

## Advancement: Senior medical officers to eminent (MO3) and pre-eminent (MO4) status

**Policy Number:** B10 (QH-POL-098)

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**Purpose:** To outline the eligibility, application, assessment and appointment processes for eminent (MO3) and pre-eminent (MO4) medical officer status as provided for in clause 13.5(d) of the Medical Officers' (Queensland Health) Award – State 2015.

**Application:** This policy applies to the following medical officers employed or eligible to be employed under the Medical Officers (Queensland Health) Award – State 2015 (the award):

- a) Staff Specialists – Senior Status (MO2-1 to MO2-3)
- b) Recognised Advanced Credentialed Practice – Senior Status (C3-1 to C3-2)
- c) Senior Medical Officer – Eminent Status (MO3-1)

and will continue to apply when individuals change their employment status within the award, i.e. full-time or part-time.

**Delegation:** The 'delegate' is as listed in the relevant Department of Health Human Resource (HR) Delegations Manual, or Hospital and Health Services Human Resource (HR) Delegations Manual, as amended from time to time.

### Legislative or other authority:

- Medical Officers (Queensland Health) Award – State 2015
- Medical Officers' (Queensland Health) Certified Agreement (No. 5) 2018

### Related policy or documents:

- Performance and development HR Policy G9 (QH-POL-189)
- Guidelines - Advancement: senior medical officers to eminent (MO3) and pre-eminent (MO4) status (the applicant guidelines)

### Policy subject:

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## 1 Policy

### 1.1 Assessment panel

An assessment panel (the panel) is established to consider all applications and make recommendations to the Director-General. The Director-General is to review the appointment of the chair of the panel prior to each round.

The panel will comprise representatives nominated from a range of internal and external stakeholders including:

- Australian Salaried Medical Officers' Federation Queensland (ASMOFQ) - medically qualified representative
- AMA Queensland State-based College Chairs Committee
- Together Queensland Industrial Union of Employees –medically qualified representative
- Queensland-based university nominee from the Medical Deans of Australia and New Zealand (MDANZ)
- Human Resources Branch, Queensland Health
- Executive Director' Medical Services Forum representative
- Hospital and Health Services - medically qualified representatives from a range of geographical zones
- Health Support Queensland - medically qualified representatives
- Office of the Principal Medical Officer.

### 1.2 Eligibility for assessment for eminent or pre-eminent status

To be eligible for assessment, applicants must:

- be registered as or be eligible for registration as a specialist in Australia (excluding Specialist General Practitioner, level 13-17 and Specialist General Practitioner – Senior Status, level 18)
- have seven or more years of satisfactory performance as a specialist
- have progressed to or been appointed to the classification of Staff Specialist – Senior Status (levels 25 – 27, known as MO2-1 to MO2-3) or Medical Officer Advanced Credentialed Practice – Senior Status (levels 24 – 25, known as C3-1 to C3-2).

Applicants do not need to be at the top pay-point of the classification level (i.e. level 27) before submitting an application for assessment for eminent or pre-eminent status.

Senior Medical Officers – Eminent Status are eligible to apply for assessment for Pre-eminent status.

Once an applicant has determined their eligibility, the applicant completes the self-assessment against the assessment criteria and process outlined in the applicant guidelines.

#### 1.2.1 External applicants/new employees

Senior medical officers who have been recently appointed and have commenced or are due to commence employment at C3-1 to C3-2 or MO2-1 to MO2-3 and who meet the eligibility criteria, may apply for eminent or pre-eminent status through an ad-hoc assessment process as defined in the applicant guidelines.

Requests for ad-hoc assessments must be lodged with the relevant Chief Executive (CE) within one month of the medical officer's date of commencement with Queensland Health. The request must then be forwarded by the CE to the Director-General for approval.

Offers of employment at the eminent or pre-eminent level can only be given if the ad-hoc assessment process has been completed and approval for such appointment is granted by the Director-General.

### 1.2.2 Transfers and reappointments

In the case of an individual having attained eminent or pre-eminent level, either transferring to a visiting medical officer (VMO) position and later returning to a senior medical officer (SMO) position, or resigning from Queensland Health and later re-commencing at the MO2 or C3 level, eminent or pre-eminent status will not be automatically retained.

If the re-appointment is within two years of the transfer or resignation date, an individual may apply through their relevant CE for a request to be sent to the Director-General for an ad-hoc assessment.

The assessment process will review the last successful application assessed by the panel, or an updated application (if deemed necessary) to demonstrate the applicant's commitment and continued performance at the eminent or pre-eminent level.

### 1.3 Eminent or pre-eminent roles are not advertised

A role cannot be established or advertised at either eminent or pre-eminent level. The eminent or pre-eminent levels are personal classifications that can only be attained through assessment by the panel and with the endorsement of the Director-General. Once achieved, eminent and pre-eminent status is to be maintained by ongoing commitment and sustained merit.

A successful applicant's classification may be higher than their manager's classification.

### 1.4 Endorsement of applications

The appropriate delegate is required to endorse the applications of internal applicants and is to note on the application whether or not there has been any substantiated unsatisfactory performance by the medical officer in the last five years.

Applicants who have been employed external to Queensland Health during the past five years prior to the date of their application are required to provide documentary evidence regarding their performance with their previous employer/s over the past five years. This evidence is to include information about any substantiated unsatisfactory performance. Evidence can be provided in the form of a letter from the applicant's previous employer/s. The letter is to confirm whether or not the applicant has had any substantiated unsatisfactory performance in the last five years.

### 1.5 Performance review for appointed eminent or pre-eminent senior medical officers

A review mechanism is to ensure that successful applicants maintain their commitment to these levels of performance and is linked to an individual's performance and development plan. When the delegate has concerns about the individual's continued performance at the eminent or pre-eminent level, these concerns are to be raised in the first instance with the medical officer who will be given time to respond either in writing or through a panel interview and, if necessary, be given a specified time period in which to attain the required standard.

**History:**

|               |   |
|---------------|---|
| June 2020     | <ul style="list-style-type: none"> <li>• Policy: <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– amended to update naming conventions.</li> </ul> </li> </ul>   |
| August 2017   | <ul style="list-style-type: none"> <li>• Policy: <ul style="list-style-type: none"> <li>– formatted as part of the HR Policy review</li> <li>– amended to update references and naming conventions.</li> </ul> </li> </ul>  |
| 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>   |
| October 2013  | <ul style="list-style-type: none"> <li>• Policy formatted as part of the HR Policy Simplification project.</li> <li>• Policy amended to: <ul style="list-style-type: none"> <li>– update references and naming conventions</li> <li>– include Recognised Advanced Practitioners – Senior Status (C3-1 to C3-2 level) in the applicant pool for advancement to MO3/MO4</li> <li>– application process removed from policy and incorporated into Applicant Guidelines.</li> </ul> </li> </ul> |
| July 2010     | <ul style="list-style-type: none"> <li>• Amended as a result of the Medical Officers' (Queensland Health) Certified Agreement (No.2) 2009 to reflect the updated process to be applied for advancement to eminent and pre-eminent status.</li> </ul>  |
| May 2008      | <ul style="list-style-type: none"> <li>• Policy reformatted into HR Policy template.</li> </ul>   |
| February 2008 | <ul style="list-style-type: none"> <li>• Developed as a result of the requirements of the Medical Officers' (Queensland Health) Certified Agreement (No.1) 2005.</li> </ul>   |
| Previous      | <ul style="list-style-type: none"> <li>• IRM 4.4-15 Advancement: Senior Medical Specialists to Eminent (MO3) and Pre-Eminent (MO4) Specialist Status.</li> </ul>  |