - radiation oncologists
  - diagnostic radiologists
  - cardiologists
  - ophthalmologists
  - otolaryngologists
  - dentists
  - dental assistants
  - school dental therapists
  - nurses
  - certain operational services staff.

- Employees who undertake duties involving radioactive substances, including and not limited to:
  - nuclear medicine technologists
  - medical physicists
  - nuclear medicine specialists
  - endocrinologists
  - radiation oncologists.

- Visiting medical officers and specialists are entitled to pro-rata reimbursement of the application and ‘use’ licence fees.

- People who provide services to Queensland Health on a contractual or fee for service basis are excluded from these arrangements.
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

- Queensland Public Health Sector Certified Agreement (No.7) 2008 (EB7)
- Health Practitioners (Queensland Health) Certified Agreement (No.1) 2007
- Radiation Safety Act 1999
- Terms and Conditions of Employment, Queensland Government Visiting Medical Officers 2005

6 SUPERSEDES

- IRM 2.6-7 Radiation Safety Act 1999 – Application and Licence Fees - ‘Use’ Licences

7 POLICY

7.1 Implementation

Licences for employees are not seen as free issue. Licensing arrangements remain the same for the public and private sectors. In terms of the certified agreement Queensland Health has undertaken to pay the licence fees of its employees.

Before accepting an application or renewal from an employee, Radiation Health is to acquire verification that the applicant is a Queensland Health employee.

8 APPLYING THE POLICY

8.1 Temporary and casual employees engaged for periods of less than 12 months

Reimbursement of the fees is to occur on production of a receipt. Health service districts are to directly undertake and administer this element of the arrangement.

8.2 Application and licence fees, including renewals payable by employees and already paid by the employee

A photocopy of the licence is to be endorsed by the district chief executive officer (CEO) or delegate, with the name of the work unit and health service district and the cost centre to which the amount of the fees is to be charged.
The endorsed photocopy of the license and the receipt, if available, is to be forwarded to Radiation Health Unit, 15 Butterfield Street, Herston Qld 4006 or PO Box 2368, Fortitude Valley Qld 4006.

Radiation Health will reimburse the employee and establish and maintain records of the fees to be charged against the nominated cost centre.

8.3 Application and licence fees including renewals payable by employees but yet to be paid by the employee

The employee is to complete the relevant licence application form which is to be endorsed by the district CEO or delegate, with the name of the work unit and health service district, and the cost centre to which the amount of the fees is to be charged.

The application form is to be submitted to Radiation Health in the usual way. On receipt of the form, Radiation Health is to record the details of the licence fees payable by the nominated cost centre. The application is to be processed in the usual manner however the term of the licence is to be limited to 12 months.

8.4 Budget arrangements

Radiation Health, in conjunction with the Finance Unit is to, on an annual basis, arrange journal entries when the nominated cost centres are charged for the fees. To assist in reconciliation, health service districts may develop registers of licensed employees and expenditure on application and licence fees.

9 DEFINITIONS

| Apparatus       | A generic term covering both radiation apparatus, e.g. lasers and x-ray machines, and radioactive substances. |

10 HISTORY

<table>
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<th>October 2009</th>
<th>Protected IRM 2.6-7 reformatted as part of the HR policy consolidation project in accordance with EB7.</th>
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