

<p>Title:</p> <p><b>RESIDENT MEDICAL OFFICERS ON SECONDMENT AND ROTATION</b></p>	<p>Number: <b>IRM 2.7-11</b></p>
	<p>Date: AUGUST 2007</p>
	<p>Replaces: FEBRUARY 2004</p>

In accordance with Clause 4.2.1 of the *District Health Services – Senior Medical Officers’ and Resident Medical Officers’ Award – State 2003*, appointments to Resident Medical Officer positions are for 52 continuous calendar weeks unless otherwise specifically stated (ie for a lesser period). Further initiatives have been implemented that enable contracts of longer than 52 weeks to provide greater employment security to Resident Medical Officers.

Resident Medical Officer includes Intern, Junior House Officer, Senior House Officer, Principal House Officer, Registrar or Senior Registrar.

For normal appointment expenses of Resident Medical Officers please refer to IRM 2.7-32.

Resident Medical Officer’s can also be appointed to a Medical Rotational Scheme where, during the contract period, they may be appointed to a number of different Districts for varying periods of time. In addition, the Resident Medical Officer may during their appointment undertake secondments to another District to provide services.

The following conditions will apply to Resident Medical Officers on **secondment or rotation** to another hospital: -

**1. Fares, Travelling Expenses and Travelling Time**

- (a) In accordance with Clause 8.2 of the *District Health Services – Senior Medical Officers’ and Resident Medical Officers’ Award – State 2003* all reasonable costs incurred by Resident Medical Officers and Registrars when seconded or rotated to another hospital should be paid by the employer and where such secondment or rotation exceeds four (4) weeks such employee shall be reimbursed all reasonable costs incurred by the employee’s spouse and family.
- (b) For the purposes of (a) above, an employee (and spouse and family where a period of secondment or rotation exceeds four (4) weeks) may utilise economy class air travel when the journey involved is in excess of seven hundred (700) kilometres from the employee’s normal headquarters.
- (c) Travelling expenses payable for journeys less than seven hundred (700) kilometres from normal headquarters should be in accordance with Public Service rates and conditions as set out in Directive 9/06. Where a private

vehicle is used, petrol and oil, meals and overnight accommodation are to be reimbursed. Travel to be undertaken where possible as part of rostered week on the basis of 500 kilometres per day.

- (d) When on secondment or rotation an employee shall be allowed reasonable time to travel to and from another hospital having regard to such matters as distances to be travelled, mode of transport and availability of transport etc provided that where such travel exceeds two hours it shall be undertaken in the employer's time.
- (e) Where travel is not in a rostered week, time off in lieu or additional recreation leave to the extent of approved travelling time is to be granted.

## 2. Board and Lodgings and Removal of Furniture and Effects

- (a) In addition to the board and lodging provisions contained in Clause 10.2 of the *District Health Services – Senior Medical Officers' and Resident Medical Officers' Award – State 2003*, the following shall apply for Resident Medical Officers **on secondment or rotation**:-
  - (i) A Health Service District should provide furnished accommodation of a reasonable standard and size free of charge for Medical Officers on secondment or rotation for a period of **not more than two (2) months**.
  - (ii) A reasonable standard and size of accommodation is to be determined having regard to the number of persons in the employee's immediate family/household.
  - (iii) Provided, that for **periods in excess of two months**, where an employee has supplied satisfactory evidence, acceptable to the Health Service District that the employee is maintaining a principle residence at the location of the employing hospital and the employee is not deriving income from such residence, the Health Service District must provide or pay for quarters as applicable in (i), of a reasonable standard **free of charge up to a maximum of six (6) months**.
  - (iv) After the two (2) month or six (6) month period, charges are levied as follows: -
    - **Single employees** – as per Clause 10.2 of the Award "Board and Lodging – Resident Medical Officers".
    - **Employees with family** – charges shall be fixed by the District and shall be related to local commercial accommodation/rental charges as applicable to that standard of accommodation within the local environment.
- (b) While no provision exists for payment of costs for transfer of furniture and personal effects under the Rotational Scheme or on secondment, a District may grant concessions in order to supplement, to a limited extent, the

- (c) Furniture etc already provided if the secondment or rotation is for an extended period of six (6) months or more.
- (c) Should the Resident Medical Officer and/or the District wish to consider an option for the provision of unfurnished accommodation, this should only occur by agreement. In these circumstances, the employee is entitled to expenses for transport of furniture and effects as outlined in IRM 2.7-32.

### **3. Funding Arrangements**

The Health Service District to which the employee is seconded or rotated is responsible for fares and travelling expenses to the relevant hospital and salary to time of completion of duty at such hospital.

### **4. Taxation Issues**

Any payments to an employee whether in the form of reimbursements for expenses incurred, payments to a third party on behalf of an employee or a cash payment that may be in lieu of some form of expenditure already incurred by an employee, should be carefully scrutinised to ensure taxation obligations, if any, are met.

Such payments **must** be correctly treated under either FBT or PAYG regimes depending on the nature of the payment. Where there is any doubt, contact should be made with the District Finance Unit.