**WITHOUT PREJUDICE – FINAL DRAFT – 18 FEBRUARY 2022**



**ADVENTIST HEALTHCARE LIMITED ALLIED HEALTH AND SUPPORT SERVICES S**

**TAFF ENTERPRISE AGREEMENT 2022**

**ADVENTIST HEALTHCARE LIMITED ALLIED HEALTH AND SUPPORT SERVICES STAFF ENTERPRISE AGREEMENT 2022**

1. Arrangement

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# Part 1 – Application and Operation

1. Title

This Agreement shall be known as the Adventist HealthCare Limited Allied Health and Support Services Staff Enterprise Agreement 2022 (the **Agreement**).

1. Coverage

## This Agreement will cover:

### Adventist HealthCare Limited (ABN 76 096 452 925) of 185 Fox Valley Rd Wahroonga NSW 2076 (hereunder referred to as “the Employer” or “AHCL”); and

### the employees employed by the Employer in the classifications listed in Schedule C (“the **Employees**”); and

### in accordance with the requirements of the *Fair Work Act 2009* (Cth) (“the **Act**”), Health Services Union NSW Branch (ABN 93 728 534 595) of Level 2, 109 Pitt Street Sydney NSW 2000 (“**HSU”**).

1. Duration

## This Agreement shall come into operation from the seventh day after the Agreement is approved by the Fair Work Commission (**FWC**) and shall remain in force until the nominal expiry date of 1 January 2025 and thereafter in accordance with the Act.

## The parties agree to commence negotiations for a new agreement six months prior to the nominal expiry date of this Agreement.

1. Intentions

## This Agreement is entered into on the understanding that it does not contravene any aspect of the Act and the *Fair Work Regulations 2009* (Cth) (**Regulations**). Where any term of this Agreement contravenes legislation, such terms shall not apply. Where this Agreement is silent, in whole or in part, on matters prescribed in the Act or the Regulations, the relevant legislation shall apply.

1. Definitions

## **Act** means the *Fair Work Act 2009* (Cth), as amended from time to time.

## **Agreement** wherever appearing means Adventist HealthCare Limited Allied Health and Support Services Staff Enterprise Agreement 2022

## **AHCL** or **Employer** means Adventist HealthCare Limited

## **AHPRA** means the Australian Health Practitioner Regulation Agency.

## **ASAR** means Australian Sonographer Accreditation Registry

## **Day Worker** means an Employee who works their ordinary hours between 6am to 6pm Monday to Friday.

## **“Casual Employee**” means a casual employee in accordance with section 15A of the Act.

## **Employee** means an employee of the Employer employed in a classification listed in Schedule C of the Agreement.

## **FWC** means the Fair Work Commission.

## **HSU** means the Health Services Union NSW Branch.

### **Immediate family** of an Employee means:

### a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or

### a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee.

### spouse includes a former spouse.

### de facto partner of an Employee:

#### means a person who, although not legally married to the Employee, lives with the Employee in a relationship as a couple on a genuine domestic basis (whether the Employee and the person are of the same sex or different sexes); and

#### includes a former de facto partner of the Employee.

## **Leading Hand** means a support services Employee appointed as such by AHCL, who is placed in charge of not less than two other Employees of a substantially similar classification, but does not include any Employees whose classification denotes supervisory responsibility (refer to allowance Item 7 of Table 2- Schedule B).

## **Ordinary rate of pay** means the hourly rate of pay applicable to an Employee for his/her ordinary hours of work, calculated as 1/38th of the applicable amount set out in Table 1 Rates of Pay of Schedule A and as adjusted in accordance with clause 14, but does not include overtime, penalty rates, allowances, loadings, shift penalties, incentives, bonuses and other ancillary payments of a like nature.

## **Regulations** means the *Fair Work Regulations 2009* (Cth), as amended.

## **Shift Worker** meansan Employee who is regularly rostered to work their hours outside the ordinary hours of a Day Worker (as defined).

## **SGL** means Superannuation Guarantee Legislation

## **Service** for incremental purposes shall mean the completion of 1976 working hours (including annual leave) per annum or in the case of radiographers 1820 hours per annum.

## **Supervision (support services Employee classifications only) -**

### **Direct Supervision** shall mean that a support services Employee:

### receives detailed instructions on the work to be performed; and performs tasks which are part of an overall work routine; and is subject to regular personal progress checks on the work being performed.

### **General Supervision** shall mean that a support services Employee:

### receives instructions on what is required on unusual or difficult features of the work and on the method of approach when new procedures are involved; and is normally subject to progress checks which are usually confined to unusual or difficult aspects of the tasks; and has the knowledge and experience required to perform the duties, usually without specific instructions, but has assignments reviewed on completion.

### **Limited Supervision** shall mean that a support services Employee:

### may be subject to progress checks which will be principally confined to establishing that satisfactory progress is being made; and may have assignments reviewed on completion.

## **Nauseous linen** is linen which has faecal or vomitus matter, is urine soaked and/or is bloody and has not been placed in sealed bag/s.

## **NES** means the National Employment Standards.

1. Agreement Flexibility

## The Employer and an Employee covered by this Agreement may agree to make an individual flexibility arrangement to vary the effect of terms of the Agreement if:

### the agreement deals with 1 or more of the following matters:

### arrangements about when work is performed;

### overtime rates;

### penalty rates;

### allowances;

### leave loading; and

### the arrangement meets the genuine needs of the Employer and Employee in relation to 1 or more of the matters mentioned in paragraph (a); and

### the Employer and the individual Employee must have genuinely made the agreement without coercion or duress.

## The Employer must ensure that the terms of the individual flexibility arrangement:

### are about permitted matters under section 172 of the Act; and

### are not unlawful terms under section 194 of the Act; and

### result in the Employee being better off overall than the employee would be if no arrangement was made.

## The Employer must ensure that the individual flexibility arrangement:

### is in writing; and

### includes the name of the Employer and Employee; and

### is signed by the Employer and Employee and if the employee is under 18 years of age, signed by a parent or guardian of the Employee; and

### includes details of:

#### the terms of the Agreement that will be varied by the arrangement; and

#### how the arrangement will vary the effect of the terms; and

### how the Employee will be better off overall in relation to the terms and conditions of his or her employment as a result of the arrangement; and

#### states the day on which the arrangement commences.

## The Employer must give the employee a copy of the individual flexibility arrangement within 14 days after it is agreed to.

## The Employer or Employee may terminate the individual flexibility arrangement:

### by giving no more than 28 days written notice to the other party to the arrangement; or

### if the Employer and employee agree in writing — at any time.

## The right to make an agreement pursuant to this clause is in addition to, and is not intended to otherwise affect, any provision for an agreement between an employer and an individual employee contained in any other term of this agreement.

1. National Employment Standards

Entitlements in accordance with the NES are provided for under the Act. Where this Agreement also has provisions regarding matters dealt with under the NES and the provisions in the NES set out in the Act are more favourable to an Employee in a particular respect than those provisions in this Agreement, then the NES will prevail in that respect and the provisions dealing with that matter in this Agreement will have no effect in respect of that Employee. The provisions in this Agreement otherwise apply.

1. Labour Flexibility

## AHCL may direct an Employee to carry out such duties which are within the limits of the Employee's skill, competence and training. Such duties may include work which is incidental or peripheral to the Employee's main tasks provided that such duties are not designed to promote deskilling.

## AHCL may direct an Employee to carry out such duties and use such tools and equipment as may be required provided that the Employee has been properly trained in the use of such tools and equipment.

## Any direction issued by AHCL pursuant to subclause 9.1 and/or 9.2 shall be consistent with AHCL’s responsibilities to provide a safe and healthy working environment for Employees and AHCL's duty of care to patients.

# Part 2 - Consultation and Dispute Resolution

1. Grievance Procedures

## In the event of a dispute in relation to a matter arising under this Agreement or the NES, in the first instance, the parties will attempt to resolve the matter at the workplace by discussion between the Employee or Employees concerned, including their nominated representative which may include the HSU, and the relevant supervisor and, if such discussion does not resolve the dispute, the parties will endeavour to resolve the dispute with more senior levels of management as appropriate.

## A party to the dispute may appoint another person, organisation or association, or workplace representative to accompany or represent them in relation to the dispute.

## If a dispute in relation to a matter arising under the Agreement or the NES is unable to be resolved at the workplace, and all agreed steps for resolving it have been taken in accordance with this clause, the dispute may be referred to the FWC for resolution by conciliation, mediation or where the matter in dispute remains unresolved, arbitration.

## If arbitration is necessary the FWC may exercise procedural powers in relation to hearings, witnesses, evidence and submissions which are necessary to make the arbitration effective.

## It is a term of this Agreement that while the dispute resolution procedure is being conducted, work shall continue normally unless an Employee has a reasonable concern about an imminent risk to their health or safety.

## Any dispute referred to the FWC under this clause should be dealt with by a member nominated by the FWC.

1. Transfer of Business

## Where there is a transfer of business, the relevant provisions in the Act shall apply.

1. Notice Board and Posting of Agreement

## AHCL shall permit a notice board of reasonable dimensions to be erected in a prominent position upon which the HSU Employee representative shall be permitted to post HSU notices.

## AHCL shall make a copy of this Agreement available to all Employees.

# Part 3 – Wages and Related Matters

1. Wages

## Employees shall be paid the rates for the appropriate classification set out in Table 1 Rates of Pay- Schedule A, as adjusted by the wage increases provided at Clause 14 of this Agreement.

1. Wage increases

Except where otherwise provided in Table 1 Rates of Pay- Schedule A, the following wage increases will apply to the minimum rates contained in Table 1 Rates of Pay- Schedule A:

### 1.5% from the first full pay period on or after 1 July 2022

### 1% from the first full pay period on or after 1 January 2023

### 1.5% from the first full pay period on or after 1 July 2023

### 1% from the first full pay period on or after 1 January 2024

### 1.5% from the first full pay period on or after 1 July 2024

### 1.25% from the first full pay period on or after 1 January 2025

Any further wage increase shall be at the discretion of the Employer, unless the rate of pay under this Agreement falls below the Modern Award rate that would have otherwise applied to the Employee if the Agreement did not apply, and in such circumstances the rate of pay shall default to the minimum rate prescribed in accordance with the relevant Modern Award rate.

1. Payment and Particulars of Wages

## Payment of wages and salaries will be by electronic funds transfer into one or more accounts nominated by the Employee at any major bank, building society or credit union.

## Payment will be made fortnightly and the Employee will be provided with an electronic pay advice or pay advice slip on the pay day which contains the details and breakdown of total pay received and any deductions for tax or other reasons.

## The Employer will ensure that salaries are transferred to the Employee’s nominated financial institution to ensure wages are available for withdrawal by the Employee not later than that payday.

## If a public holiday falls on a normal payroll processing day, the Employer shall make payment on the working day proceeding the public holiday.

## Where the wages are not available to the Employee by such time, due to circumstances beyond AHCL's control, AHCL shall not be held accountable for such delay.

## Notwithstanding the provisions of clause 15.2, an Employee who has been given notice of termination of employment, shall be paid all monies due to him/her prior to ceasing duty on the last day of employment. Where an Employee is dismissed or his/her services are terminated without due notice, in accordance with the said Clause 25 any monies due to the Employee shall be paid as soon as possible after such dismissal or termination but, in any case, not more than three days thereafter.

1. Underpayment and Over-payment

## Over payment of wages

No deduction from wages will be made by the Employer without written approval of the Employee in accordance with section 324(1)(b) of the Act.

## Underpayment

If the amount underpaid to an Employee is equal to or greater than one day's gross pay the underpayment will be rectified within three (3) working days of the underpayment being identified by the Employer and/or brought to the Employer’s attention; unless otherwise agreed by the Employee.

If the amount underpaid is less than one day’s gross base pay, it will be rectified by no later than the next normal pay day following the date on which the underpayment was identified by the Employer and/or brought to the Employer’s attention. However if the Employee can demonstrate that rectification in this manner would result in undue hardship, every effort will be made by the Employer to rectify the underpayment within three (3) working days.

1. Allowances for Special Working Conditions

## An Employee sent for duty to a place other than his/her regular place of duty shall be paid for all excess travelling time at the appropriate rate of pay and reimbursed excess travelling expenses.

## On-call and recall

### Employees may be required by the Employer to remain on-call.

### The Employee required by the Employer to be on-call will ensure that they are easily contactable during the hours for which they have been placed on-call and may be required to remain within an agreed access period of the workplace as specified within a particular site or department.

### Where an Employee is required to remain on-call they will be paid on on-call allowance per period of 24 hours or part thereof, as set out in Item 10 of Table 2- Schedule B.

### Where an Employee is required to remain on-call and they are not recalled to work at the workplace, the time spent on-call will not count as hours worked.

### Where an Employee is required to remain on-call and is recalled to work at the workplace, the overtime provisions will apply for the period of recall. Further, they will be paid for a minimum of 4 hours work at the appropriate overtime rate in addition to the on-call allowance, as set out in Item 10 of Table 2- Schedule B.

### The recall period for which the Employee is paid will commence when the Employee arrived at the workplace.

### Employees will not be required to remain on-call whilst on leave (paid or unpaid) or on the day before their annual leave period begins, unless by mutual agreement.

### The Employer will endeavour not to require an Employee to remain on-call on an accrued day off (**ADO**) or on the day before an ADO. Where it is necessary to ensure continuity of services, the Employee shall be paid the relevant on-call allowance as set out in Item 10 (On-Call allowance-Rostered days off) of Table 2- Schedule B.

### Where an Employee is required by the Employer to remain on-call during a meal break they will be paid an on-call allowance as set out in Item 10 (On-Call allowance-per 24 hours) of Table 2- Schedule B as compensation for the requirement to be on-call during their meal break

### An Employee who is required by the Employer to be on-call and is recalled to work will be provided with transport to and from their home, or be refunded the reasonably incurred cost of the transport on production of receipted account(s) or other evidence acceptable to the Employer. Provided that where such Employee elect to use their own vehicle, they shall be paid the kilometre allowance as set by the ATO.

### Where an Employee who is on-call has completed one period of recall work and returns home and then is recalled to the workplace again during the same 24 hour period of on-call, then the second and subsequent periods of recall work time will be added to the first period of recall work when calculating overtime payments.

### An Employee who is required to remain on–call and whois recalled by the Employer to perform work where such work can be managed without the Employee returning to the workplace (e.g. by telephone or remote computer access or other electronic communication) will be paid for a minimum of one hour at the appropriate overtime rate set out in clause 28.2(a) for such recall work (i.e. one hour plus the applicable overtime penalty).

#### Multiple recall requests made and concluded within the same hour will be compensated within the same one hour’s overtime payment. For subsequent recall requests made and concluded beyond the first hour, a further minimum payment of one hour at the appropriate overtime will apply, provided that multiple recall requests made and concluded within a discrete 60-minute period will not attract additional payment.

#### The arrangements set out in subclause 28.4 regarding time off in lieu of payment of overtime will apply. For the avoidance of doubt, subclauses 28.2(b) and 28.3 do not apply to recall work performed away from the workplace.

## A Pharmacist as defined in Schedule C who is rostered to work, and does work, after 6:00 pm shall receive the allowance as set out in Item 11 of Table 2- Schedule B.

## A telephone allowance is payable when an Employee is required for the purpose of their employment to be rostered on-call on a regular basis or when an Employee is required by AHCL to be contactable by phone. AHCL shall provide the Employee with a mobile phone for the duration of such requirements.

### Where AHCL does not provide a mobile phone, the Employee will be paid an allowance as set out in Item 15 of Table 2- Schedule B for each 28-day roster cycle (or part thereof) that they are required to be contactable.

## An Employee employed in a Physiotherapist classification as defined in Schedule C and who is designated by the Employer to be in charge of at least three (3) or more other Physiotherapists, in the absence of the Physiotherapist Level 2 or above, shall be paid an in charge allowance as set out in Item 4 of Table 2- Schedule B.

## A Lift Captain Allowance shall apply when an Employee is required by AHCL to provide approved training where this training is not part of the Employee's normal role and classification.

## Kilometre Allowance: Employees required and authorised by AHCL to use their own vehicles to carry out their work shall be paid the kilometre allowance as set by the ATO and as set out in Item 17 of Table 2- Schedule B.

## A nauseous linen allowance as set out in Item 3 of Table 2- Schedule B shall be paid to a Support Services Employee required to handle linen of a nauseous nature (other than in sealed linen bags).

## A Support Services Employee appointed as a Leading Hand, who in addition to his/her ordinary duties is in charge of not less than two other Employees, shall be paid an allowance as part of salary as set out in Item 6 of Table 2- Schedule B.

### the Leading Hand Allowance shall not apply to the following positions: Operating Theatre Services Team Leader, Housekeeping Coordinator Grade 1 and 2, Food Service Coordinator, or any other Employee whose classification denotes supervisory responsibility.

## Pharmacy Assistant/Pharmacy Technician Shift allowance shall apply when a Pharmacy Assistant/Pharmacy Technician is rostered to work, and does work, after 6:00 pm on any day (Item 12 of Table 2, Schedule B).

## A Support Services Employee who is required by the Employer to drive a vehicle in a shift will be paid a Drivers Allowance for each such shift, providing that driving a vehicle is not part of their normal duties (Item 1 of Table 2, Schedule B).

## Where a chef, cook or engineering and maintenance Employee is required to supply and use their own tools for the performance of their duties, they shall be paid a tool allowance as set out in Item 16 of Table 2, Schedule B. Where the Employer provides such tools and the Employee elects to use their own tools, no tool allowance will be payable.

## A Storeperson Employee who is required to drive a forklift truck as part of their duties shall be paid an allowance as set out in Item 2 of Table 2, Schedule B.

## An Employee who is appointed to clean the Morgue shall be paid an allowance as set out in Item 9 of Table 2, Schedule B.

## A Sterilisation Technician Grade 2, 3 or 4 who holds a Sterilisation Certificate from TAFE shall be paid allowance as set out in Item 14 of Table 2, Schedule B.

1. Service Allowance
   1. All full time Employees employed at the date of this Agreement being filed and who were in receipt of the service allowance as at the 16 December 2013 shall continue to receive the service allowance of 10% in addition to the rates prescribed in Table 1- Schedule A.
2. Uniforms and Protective Clothing

## Subject to subclause 19.2, sufficient, suitable and serviceable uniforms or overalls shall be supplied, free of cost, to each Employee required by AHCL to wear them.

## In accordance with 19.1, in lieu of supplying sufficient number of suitable shirts and/or pants to an Employee, AHCL shall pay to such Employee the uniform allowance per week as set out in Item 18 of Table 2- Schedule B provided however, that if the uniform includes a cardigan, or special type shoes, these shall be supplied by AHCL.

## If a uniform of an Employee is not laundered by or at the expense of AHCL, a laundry allowance of the amount per week as set out in Item 5 of Table 2- Schedule B shall be paid to the Employee, provided that the payment of such laundry allowance shall not be made to any Employee on absences exceeding one week.

## The Employee shall keep any uniform supplied to them in a reasonable and presentable condition.

## Each Employee who is required to work in potentially hazardous situations with, or near, machinery, shall be supplied with appropriate protective clothing and equipment.

## Each Support Services Employee who is required to work outdoors shall be supplied with over boots. Sufficient raincoats shall also be made available for use by these Employees.

1. Superannuation

## Definitions

### **Default Fund** means the ACAST Superannuation Plan. Information regarding Health Employees' Superannuation Trust Australia (HESTA) will be provided to new Employees prior to the election of a superannuation fund. Should an employee fail to nominate a complying regulated fund, AHCL will use the Employee’s ‘stapled’ fund as required by the Superannuation Law (if one exists), or the Default Fund (in the absence of a ‘stapled’ fund) for such an Employee into which contributions shall be paid under this Agreement. The Default Fund offers a MySuper product.

### **Complying regulated fund** means a superannuation fund that is regulated under the *Superannuation Industry (Supervision) Act 1993* and has been issued with a Certificate of Compliance by the Australian Prudential Regulation Authority.

### **Ordinary-time earnings** means remuneration for an Employee's weekly number of hours of work, excluding overtime hours, calculated at the ordinary rate of pay, set out in this Agreement.

#### Monday to Friday shift premiums for ordinary hours of work;

#### Weekend shift premiums for ordinary hours of work;

#### Public holiday loadings;

#### Any percentage addition payable to casual employees for ordinary hours or work;

#### Ordinary time allowances (not including expense related allowances);

#### Payments made above the base rate for ordinary hours of work.

## Superannuation Legislation

The subject of superannuation is dealt with extensively by federal legislation including the Superannuation Guarantee (Administration) Act 1992, the Superannuation Guarantee Charge Act 1992, the Superannuation Industry (Supervision) Act 1993, and the Superannuation (Resolution of Complaints) Act 1993 (**Superannuation Law**). The Superannuation Law, as varied from time to time, shall govern the superannuation rights and obligations of the parties.

## Contributions

### AHCL shall, in respect of each Employee, pay a sum equal to the Superannuation Guarantee under Superannuation Law, as amended from time to time, of the Employee's gross ordinary time earnings into a complying fund. Such contributions shall be remitted to the complying fund on a monthly basis.

### An Employee may nominate one complying fund to which all Agreement and statutory superannuation contributions shall be paid, subject to AHCL's approval of the fund nominated by the Employee. Provided that AHCL shall not unreasonably withhold agreement unless it establishes good and proper reasons for the withholding of the agreement.

### Where no such nomination is made before any such contributions become payable, the contributions referred to in this clause will be paid to the Employee’s ‘stapled’ fund, or the Default Fund in the absence of a ‘stapled’ fund.

## Salary Sacrifice to Superannuation

### Salary Sacrifice to Superannuation means the option of making additional superannuation contributions by electing to sacrifice a portion of the gross earnings (pre-tax dollars) under the Agreement. This will give the effect of reducing the taxable income by the amount for salary sacrifice.

### Salary sacrifice to superannuation shall be offered to Employees by mutual agreement between the employee and AHCL.

### Such election must be made prior to the commencement of the period of service to which the earnings relate.

### One change of a sacrificed amount will be permitted in an employee's anniversary year, which is 12 months from the date of commencement of employment, without incurring an administration charge ($50). Changing from full-time to part-time or part-time to full-time employment will not be classified as a change for administration charge purposes.

### The amount sacrificed must not exceed any relevant SGL contribution limit.

### The sacrificed portion of salary reduces the salary subject to PAYG Taxation deductions.

### Any allowance, penalty rate, overtime payment or unused leave entitlements, other than any payments for leave taken whilst employed, shall be calculated by reference to the salary which would have applied to the Employee in the absence of any salary sacrifice to superannuation. Payment for leave taken whilst employed will be at the post salary sacrificed amount.

### Salary sacrifice arrangements can be cancelled by either AHCL or Employee at any time provided either party gives one months' notice. AHCL has the right to withdraw from offering salary sacrifice to Employees without notice if there is any alteration to relevant Australian Taxation legislation.

### Contributions payable by AHCL in relation to the Superannuation Guarantee under Superannuation Law shall be calculated by reference to the salary which would· have applied to the employee under this Agreement in the absence of any salary sacrifice.

### AHCL will not use any amount that is salary sacrificed by an Employee to negate contributions payable under Superannuation Law for the Superannuation Guarantee.

### The Employee shall have the portion of payable salary that is sacrificed paid as additional AHCL superannuation contributions into the same superannuation fund that receives AHCL's Superannuation Guarantee contributions.

### Nothing in this Clause shall affect the right of AHCL to maintain alternate arrangements with respect to salary sacrifice for Employees.

1. Salary Packaging

## AHCL will provide a system of salary packaging for employees. No employee shall be compelled to enter into a salary packaging arrangement.

## Employees are advised to seek independent financial advice to familiarise themselves with the implications of salary packaging on their individual financial circumstances.

## The terms and conditions of a package offered to an employee shall not, when viewed objectively, be less favourable than the entitlements otherwise available under the Agreement and shall be subject to the following provisions:

### AHCL shall ensure that the structure of any package complies with taxation and other relevant laws;

### Employees will have the Superannuation Guarantee Contribution calculated on their Agreement salary (i.e. their ordinary time earnings) prior to the application of any salary packaging arrangements.

## The Employee and Employer must enter into a written salary packaging agreement, setting out the conditions of any remuneration package including notice to be given of any changes.

## A copy of the salary packaging agreement will be given to the Employee and such Employees are entitled to inspect details of payments made under the terms of the Agreement.

## Where AHCL offers a benefit the Employee shall attract the full benefit of salary packaging arrangements. AHCL will pass on to the Employee 100% of the tax benefit.

## The configuration of the salary package shall remain in force for the period agreed between the Employee and AHCL.

## Where at the end of the FBT year the full amount allocated to a specific benefit has not been utilised, it will be paid as salary, which will be subject to appropriate taxation requirements. By agreement between AHCL and the Employee, any unused benefit may be carried forward to the next period on the basis that any FBT obligation is accepted by the Employee.

## In the event that AHCL ceases to attract exemption from payment of FBT for a specific benefit, AHCL may terminate the salary packaging arrangements for that specific benefit. In the event AHCL ceases to attract exemption from payment of FBT for all benefits, AHCL may terminate all salary packaging arrangements and the Employee's salary will revert to the applicable Agreement classification rate the Employee would have been entitled to receive but for the remuneration packaging agreement.

## One month's notice by either party is required for change or termination of a salary packaging agreement, unless the change or termination is brought about by legislation or an increase to the Agreement wage.

## In the event that the Employee ceases to be employed by AHCL this agreement will cease to apply as at the date of termination. Benefits not paid on or before the date of termination shall be treated as salary and the appropriate tax deducted.

## Pay increases granted to employees in accordance with this Agreement shall also apply to Employees subject to salary packaging arrangements.

## Any allowance, penalty rate, overtime, payment for unused leave entitlements, other than any payments for leave taken whilst employed, shall be calculated by reference to the salary which would have applied to the Employee in the absence of any salary packaging arrangements.

1. Relieving other Members of Staff (Higher Duties)

## An Employee who is called upon to relieve an Employee in a higher classification or is called upon to act in a vacant position of a higher classification shall be entitled to receive for the period of relief or the period during which they act, the minimum payment under the Agreement for the higher classification.

## The provisions of subclause 22.1 shall not apply where the Employee being relieved is absent from duty by reason of his/her allocated day off duty.

# Part 4 - Termination of Employment

1. Consultation regarding Change

## This term applies if the Employer:

### has made a definite decision to introduce a major change to production, program, organisation structure or technology in relation to its enterprise that is likely to have a significant effect on the Employees; or

### proposes to introduce a change to the regular roster or ordinary hours of work of Employees.

## Major change

### For a major change referred to in paragraph 23.1(a):

#### the Employer must notify the relevant Employees of the decision to introduce the major change; and

#### paragraphs (c) to (h) apply.

### The relevant Employees may appoint a representative for the purposes of the procedures in this term.

### If:

#### a relevant Employee appoints, or relevant Employees appoint a representative for the purposes of consultation; and

#### the Employee or Employees advise the Employer of the identity of the representative the Employer must recognise the representative.

### As soon as practicable after making its decision, the Employer must:

#### discuss with the relevant Employees:

##### the introduction of the change; and

##### the effect the change is likely to have on the Employees; and

##### measures the Employer is taking to avert or mitigate the adverse effect of the change on the Employees; and

#### for the purposes of the discussion provide in writing to the relevant Employees:

##### all relevant information about the change, including the nature of the change proposed; and

##### information about the expected effects of the change on the Employees; and

##### any other matters likely to affect the Employees.

### The Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.

### The Employer must give prompt and genuine consideration to matters raised about the major change by the relevant Employees.

### If a term in this Agreement provides for a major change to production, program, organisation structure or technology in relation to the enterprise of the Employer, the requirements set out in paragraph (a)(i) and paragraphs (b) and (d) are taken not to apply.

### In this term, a major change is likely to have a significant effect on Employees if it results in:

#### the termination of the employment of Employees; or

#### major change to the composition, operation or size of the Employer’s workforce or to the skills required of Employees; or

#### the elimination or diminution of job opportunities (including opportunities for promotion or tenure); or

#### the alteration of hours of work; or

#### the need to retrain Employees; or

#### the need to relocate Employees to another workplace; or

#### the restructuring of jobs.

## Change to regular roster or ordinary hours of work

### For a change referred to in paragraph 23.1(b):

#### the Employer must notify the relevant Employees of the proposed change; and

#### paragraphs 23.3(b) to (f) of this clause apply.

### The relevant Employees may appoint a representative for the purposes of the procedures in this term.

### If:

#### a relevant Employee appoints, or relevant Employees appoint, a representative for the purposes of consultation; and

#### the Employee or Employees advise the Employer of the identity of the representative; the Employer must recognise the representative.

### As soon as practicable after proposing to introduce the change, the Employer must:

#### discuss with the relevant Employees the introduction of the change; and

#### for the purposes of the discussion provide to the relevant Employees:

##### all relevant information about the change, including the nature of the change; and

##### information about what the Employer reasonably believes will be the effects of the change on the Employees; and

##### information about any other matters that the Employer reasonably believes are likely to affect the Employees; and

##### invite the relevant Employees to give their views about the impact of the change (including any impact in relation to their family or caring responsibilities).

### However, the Employer is not required to disclose confidential or commercially sensitive information to the relevant Employees.

### The Employer must give prompt and genuine consideration to matters raised about the change by the relevant Employees.

### In this clause 22, “relevant Employees” means the Employees who may be affected by a change referred to in clause 23.1.

1. Redundancy

## Where the Employer has made a definite decision to introduce a major change to production, program, organisation structure, or technology in relation to its enterprise; and the change is likely to have a significant effect on employees of the Employer, the Employer shall consult with affected employees in accordance with the consultation regarding change provision of this Agreement.

## Transfer to lower paid duties

## Where an Employee is transferred to lower paid duties by reason of redundancy, the Employee shall be entitled to the same period of notice of transfer as she/he would be entitled to if her/his employment had been terminated, and the Employer may at the Employer’s option, make payment in lieu thereof of an amount equal to the difference between the former ordinary rate of pay and the new lower ordinary rate of pay for the number of weeks’ notice still owing.

1. Termination of Employment

## Termination for Redundancy

### Notice for Changes in Production, Programme, Organisation or Structure:

This subclause sets out the notice provisions to be applied to terminations by AHCL for reasons of redundancy arising from production, programme, organisation or structure in accordance with clause 24.1:

#### In order to terminate the employment of an Employee, AHCL shall give to the Employee the following notice:

|  |  |
| --- | --- |
| **Period of continuous service** | **Period of notice** |
| Less than 1 year | 1 week |
| 1 year and less than 3 years | 2 weeks |
| 3 years and less than 5 years | 3 weeks |
| 5 years and over | 4 weeks |

#### In addition to the notice above, Employees over 45 years of age at the time of the giving of the notice, with not less than two years continuous service, shall be entitled to an additional week's notice.

#### Payment in lieu of the notice above shall be made if the appropriate notice period is not given. Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

### Notice for Technological Change

### This subclause sets out the notice provisions to be applied to terminations by AHCL by reason of redundancy arising from technology in accordance with clause 24.1:

#### In order to terminate the employment of an Employee AHCL shall give to the Employee three months' notice of termination.

#### Payment in lieu of the notice above shall be made if the appropriate notice period is not given. Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.

#### The period of notice required by this sub-clause to be given shall be deemed to be service with AHCL for the purposes of the *Long Service Leave Act 1955* (NSW) as amended, and Clause 36 Public Holidays and Clause 40 Annual Leave.

### Time Off During the Notice Period:

#### During the period of notice of termination given by AHCL under subclause 25.1, an Employee shall be allowed up to one day's time off without loss of pay during each week of notice, to a maximum of five weeks, for the purpose of seeking other employment.

#### If the Employee has been allowed paid leave for more than one day during the notice period for the purpose of seeking other employment, if AHCL so requests, the Employee shall be required to produce proof of attendance at an interview. If the Employee is so required to produce such proof of attendance and fails to do so, the employee shall not receive payment for such time.

### Employee Leaving During the Notice Period:

#### If an Employee whose employment is terminated by reason of redundancy, terminates his/her employment before the notice period expires, the Employee shall be entitled to the same benefits and payments under this clause had the Employee remained with AHCL until the expiry of such notice. Provided that in such circumstance the Employee shall not be entitled to payment in lieu of any remaining period of notice.

### Statement of Employment:

#### AHCL shall, upon receipt of a request from an Employee whose employment has been terminated, provide to the Employee a written statement specifying the period of the Employee's employment and the classification of or the type of work performed by the Employee.

### Centrelink Employment Separation Certificate:

#### AHCL shall, upon receipt of a request from an Employee whose employment has been terminated, provide to the Employee an Employment Separation Certificate in the form required by Centrelink.

## Severance Pay

### In addition to the period of notice prescribed for termination under subclause 25.1, an Employee whose employment is terminated by reason of redundancy shall be paid the following amount of severance pay in respect of a period of continuous service.

#### If an Employee is under 45 years of age, AHCL shall pay in accordance with the following scale:

|  |  |
| --- | --- |
| Years of Service | Entitlement |
| Less than 1 year | Nil |
| 1 year and less than 2 years | 4 weeks’ pay |
| 2 years and less than 3 years | 7 weeks’ pay |
| 3 years and less than 4 years | 10 weeks’ pay |
| 4 years and less than 5 years | 12 weeks’ pay |
| 5 years and less than 6 years | 14 weeks’ pay |
| 6 years and over | 16 weeks’ pay |

#### 

#### Where an Employee is 45 years of age or over, the entitlement shall be in accordance with the following scale:

|  |  |
| --- | --- |
| Years of Service | Entitlement |
| Less than 1 year | Nil |
| 1 year and less than 2 years | 5 weeks’ pay |
| 2 years and less than 3 years | 8.75 weeks’ pay |
| 3 years and less than 4 years | 12.5 weeks’ pay |
| 4 years and less than 5 years | 15 weeks’ pay |
| 5 years and less than 6 years | 17.5 weeks’ pay |
| 6 years and over | 20 weeks’ pay |

#### “Week's pay” means the ordinary rate of pay for the Employee concerned at the date of termination and will include any over-Agreement payments, allowances, penalties or shift payments to which the Employee would be entitled under the Agreement.

#### A week's pay for a particular Employee shall be determined according to the average week's pay received by the Employee in the period immediately prior to their last date of employment equal to the number of weeks of severance pay to which the Employee is entitled under either subclauses 25.2(a)(i) or 25.2(a)(ii).

### Incapacity to Pay

### Subject to an application by AHCL and further order of the FWC in accordance with the Act, AHCL may pay a lesser amount (or no amount) of severance pay than that contained in subclauses 25.2(a)(i) and 25.2(a)(ii).

### Alternative Employment

Subject to an application by AHCL and further order of the FWC in accordance with the Act, AHCL may pay a lesser amount (including no amount) of severance pay than that contained in subclause 25.2(a) if AHCL obtains acceptable alternative employment for an Employee.

## Termination and Resignation

### Where AHCL terminates the employment of a full time or part time Employee for reasons other than serious misconduct, the Employee shall be given notice in accordance with subclauses 25.1(a)(i) and 25.1(a)(ii) above. AHCL may provide payment in lieu of part, or all, of the required period of notice.

### The notice of termination required to be given by an Employee shall be the same as that required of AHCL, as set out in subclause 25.1(a), except that there shall be no additional notice based on the age of the employee concerned. If an Employee, who is at least 18 years old, does not give the required period of notice, then the Employer may deduct from wages due to the Employee under this Agreement an amount that is no more than one week’s wages for the Employer, subject to the requirements set out in section 324(1)(b) of the Act. Provided that there will be no deduction where the Employer has agreed to a shorter period of notice.

## Termination without notice

### Notwithstanding Clause 25.3(a) in consideration of the nature of the services provided by the AHCL, the type of clientele serviced and the environment and philosophy honoured by AHCL, AHCL may terminate the employment without notice where the Employee has committed an act that is considered serious and willful misconduct.

### Regard shall be given to the severity of the act and each transgression shall be determined upon its own merits as well as in the context of the workplace, the duties carried out at the time, the overall conduct of the Employee and the Employee's work history.

## Employees exempted

## This clause 25 doesnot apply to:

### casual Employees; or

### Employees engaged for a specific period of time or for a specific task or tasks; or

### Employees whose employment is terminated because of serious misconduct; or

### Employees (other than apprentices) whose employment under a traineeship agreement or an approved traineeship is for a specified period or is, for any other reason, limited to the duration of the agreement, provided further that the severance pay provisions in this Agreement will not apply to an Employee who is an apprentice.

# Part 5 - Hours of Work and Related Matters

1. Hours

## The ordinary hours of work of all Employees, except where specially mentioned in subclauses 26.3 and 26.10, exclusive of meal times, shall not exceed an average of 152 hours per 28 calendar days or 76 hour per fortnight or an average of 38 hours per week in each roster cycle.

## By mutual agreement the hours of work prescribed in subclause 26.1 above shall be worked by a full-time Employee in one of the following ways:

### 38 hours per week, to be arranged in order that an Employee shall not be required to work his/her ordinary hours on more than five days in one week; or

### 76 hours per fortnight, to be arranged in order that an Employee shall not be required to work his/her ordinary hours on more than ten (10) days in the fortnight; or

### 152 hours per 28 calendar days, to be arranged in order that an Employee shall not be required to work his/her ordinary hours on more than 20 days in the cycle, or 19 days if the Employee is engaged as such in compliance with subclause 26.10.

## The ordinary hours of work of a full time Employee who is engaged as a radiographer, exclusive of meal times, shall be 140 hours per 28 calendar days or 70 hours per fortnight or an average of 35 hours per week in each roster cycle.

## The ordinary hours of work for a Day Worker will be worked between 6:00am and 6:00pm Monday to Friday inclusive.

## Each shift shall not consist of more than ten (10) ordinary hours of work (exclusive of meal breaks) per day. Provided that such shifts shall not be worked on more than twelve (12) consecutive days.

## Except for one meal break each day, all time from the time of commencing until the time of finishing duty each day shall be computed as ordinary working time.

## Employees who are engaged for shifts of less than seven ordinary hours on any one day shall only be entitled to one tea break of ten (10) minutes, provided a minimum of four (4) hours' work is completed. For shifts of 7 ordinary hours’ duration or longer, two separate ten minute intervals (in addition to meal breaks) shall be allowed to each employee on duty during each ordinary shift. Subject to agreement between AHCL and the Employee, such intervals may alternatively be taken as one 20-minute interval or by one ten minute interval with the Employee allowed to proceed off duty ten (10) minutes before completion of the normal shift finishing time. Such interval(s) shall count as working time.

## Each Employee shall be entitled to not less than four (4) full days in each fortnight free from duty or two (2) full days in each week free from duty and such rostered days off shall, where practicable, be consecutive.

## Full time Employees shall receive a minimum payment of four (4) hours for each start in respect of ordinary hours of work.

## All full time Employees in receipt of an Allocated Day Off (**ADO**) as at 23 December 2013 shall continue to have their hours of work so arranged unless otherwise agreed between the employee and AHCL.

## A full-time Employee who has their ordinary hours of work arranged in accordance with paragraph (c) of sub-clause 26.2 or subclause 26.10 of this Clause shall access an ADO in the following manner:

### An Employee shall be entitled to an ADO in each roster cycle of 28 calendar days. Such Employees shall have the hours worked on each of those days arranged to include a proportion of one hour on the basis of 0.4 of one hour for each eight (8) hour shift worked and 0.5 of one hour for each ten (10) hour shift which shall accumulate towards the Employee's ADO.

### The Employee's ADO duty prescribed above shall be rostered and taken within the monthly roster cycle, unless mutually agreed otherwise having regard to the needs of the place of employment. Such ADO duty shall, where possible, be consecutive with the rostered days off prescribed in sub­clause 26.8 of this clause. Provided that AHCL and the Employee may agree to accumulate up to twelve allocated days off per year, to be taken in conjunction with the Employee's annual leave or, by mutual agreement, taken at another time within 18 months of such accrual occurring.

### Allocated days off duty may not be rostered to occur on public holidays.

### No time towards ADO duty shall accrue during periods of workers' compensation, long service leave, parental leave, time in lieu, during ADO or annual leave entitlements prescribed under the Act. Time toward ADOs will accrue on public holidays, compassionate leave and personal/carer’s leave.

### However, an Employee returning to duty from the abovementioned leave shall be given the next allocated day off in sequence.

### Where an Employee's ADO duty falls during a period of paid personal leave the Employee's available personal leave shall not be debited for that day.

## The Employer will arrange an Employee’s hours of work so as to provide a break of at least 8 hours between the completion of ordinary hours in one shift and the commencement of the next ordinary shift.

1. Roster of Hours

## The ordinary hours of work for each Employee shall be displayed on a roster in a place conveniently accessible to Employees. Normally, the roster shall be displayed at least two weeks in advance. However, in exceptional circumstances, the roster can be posted at least one week prior to the commencing date of the first working period in the roster.

## Provided that this provision shall not make it obligatory for AHCL to display any roster or ordinary hours of work for members of the casual or relieving staff.

## Provided further that a roster may be altered at any time to enable the service of the hospital or facility to be carried on where another employee is absent from duty on account of personal/carer’s leave, or compassionate leave, or ceremonial leave, or family violence leave, or in emergency, but where such alteration involves an Employee working on a day which would have been his or her rostered day off, such Employee will be paid at overtime rates or may elect to have a day off time-in-lieu thereof, which shall be as mutually arranged.

## AHCL may change an Employee's roster by mutual agreement at short notice for any reasonable grounds including unexpected emergent situations and unforeseen fluctuations in patient dependency or workflow requirements within a Department.

1. Overtime

## Reasonable additional hours

### Subject to subclause (b) AHCL may require an Employee to work reasonable overtime at overtime rates unless or as otherwise provided for under the Agreement.

### An Employee may refuse to work overtime in circumstances where the working of such overtime would result in the employee working hours which are unreasonable.

### For the purposes of sub-clause (b) what is unreasonable circumstances or otherwise will be determined having regard to:

#### any risk to Employee health and safety;

#### the Employee's personal circumstances including any family and carer responsibilities;

#### the needs of the workplace or enterprise;

#### the notice (if any) given by AHCL of the overtime and by the Employee of his or her intention to refuse it; and

#### any other relevant matter, including those matters set out in section 62(3) of the Act.

## General Provisions

### AHCL may require an Employee to work reasonable overtime.

#### Subject to paragraphs (ii) and (iv), all time authorised by the Employer that is worked by Employees in excess of the rostered daily ordinary hours of work shall be paid for at the rate of time and one half for the first two hours and double time thereafter, provided that authorised overtime worked on Sundays shall be paid for at the rate of double time and on public holidays at the rate of double time and one half. Overtime rates shall be calculated on the ordinary rate of pay as set out in Table 1- Rates of Pay of Schedule A. For the purpose of calculating overtime in this clause, each day or shift shall stand alone.

#### Notwithstanding paragraph (i), a part-time Employee may agree to work in excess of their rostered ordinary hours at the ordinary rate of pay, provided that all time worked by a part time Employee in excess of the rostered daily ordinary hours of work prescribed for the majority of full-time Employees employed on that shift in the ward, section or department concerned, or in excess of 10 hours in a shift, shall be paid for at the rate of time and one half for the first two hours and double time thereafter except that on Sundays such overtime shall be paid for at the rate of double time and on public holidays at the rate of double time and one half. Overtime rates shall be calculated on the ordinary rate of pay.

#### Time worked up to the rostered daily ordinary hours of work prescribed for a majority of full-time Employees employed on that shift in the ward or section concerned, to a maximum of 10 hours, shall not be regarded as overtime but an extension of the contract hours for that day and shall be paid at the ordinary rate of pay. Provided that no part-time Employee shall be directed to work in excess of their rostered ordinary hours at the ordinary rate of pay.

#### In the case of a casual Employee, overtime rates will apply for all time authorised by the Employer that is worked in excess of 10 hours in a shift, or in excess of an average of 38 hours per week over a four week period. A casual Employee will be paid the applicable overtime penalty rate in paragraph (i) calculated on the ordinary rate of pay excluding the casual loading with the casual loading component then added to the penalty rate of pay.

### An Employee recalled to work overtime after leaving AHCL's premises shall be paid for a minimum of four hours' work at the appropriate overtime rate for each time so recalled. If the work required is completed in less than four hours, the Employee shall be released from duty.

## Rest Breaks and Meals during Overtime

### An Employee required to work overtime following the completion of their normal shift for more than two hours shall be allowed twenty minutes for the partaking of a meal and a further twenty minutes after each subsequent four hours of overtime. All such time shall be counted as time worked, provided that benefits of this subclause shall not apply to part-time Employees, until they have worked for more than two hours in excess of the normal shift length for a majority of the full-time Employees employed on that shift in the ward, section or department concerned.

### An Employee recalled to work overtime after leaving AHCL's premises and who is required to work for more than four hours shall be allowed twenty minutes for the partaking of a meal and a further twenty minutes after each subsequent four hours overtime; all such time shall be counted as time worked.

### The meals referred to in subclauses (a) and (b) of this Clause shall be allowed to the Employee free of charge. Where the Employer is unable to provide such meals or provide access to such meals in the form of a meal voucher, an allowance per meal of the sum set out in Item 8 of Table 2 Other Rates and Allowances shall be paid to the Employee concerned. Employees must not be required to work during overtime meal breaks as a matter of routine practice unless mutually agreed at a local level. If an employee is recalled or directed by the Employer to remain on duty during overtime meal breaks she/he shall be paid an additional twenty minutes at overtime rates without working for such period.

### Where an Employee is required to work an overtime shift on his/her rostered day off, the appropriate meal breaks for that shift, as prescribed by Clause 26 Hours shall apply.

### An Employee who works so much overtime:

#### Where reasonably practicable, Employees working overtime will have a minimum of 8 hours consecutive hours off duty between the completion of overtime and the commencement of their next shift.

#### Where the Employee has not had at least 8 consecutive hours off duty between the completion of overtime and the commencement of their shift, they will be released from duty until they have had 8 consecutive hours off duty without loss of pay for ordinary working hours.

##### An Employee can only resume duty with less than 8 consecutive hours off duty with the permission of the Employer. Where this occurs, the Employee is entitled to be paid at 200% of the ordinary rate of pay until released from that period of duty. The Employee will then have a minimum of 8 consecutive hours off duty without loss of pay for ordinary working hours.

## Time in Lieu of Overtime

### In lieu of receiving payment for overtime in accordance with this clause, Employees may be compensated by way of time off in lieu of overtime on the following basis:

#### An Employee may elect to take time off with pay in lieu of overtime. This time off will be equal in hours to the hours worked plus the appropriate overtime penalties. It must be taken within four (4) months of it being accrued at a mutually agreed time.

#### Where it is not possible for an employee to take the time off in lieu of overtime within the four (4) month period, or on request of the Employee at any time, or on termination of employment for any reason, it is to be paid out at the appropriate overtime rate based on the rates of pay applying at the time payment is made.

#### Employees cannot be compelled to take time off in lieu of overtime.

#### Records of all time off in lieu of overtime owing to employees and taken by Employees must be maintained by AHCL in accordance with the Act and the Regulations.

#### Where no election is made by the Employee, the Employee shall be paid overtime rates for the overtime worked in accordance with this Agreement.

## The overtime rates prescribed in this clause will be in substitution of and not cumulative upon the weekend, public holiday and shift penalties in this Agreement.

1. Banking of Hours

## A full-time or part-time Employee may, by agreement made daily, weekly or fortnightly with their manager or supervisor:

### work less than their daily, weekly or fortnightly rostered or contracted hours and work those hours at a later date; or

### work more than their daily, weekly or fortnightly rostered or contracted hours and take time off in lieu of payment, or may set off the additional hours worked against any owing under (a) above.

## An Employee who works less than their rostered or contracted hours shall be paid as if those hours had been worked during the relevant period, including payment for any weekend or shift penalties that would otherwise have been due had the hours been worked.

## An Employee who works more than their rostered or contracted hours shall not receive payment for any weekend, shift penalties or allowances that would otherwise have been due for that extra time worked.

## Time debited or credited under these arrangements shall all be at ordinary time, i.e., an hour for an hour.

## An Employee may not have more than the equivalent of the Employee’s fortnightly ordinary hours in debit or credit at any point in time.

## Employees who have hours in debit must be given first option to work additional hours prior to the use of casual Employees.

## AHCL must keep detailed records of all hours credited and debited to Employees under these arrangements. Employees must have full access to their records.

## On termination of employment, AHCL must pay the Employee for all hours in credit at the ordinary rate of pay and may deduct from termination pay the value of any hours in debit.

## Either party shall have the right to terminate an agreement under this Clause with two weeks' notice.

1. Meals

## An Employee who works more than five hours will be entitled to an unpaid meal break of between 30 and 60 minutes duration, and shall not count as time worked. Provided that where an Employee is called upon and authorised by their Manager or supervisor to work for any portion of his/her meal break, such time shall count as ordinary working time and be paid at the Employee’s ordinary rate of pay (together with the casual loading in the case of a casual Employee).

## An Employee who works shifts of not more than six ordinary hours may elect, with the consent of the Employer, to forgo the unpaid meal break.

## Notwithstanding the provisions of subclause 30.1 of this Clause, an Employee required to work in excess of ten (10) ordinary hours, shall be entitled to a 60-minute unpaid meal break. Such time shall be taken as either two 30-minute meal breaks or one 60-minute meal break, subject to agreement between AHCL and the Employee.

## An Employee who is required to work overtime for more than two hours without being notified on the previous day or earlier that he or she will be so required to work, shall be provided by the Employer with a meal free of charge, or access to such a meal in the form of a meal voucher, or paid the amounts set out in Item 8 of Table 2 of Schedule B.

1. Part-Time Work and Additional Shifts- Part-Time Employees

## Part-time Employee means an Employee who is engaged to work a standard or set number of hours of less than an average of 38 hours per week. At AHCL the rostering patterns and pay periods mean that these hours of work are worked on the basis of 76 hours per fortnight.

## The exact number of hours worked by a part-time Employee, up to a maximum of 76 hours per fortnight, will be used for the purposes of calculating accrual of all leave.

## Before commencing part-time employment, AHCL and the Employee will agree in writing on:

### the span of hours that the Employee may be rostered within a four week period. This span of hours shall include which shifts the Employee may be rostered to work; and

### the days of the week the Employee may be rostered to work within a four week period; and

### the agreed minimum number of contracted hours to be worked per four week period.

## Part-time Employees are entitled to the benefits under this Agreement on a pro rata basis, unless expressed otherwise in this Agreement (e.g. ceremonial leave, family violence leave).

## Part-time Employees shall be paid an hourly rate calculated on the basis of one thirty­ eighth of the appropriate rate prescribed by Table 1 of Schedule A for the classification in which they are employed.

## Part-time Employees shall receive a minimum payment of four (4) hours for each start.

## AHCL is committed to maximising its permanent workforce (full time and/or part time staff) whilst ensuring that staffing is in line with occupancy levels. AHCL will ensure that current part time staff who have advised their supervisor/manager that they are available to work will be offered additional shifts in the first instance where practicable. Where a part time Employee is not available additional shifts would then be offered to casual staff where applicable.

1. Annual Review of Hours- Part-Time Employees

## At the request of the part-time Employee, the hours worked by the Employee will be reviewed annually.

### Where the Employee is regularly working more than their specified contracted hours, then it may be agreed that such contracted hours will be adjusted by AHCL, to reflect the hours regularly worked. The agreement of AHCL will not be unreasonably withheld.

### The hours worked in the following circumstances will not be incorporated in any adjustment made under subclause (a).

#### if the increase in hours is a direct result of another employee being absent on leave, such as for example, annual leave, long service leave, parental leave, workers compensation; and

#### If the increase in hours is due to a temporary increase in hours only due, for example, to specific needs of a patient or workflow requirements of the department.

### Any adjusted contracted hours resulting from the review identified in this subclause should, however, be such as to reflect roster cycles and shift configurations utilised in the workplace

1. Casual Employees

## A casual Employee is one engaged as such (as defined).

## A casual Employee shall be paid, for ordinary hours worked Monday to Friday (inclusive), an hourly rate calculated on the basis of one thirty­ eighth of the appropriate rate prescribed by Table 1 of Schedule A of this Agreement, plus a casual loading of 25%, with a minimum payment of four (4) hours for each engagement, and one-thirty-eighth of the uniform and laundry allowance, where a uniform is not supplied in accordance with Clause 19 Uniform and Protective Clothing, and, where applicable, one thirty-eighth of the appropriate allowance or allowances prescribed by Clause 17, Allowances for Special Working Conditions.

## A casual Employee is not entitled to annual leave, paid personal/carer’s leave, payment for public holidays not worked or notice of termination as the casual loading is paid in compensation for these entitlements associated with permanent employment.

## Casual Employees who are required to work on Saturdays, Sundays and Public Holidays will, in lieu of all other shift penalties, penalty rates and the casual loading, receive the following rates for such work, calculated on the ordinary rate of pay:

### time and one-half for work between midnight Friday and midnight Saturday;

### time and three-quarters for work between midnight Saturday and midnight Sunday;

### double time and one-half for work on a public holiday.

## A casual Employee’s entitlement to long service leave is in accordance with the *Long Service Leave Act 1955* (NSW)*.* The provisions of clause 42 do not apply to casual Employees.

## With respect to a casual Employee, the provisions of the following clauses shall not apply: Clause 41 - Annual Leave Loading; Clause 37 - Personal/Carer’s Leave (except unpaid carer’s leave as provided by subclause 37.7); Clause 22- Relieving other Members of Staff; Clause 38 - Compassionate Leave (except an unpaid entitlement); Clause 27- Roster of Hours; and Clause 40- Annual Leave.

1. Casual Conversion

## A casual Employee may have a pathway to permanent employment in accordance with the NES. Unless, in accordance with the NES, there are reasonable grounds for the Employer not to make the offer, the Employer must make an offer to a casual Employee under this subclause if:

### the Employee has been employed by the Employer for a period of 12 months beginning the day the employment started; and

### during at least the last 6 months of that period, the Employee has worked a regular pattern of hours on an ongoing basis which, without significant adjustment, the Employee could continue to work as a full-time Employee or a part-time Employee (as the case may be).

## A casual Employee is also able to request their Employer convert their employment to full or part time (permanent) in some circumstances.

## Any dispute over the application of the NES casual conversion provisions may be dealt with in accordance with Clause 10, Grievance Procedures in this Agreement.

## The further details of casual conversion will be in accordance with the NES.

1. Penalty Rates and Shift Penalties

## All time worked by Shift Workers between 6:00 pm and 6:00 am, Monday to Friday, shall receive a shift penalty of twenty per cent (20%) in addition to their ordinary rate of pay. In the case of a casual Employee, the shift penalty will be in addition to the casual loading.

## Full-time and part-time Employees whose ordinary working hours include work on a Saturday or Sunday shall be paid:

### for work between midnight Friday and midnight Saturday: time and one half of the ordinary rate of pay;

### for work between midnight Saturday and midnight Sunday: time and three-quarters of the ordinary rate of pay.

These penalties shall be in substitution for and not cumulative upon the shift penalties expressed in subclause 35.1.

# Part 6 - Leave and Public Holidays

1. Public Holidays

## An Employee other than a casual Employee shall be entitled to be absent from public holidays without loss of pay in accordance with the *Public Holidays Act 2010* (NSW), namely: New Year's Day, Australia Day, Good Friday, Easter Saturday, Easter Sunday, Easter Monday, Anzac Day, Queen's Birthday, Labour Day, Christmas Day, Boxing Day, and any other day duly proclaimed and observed as a public holiday within the area in which the place of employment is situated.

## In addition to those public holidays prescribed in subclause 36.1 of this Clause, Employees are entitled to an extra public holiday each year.

### Such public holiday will occur;

#### on the August Bank Holiday; or

#### if determined by the Employer, as an additional public holiday between Christmas Day and the seventh day of January in the following calendar year, provided such day is placed between Monday to Friday (inclusive) which is not already listed as a public holiday as per the *Public Holidays Act 2010* (NSW); or

#### on a date which is agreed upon by the respective Employee and if nominated by the Employee, the Employee's nominated representative which may be a HSU representative, and approved by the Employer.

### An Employee may substitute the August Bank Holiday with a nominated religious or significant holiday, provided such holiday falls on a day that is the Employee’s normal working day, upon approval from the Employer. Applications for the August Bank Holiday or the substituted public holiday shall be made to the Human Resources Department in writing by 31 March of each year.

## An Employee who is required to and does work on any public holiday prescribed in this clause, shall be paid in lieu of all other shift penalties, weekend penalty rates and casual loading, as follows:

### Full-time Employees:

#### Half time the ordinary rate of pay for all ordinary time worked in addition to the weekly rate, plus the same number of hours worked added to the Employee’s accrued annual leave. Alternatively, if the Employee so elects, the Employee will receive payment at time and one half the ordinary rate of pay for all ordinary time worked in addition to the weekly rate, as set out in Table 1 of Schedule A.

### Part-time Employees:

#### Time and a half the ordinary rate of pay for all time worked plus the equivalent number of hours worked added to the Employee’s accrued annual leave Alternatively, if the Employee so elects, the Employee will receive payment at double time and one half the ordinary rate of pay for all ordinary time worked on the public holiday although where the time worked by agreement is less than the Employee's usual rostered shift, the balance of the rostered shift shall be paid at the ordinary rate of pay.

### Casual employees

#### Double time and one-half the ordinary rate of pay for all time worked. Such payment shall be taken to be inclusive of and not in addition to the casual loading.

## A Day Worker as defined in the definitions who is not required and does not work on days where a proclaimed public holiday falls but would normally be expected to work on those days shall be paid for their ordinary hours of work on that day at their ordinary rate of pay.

### In determining whether a full-time or part-time Day Worker who works a variable roster would “normally” be expected to work on a day on which a particular public holiday falls, the Employer will determine this by reviewing the roster pattern of the individual over the preceding six months, or employment period where this period is less than six months. If the rosters show that the Employee has worked 50% or more of the days on which a particular public holiday falls, the Employee shall be entitled to payment in accordance with this subclause. Payment shall be calculated by adding together the hours worked by the Employee on the particular day of the week on which the public holiday falls over the immediately preceding six months and averaging those hours in respect of those days worked by the Employee.

## Full-time Shift Workers as defined who are rostered off duty on a public holiday, which falls on a normal rostered day, shall be paid one day's pay at their ordinary rate of pay for their ordinary hours of work on that day; or if the Employee so elects, have one day added to their period of annual leave.

## The elections referred to in subclause 36.2 must be made in writing by the Employee at the commencement and by 31 March of year of employment and is irrevocable during that period of employment.

## An Employee shall be allowed one day of leave in lieu of a public holiday that falls on a day during the Employee's period of annual leave.

## Where an Employee is absent from his or her rostered shift on the working day before or after a public holiday (or public holiday weekend), without reasonable excuse/sufficient evidence to the satisfaction of the Employer as to the purpose of the leave and the period or expected period of leave, the Employee shall not be entitled to payment of personal/carer's leave for the absence on the working day before or after the public holiday (or public holiday weekend) whichever the case may be.

1. Personal/Carer's Leave

## Employees are entitled to personal/carer’s leave in accordance with the provisions of the NES.

## Casual Employees have no entitlement to paid personal/carer's leave, but do have an entitlement to unpaid carer's leave.

## Meaning of Personal/Carer's Leave

Personal/carer's leave is either:

### paid leave (personal leave) taken by an Employee because of a personal illness, or injury, of the Employee; or

### paid or unpaid leave (carer's leave) taken by an Employee to provide care or support to a member of the Employee's immediate family, or a member of the Employee's household, who requires care or support because of:

#### a personal illness, or injury, of the member; or

#### an unexpected emergency affecting the member.

## Accrual of Paid Personal/Carer's Leave

### An Employee (excluding a casual Employee) is entitled to accrue paid personal/carer’s leave in accordance with the NES.

### No payment will be made in lieu of accumulated personal/carer's leave.

### Personal/carer's leave is not paid out on termination.

## Meaning of Immediate Family or Household

### The entitlement to carer's or compassionate leave is subject to the person in respect of whom the leave is taken being either:

#### a member of the Employee's immediate family; or

#### a member of the Employee's household.

### For the purposes of subclause (a) the term immediate family is defined at Clause 6 of this Agreement, and a member of the Employee’s household is:

#### a relative of the Employee who is a member of the same household, where for the purpose of this subparagraph:

##### “relative” means a person related by blood, marriage or affinity;

##### “Affinity” means a relationship that one spouse because of marriage has to blood relatives of the other; and

##### “household” means a family group living in the same domestic dwelling.

## Payment of Paid Personal/Carer's Leave

If, in accordance with this clause an Employee takes a period of paid personal/carer's leave, the personal/carer's leave shall be paid at the Employee's ordinary rate of pay for the Employee's ordinary hours of work in the period.

## Unpaid Carer's Leave

### An Employee is entitled to a period of up to two (2) days unpaid carer's leave for each occasion to provide care or support to a member of the Employee's immediate family, or a member of the Employee's household, who requires care or support during such a period because of:

#### a personal illness, or injury, of the member; or

#### an unexpected emergency affecting the member.

### This entitlement extends to casual Employees and AHCL agrees not to fail to re­ engage a casual Employee because the Employee accessed the entitlements provided for in this sub-clause. The rights of AHCL to engage or not to engage a casual Employee are otherwise not affected.

### An Employee is entitled to unpaid carer's leave for a particular occasion only if the Employee cannot take an amount of paid personal/carer's leave.

## Taking of Paid Personal/Carer's Leave

### An Employee is entitled to use their paid personal/carer's leave entitlement as paid personal leave in accordance with the NES.

### An Employee shall, wherever practicable, give AHCL notice prior to their intention to take personal/carer’s leave, specifying the reason for taking such leave, the estimated length of absence, and in the case of carer’s leave the relationship to the Employee of the person requiring care or support. If it is not practicable for the Employee to give prior notice of the absence, the Employee shall notify AHCL by telephone of such absence at the first opportunity.

### All periods of personal/carer's leave shall require production to AHCL of satisfactory evidence as outlined in the NES. Satisfactory evidence will be in the form of a medical certificate or, where it is not reasonably practicable for the Employee to provide a medical certificate, a statutory declaration, establishing the reason for taking such leave, the estimate length of absence and in the case of carer’s leave, the relationship to the Employee of the person concerned. Provided that, AHCL may dispense of the requirement for such evidence where the absence does not exceed two (2) consecutive days or where in AHCL's opinion the circumstances are such as not to warrant such requirements.

## Special Personal/Carer’s Leave

### An Employee may make application to access their accrued paid personal/carer’s leave in extenuating circumstances (such as domestic violence) which are not covered in Clause 37.3 (Personal/Carer’s leave).

### Each application will be judged on its merits and is subject to the Employer’s approval.

1. Compassionate Leave

## An Employee is entitled to 2 days of compassionate leave for each occasion (a permissible occasion) when:

### a member of the Employee’s immediate family or a member of the Employee’s household:

#### contracts or develops a personal illness that poses a serious threat to his or her life; or

#### sustains a personal injury that poses a serious threat to his or her life; or

#### dies;

### a child is stillborn, where the child would have been a member of the Employee’s immediate family, or a member of the Employee’s household, if the child had been born alive;

### the Employee, or the Employee’s spouse or de facto partner, has a miscarriage, provided further that the leave entitlement does not apply to a former spouse or former de facto partner of the Employee, or if the miscarriage results in a stillborn child.

## An Employee may take compassionate leave for a particular permissible occasion if the leave is taken:

### to spend time with the member of the Employee’s immediate family or household who has contracted or developed the personal illness, or sustained the personal injury, referred to in subclause 38.1; or

### after the death of the member of the Employee’s immediate family or household, or the stillbirth of the child, referred to in subclause 38.1; or

### after the Employee, or the Employee’s spouse or de facto partner, has the miscarriage referred to in subclause 38.1.

## An Employee may take compassionate leave for a particular permissible occasion as a single continuous 2 day period; or 2 separate periods of 1 day each; or any separate periods to which the Employee and the Employer agree.

## Where the Employee is involved in funeral arrangements, interstate/overseas travelling etc., leave may be allowed for up to three days for each permissible occasion.

## If the permissible occasion is the contraction or development of a personal illness, or the sustaining of a personal injury, the Employee may take the compassionate leave for that occasion at any time while the illness or injury persists.

## If, in accordance with this Clause, an Employee, other than a casual Employee, takes a period of compassionate leave, the Employer must pay the Employee at the Employee’s ordinary rate of pay for the Employee’s ordinary hours of work in the period. For casual Employees, compassionate leave is unpaid leave.

## The Employee, if required by the Employer, shall supply relevant evidence to the satisfaction of the Employer of the requirement for such leave.

## Other Circumstances when compassionate leave may apply – Unforeseen Emergency (Natural Disasters)

The above principles are not intended to codify completely purposes for which compassionate leave with pay may be allowed. The element of unforeseen emergency could be present in other situations, e.g. floods and bushfires, which clearly prevent attendance for duty.

In view of the purpose for which compassionate leave is intended, it is not possible to prescribe a precise limitation of the amount of leave to be granted in a given period. It is suggested, however, that only under the most exceptional circumstances should leave exceeding a total of three (3) days be granted to an employee in any year other than in accordance with subclauses 38.2 and 38.4.

## Where an Employee is forced to absent themselves other than in accordance with subclause 38.1 or in circumstances that do not reasonably constitute an unforeseen emergency, the employee can cover such an absence by applying for leave without pay or, if the Employee so desires, taking annual leave.

1. Parental Leave

## Employees are entitled to parental leave in accordance with the NES.

## Requests for flexible working arrangements

An Employee who is a parent, or has responsibility for the care, of a child may request AHCL for a change in working arrangements to assist the Employee to care for the child if the child is of school age or younger; or is under 18 and has a disability. See the NES and clause 52 for more detail. A permanent Employee entitled to parental leave in accordance with the NES, is, in addition, eligible for paid parental leave as set out in clause 39.4 below.

## The amount of paid parental leave under clause 39.4 will be in addition to the value of the leave provided by the *Paid Parental Leave Act 2010.*

## A permanent Employee entitled to parental leave in accordance with the NES, is, in addition, eligible to access only one type of the following paid parental leave:

### an Employee who is eligible for primary carer or adoption leave, with less than two (2) years of service and who will be the child’s primary carer at the time of the birth / adoption of the child, is entitled to a total of nine (9) weeks additional paid parental or adoption leave from the commencement of taking leave.

### an Employee who is eligible for primary carer or adoption leave, with at least two (2) years of service and who will be the child’s primary carer at the time of the birth / adoption of the child, is entitled to a total of fourteen (14) weeks additional paid parental or adoption leave from the commencement of taking leave.

### an Employee who is eligible for secondary carer (partner) leave and who will not be the child’s primary carer at the time of the birth / adoption of the child, is entitled to two (2) weeks additional paid leave to be paid at the time of taking leave.

## Provided further that where both members of an Employee couple have completed at least 12 months’ continuous service with the Employer and one of the two Employee is eligible for paid primary carer leave in accordance with subclause 39.4(a) or 39.4(b) above, such Employee may apply for the total portion of the paid primary carer leave to be shared between the Employee couple, subject to the following:

### the total period of paid primary carer leave is to be taken in one single continuous period;

### where one member of the Employee couple takes a portion of the paid primary carer leave entitlement, the other member of the Employee couple must start their period of the remaining paid primary carer leave entitlement immediately after the end of the first Employee’s period of primary carer leave taken;

### the application must be made to Human Resources in writing at least 10 weeks prior to the commencement date for the taking of parental leave and specify the intended start and end dates of the two single leave periods, and the Employee to whom each leave period relates;

### such application remains subject to the Employer’s approval; and

### for the avoidance of doubt, only one member of the Employee couple is eligible for paid primary carer leave in accordance with subclause 39.4(a) or 39.4(b) above.

## Paid parental leave set out in clause 39.4 above which commences on or after 1 July 2024, will attract payment by AHCL of superannuation guarantee contributions at the applicable superannuation guarantee rate specified by the Superannuation Guarantee legislation.

1. Annual Leave

## Employees (other than casual Employees) are entitled to annual leave in accordance with the provisions of the NES.

## In accordance with subclause 40.1 full time Employees shall be entitled to four (4) weeks' annual leave for each year of service with the Employer.

## Part-time Employees will be entitled to annual leave on a pro-rata basis of the full-time Employee entitlement.

## For the purposes of the NES and this clause, a “shiftworker” (as defined herein) shall be entitled to one (1) week additional paid annual leave per annum (pro-rata for eligible part-time shiftworkers). A “shiftworker" is defined as an Employee who:

### works four ordinary hours on ten (10) or more weekends (including a Saturday and/or a Sunday) in any financial year; and/or

### is regularly rostered to work Sundays and public holidays.

An Employee who is a shiftworker within the meaning of subclause (a) above will be credited with the additional week of annual leave at 30 June in each such year in which the Employee works four ordinary hours on ten (10) or more weekends (including a Saturday and/or a Sunday).

## Payment of Annual Leave

### If an Employee takes annual leave during a period, the annual leave shall be paid at the Employee's ordinary rate of pay plus any applicable annual leave loading in accordance with clause 41. When taking annual leave, payment for such leave will be in accordance with the normal pay cycle, excepting where AHCL agrees to a request by the Employee for such leave to be paid immediately before the period begins.

### If, when the employment of an Employee ends, the Employee has a period of untaken accrued paid annual leave, the Employer must pay the Employee the amount that would have been payable to the Employee had the Employee taken that period of leave (including any applicable annual leave loading as prescribed in clause 41).

## Taking of Paid Annual Leave

### An Employee is entitled to take an amount of paid annual leave during a particular period if:

#### at least that amount of annual leave is credited to the Employee; and

#### AHCL has authorised the Employee to take the annual leave during that period.

### Paid annual leave may be taken for a period and at a time agreed between an Employee and the Employer. The Employer must not unreasonably refuse to agree to a request by the Employee to take paid annual leave

### Excessive accumulated annual leave:

#### Notwithstanding the provisions of this subclause, the Employer may direct an Employee to take a period of annual leave in accordance with subclause 40.6(d).

#### Where an Employee has accrued more than 8 weeks’ paid annual leave (10 weeks in the case of shiftworkers defined in this clause), such Employee has accrued excessive annual leave (**Excessive Leave**). In the circumstances of Excessive Leave, annual leave shall be given at a time fixed by the Employer after not less than eight weeks’ and not more than 12 months’ notice to the Employee, provided:

##### the Employee will first be given a reasonable opportunity to submit a plan to reduce their total annual leave accrued balance to not more than six weeks within a period of six months (**leave reduction plan**);

##### the Employer will not unreasonably refuse to agree to an Employee’s leave reduction plan which includes saving leave for an extended vacation within 12 months of the date of agreement to the leave reduction plan. The agreement is to be in writing and signed by both the Employer and Employee;

##### the Employee cannot be directed to take annual leave where such direction would result in the Employee being directed to reduce the accrued leave to less than six weeks; and

##### the direction must relate to a minimum period of leave of one week.

### Annual Christmas shutdown

#### AHCL may specify an annual Christmas shutdown provision for a part, or a whole of the Hospital. In the event of invoking the annual Christmas shutdown, an Employee may be required to take paid annual leave for part or all of the period of the shutdown in accordance with subclauses (iii), (iv) and (v) below. AHCL must give at least eight (8) weeks' notice of the date(s) of the shutdown. In the case of an Employee who commences employment within the eight (8) weeks of the annual Christmas shutdown, notice must be given on the day the Employee commences employment.

#### The period of annual shutdown will not exceed three (3) weeks.

#### Subject to subclause (v), where an Employee has an entitlement to annual leave in excess of the annual Christmas shutdown period, he/she must be given and must take, the whole of his/her annual leave to cover the period of the annual Christmas shutdown.

#### Subject to subclause (v), where the Employee has an entitlement to annual leave which is less than the period of the annual Christmas shutdown, he/she must be given and take the whole of their accrued paid annual leave and must be given and take leave without pay for the balance of the shutdown period. Provided further and subject to availability, the Employee may choose to be temporarily reassigned to another part of the Hospital to cover the difference between their accrued paid annual leave entitlement and the length of the shutdown. By mutual agreement, annual leave may be taken in advance.

#### An Employee who has accrued ADOs may, by mutual agreement between AHCL and Employee, take these and be paid for such during the annual Christmas shutdown period in addition to any annual leave which may be accrued.

#### Notwithstanding the provisions at subclauses 40.6(b) and 40.6(c), the provisions set out for the Annual Christmas Shutdown in this clause 40.6(d) will apply.



## Cashing Out of Annual Leave



### Upon receipt of a written request by an Employee, the Employer may authorise, in a separate written agreement with the Employee on each such occasion, the Employee to receive pay in lieu of an amount of annual leave.

### Paid annual leave must not be cashed out if the cashing out would result in the Employee’s remaining accrued entitlement to paid annual leave being less than 4 weeks.

### Where an Employee forgoes an entitlement to take an amount of annual leave, the employee must be paid at least the full amount that would have been payable to the employee had the employee taken the leave that the employee has forgone.

## Purchasing Leave

### A full-time or part-time Employee may apply to purchase an additional two (2) weeks paid leave. Purchased leave is where Employees have planned absences of up to two weeks leave which is funded by salary deductions spread evenly over the year over which it is purchased.

### Approval is subject to mutual agreement of the Employee and AHCL and is subject to operational needs. Approval will be in writing and can be for a total of two (2) weeks additional paid leave in which there will be a proportionate reduction in the Employee’s ordinary rate of pay spread evenly over the year to fund the purchased leave and the payment of a loading of 17.5% on that leave.

### Due to the reduction in the hourly rate of pay, as specified in the above sub clause (b) above, the Employee shall take all leave accrued under the purchase of leave arrangements within the 12 months over which it is purchased. This means leave can be taken as it is accrued or at the end of the accrual period.

### Employees may not alter such election as specified in the above sub clauses during the year except with the agreement of AHCL. Where the Employee ceases to receive additional leave, the Employee will revert back to the normal ordinary rate of pay that would have applied had the Employee not purchased the leave.

### Where an Employee leaves the Employer during a year in which purchased leave has been approved, final payment will be adjusted to take account of deductions not yet made and leave not taken.

1. Annual Leave Loading

## All full-time and part-time Employees (other than Shift Workers) who take a period of paid annual leave shall receive an annual leave loading of 17.5% of the appropriate ordinary rate of pay for the classification in which the Employee was employed. Such rate of pay shall not include any penalty, shift or overtime rates prescribed by this Agreement. The Employee will be paid their leave loading in accordance with the normal pay cycle, excepting where AHCL agrees to a request by the Employee for such leave loading to be paid immediately before the period of annual leave begins.

## Annual leave loading is only payable on the four (4) weeks of annual leave as set out in subclauses 40.2 and 40.3, and not on the additional annual leave prescribed for a shiftworker as set out in subclause 40.4, ADO entitlements as set out in Sub Clause 26.11 or extra annual leave for public holidays worked.

## In addition to their ordinary rate of pay for the period of paid annual leave taken, a full-time or part-time Shift Worker will receive the higher of:

### an annual leave loading of 17.5% of their ordinary rate of pay; or

### the shift penalties and weekend penalties the Employee would have received had they not been on leave during the relevant period.

The roster as displayed in advance shall determine which of subclause (a) or (b) above is payable to Shift Workers in respect of the annual leave period for which they have applied. Where it is not possible to determine the shifts that the Shift Worker would have worked had they not requested leave, a review of the timesheets three (3) months preceding the period of leave will be reviewed to determine the appropriate calculation of loadings.

1. Long Service Leave

## A full-time or part-time Employee's entitlement to long service leave shall be in accordance with the provisions of this Agreement and the Long Service Leave Act 1955 (NSW) provided that where any provision of this Agreement is more advantageous than the Long Service Leave Act 1955 (NSW), the provisions of this Agreement shall prevail.

## Every Employee after ten (10) years service with AHCL shall be entitled to two (2) months long service leave on full pay, after fifteen (15) years continuous service to an additional one month's long service leave on full pay and for each five (5) years continuous service thereafter to an additional one and one half months long service leave on full pay.

## For the purpose of this clause:

### Continuous service in the same facility prior to the coming into force of this Agreement shall be taken into account;

### One (1) month equals four and one third weeks;

### Continuous service shall be deemed not to be broken by:

#### Any period on leave without pay not exceeding six (6) months;

#### The absence of any employee from the facility whilst a member of the Defence Forces of the Commonwealth in time of war.

#### Periods of unpaid maternity leave not exceeding 12 months

## Where an Employee dies and any long service leave to which the Employee was entitled has not been taken, or accrued upon termination of the services of the Employee by reason of the Employee's death and has not been taken, AHCL shall, upon request by the Employee's personal representative, pay to the Employee's Estate in full the ordinary pay that would have been payable to the Employee in respect of long service leave less any amount already paid to the Employee in respect of that leave.

## Requests for alterations to payment and quantum of leave

### At the request in writing of the Employee, and then by agreement of AHCL, long service leave entitlements may be taken as double the quantum of leave at half pay.

### Where the Employee is considering making such a request, AHCL recommends that the Employee seek independent financial advice as to the relevant taxation implications, if any, prior to making such a request.

### AHCL will provide to the employee in writing an indication of the payment and the tax payable as a result of the Employee choosing double the leave at half pay prior to the request by the Employee being finalised.

1. Community Service Leave

## Employees are entitled to Community Service Leave in accordance with the NES.

## AHCL will approve unpaid leave to enable Employees to undertake an eligible community service activity as follows:

### A voluntary emergency management activity defined in the NES which involves dealing with an emergency or natural disaster where the employee is engaged on a voluntary basis as a member of a recognised emergency management body, and is requested, or it would be reasonable to expect that the employee would be requested, to engage in the activity; or

### An activity prescribed in the Regulations as an eligible community services activity.

## Employees must notify AHCL as soon as possible of the date which they are required to attend for emergency service. Employees must provide AHCL proof of their attendance and the duration of attendance.

1. Jury Service Leave

## Employees are entitled to Jury Service Leave in accordance with the provision of the NES.

## For Employees, other than casual Employees, AHCL will make up pay between the difference of jury service pay the Employee receives and the Employee’s ordinary rate of pay for the ordinary hours they would have worked for the first ten (10) working days had they not been at jury service.

## Employees must notify AHCL as soon as possible of the date which they are required to attend for jury service. Employees must provide AHCL proof of their attendance, the duration of attendance and any amount received from the government for that jury service.

1. Ceremonial Leave

## AHCL recognises the obligations placed on Aboriginal and Torres Strait Islander Employees to participate in ceremonial activities and other cultural obligations. To allow Employees to meet obligations and participate in activities, all Employees are entitled to ten (10) days of unpaid leave in each year to participate in NAIDOC Week activities and/or other cultural or ceremonial events.

# Part 7 - Other Matters

1. Work Health and Safety

## The parties to this Agreement are committed to continuous improvement in Workplace Health and Safety standards through an organisational framework which involves all parties in preventing injuries and illness in the workplace by promoting a safe and healthy working environment.

1. Attendance at Meetings and Fire Drills

## An Employee required to attend an occupational health and safety committee and/or board of management meetings as an Employee representative shall, if such meetings are held outside the ordinary hours of work, be entitled to receive payment at the ordinary rate of pay (together with the casual loading in the case of a casual Employee for such time) for the actual time spent in attendance at such meetings. In lieu of receiving payment, Employees may, with the agreement of AHCL, be permitted to be free from duty for a period of time equivalent to the period spent in attendance at such meetings. Such time spent in attendance shall not be viewed as overtime for the purposes of this Agreement, subject to the following:

### Where such meetings / drills are undertaken outside the Employee’s ordinary hours of work, up to 12 hours of such attendances per year may be paid at the ordinary rate (together with the casual loading in the case of a casual Employee for such time). Such attendances that fall outside an Employee’s ordinary hours of work and are in excess of 12 hours per year will be paid at the applicable overtime penalty rate

## An Employee in attendance at the workplace for compulsory fire safety practices (e.g. fire drill and evacuation procedures) in accordance with the requirements of the relevant legislation, shall be paid for the time spent in attendance at their ordinary rate of pay (together with the casual loading in the case of a casual Employee for such time) where such time is concurrent or continuous with their shift on that day. Where such time spent in attendance is not continuous with their rostered shift, then the provisions of Clause 28 Overtime shall apply.

1. Workload Management Process

## AHCL is committed to ensuring staffing levels are appropriate in order to ensure the delivery of quality patient care and a safe working environment.

## The parties agree that existing flexibility in respect to staffing will be maintained. The current practice of staffing based on collaboration between management and ward, section or department will continue on a shift by shift basis, reasonable workloads will be determined by taking into account occupancy, staff hours per patient day, patient acuity and skill mix.

## Should an Employee in a particular ward, section or department feel the workload is unreasonably heavy, then the employee should immediately discuss their concerns with their direct manager/Supervisor. Out-of-hours, the matter should be referred to the relevant manager.

## If a solution cannot be identified by the direct manager/Supervisor and the Employee, then the Employee should put their concerns in writing and refer the matter to the relevant manager of that ward, section or department for further discussion.

## Further communication and any proposed solutions following the step outlined in clause 48.4 will be recorded in writing and fed back to the affected Employee within 72 hours.

## If the matter remains unresolved following the steps outlined in this clause, the Employee may seek to resolve the matter by following the procedure outlined in Clause 10 Grievance Procedures of this Agreement.

1. Mandatory Training

## Employees will be given ongoing mandatory training as necessary, relevant to their roles and responsibilities.

## Normally, mandatory training (including eLearning) will be provided to Employees during their normal rostered hours of work.

## Where it is not possible to provide mandatory training during an Employee’s rostered working hours or have the Employee complete the mandatory training through the e-learning provisions set out below, AHCL will provide the Employee with two (2) weeks’ notice of the requirement to attend training outside of their normal rostered working hours.

## Where an Employee attends training at work, or is required to complete mandatory eLearning training, outside of their normal rostered hours they will be paid their ordinary rate of pay and the vehicle allowance (Clause 17.7) for the travel time that is in excess of the time normally taken for the Employee to attend work. Up to 12 hours per year of such mandatory training completed outside of an Employee’s rostered hours may be paid at the ordinary rate of pay (together with the casual loading in the case of a casual Employee for such time). Such training that falls outside an Employee’s rostered ordinary hours and is in excess of 12 hours per year will be paid at the applicable overtime penalty rate.

## eLearning (Compulsory and/or Mandatory Training)

The Employer may require Employees to complete compulsory and/or mandatory packages through eLearning and will pay Employees for the approved time taken to complete this training.

eLearning packages will normally be completed within the ordinary working hours in the workplace. With prior approval from the manager and the agreement of the Employee, packages can be completed outside of working hours.

The Employer will allocate an amount of time for the completion of each core package. When an Employee is required by the Employer to complete, and does complete, a package outside of working hours, the Employee will be paid at their ordinary rate of pay for the allocated time taken to complete the package, in accordance with clause 49.4 above.

Where an Employee finds that it takes more than the allocated time to complete a package, they should log out of the training (which will save it automatically) and bring this to the attention of their manager. The manager will take steps to ensure the Employee is able to complete the training by:

### arranging for the package to be completed in working hours in the workplace and ensuring access to IT resources to allow this to occur; and/or

### approving payment for additional time required to complete the package outside working hours. If an Employee is still unable to complete the package after the additional time, they should again bring this to the attention of the manager; and / or

### taking steps to assist the Employee to complete the package (for instance by providing training on computer literacy or on increased proficiency in reading the English language).

1. Regrading

## Where the nature of the work undertaken by an Employee changes, such that the majority of the work regularly performed is work of a type normally associated with a higher classification, the Employee may apply to have their position reclassified to the higher classification.

## An application for regrading by an Employee must be made in writing.

## AHCL will respond to the request in writing within a reasonable timeframe, and where possible no less than one month after receiving the written request, indicating whether the application is approved or denied.

## Simply performing more work at the same classification or different work at the same classification does not qualify for re-grading.

## Factors with a bearing on the decision may include whether the changes:

### involve the exercise of skills, responsibility and/or autonomy normally undertaken at a higher classification; and/or

### are permanent or temporary.

1. Family Violence Leave

## This clause applies to all Employees, including casuals.

## Definitions

### In this clause:

***family and domestic violence*** means violent, threatening or other abusive behaviour by a family member of an Employee that seeks to coerce or control the Employee and that causes them harm or to be fearful.

***family member*** means:

#### a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the Employee; or

#### a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the Employee; or

#### a person related to the Employee according to Aboriginal or Torres Strait Islander kinship rules.

### A reference to a spouse or de facto partner in the definition of family member above includes a former spouse or de facto partner.

## Entitlement to leave

### An Employee is entitled to 10 days’ paid leave (unpaid leave for casual Employees) to deal with family and domestic violence, as follows:

#### the leave is available in full at the start of each 12 month period of the Employee’s employment; and

#### the leave does not accumulate from year to year; and

#### is available in full to part-time and casual Employees.

### A period of leave to deal with family and domestic violence may be less than a day by agreement between the Employee and the Employer.

## Taking leave to deal with family and domestic violence

### An Employee may take leave to deal with family and domestic violence if the Employee:

#### is experiencing family and domestic violence; and

#### needs to do something to deal with the impact of the family and domestic violence and it is impractical for the Employee to do that thing outside their ordinary hours of work.

### The reasons for which an Employee may take leave include making arrangements for their safety or the safety of a family member (including relocation), attending urgent court hearings, or accessing police services.

### An Employee who supports a person experiencing family violence may take carer’s leave to accompany them to court, to hospital, or to mind children.

## Service and continuity

The time an Employee is on unpaid leave to deal with family and domestic violence does not count as service but does not break the Employee’s continuity of service. Paid leave will count as service.

## Notice and evidence requirements

### Notice

An Employee must give the Employer notice of the taking of leave by the Employee under this clause. The notice:

#### must be given to the Employer as soon as practicable (which may be a time after the leave has started); and

#### must advise the Employer of the period, or expected period, of the leave.

### Evidence

#### An Employee who has given the Employer notice of the taking of leave under this clause must, if required by the Employer, give the Employer evidence that would satisfy a reasonable person that the leave is taken for the purpose specified in clause 51.4.

#### Depending on the circumstances such evidence may include a document issued by the police service, a court, a doctor, district nurse, maternal and health care nurse, or a family violence support service, or a statutory declaration.

## Confidentiality

### Employers must take steps to ensure information concerning any notice an Employee has given, or evidence an Employee has provided under clause 51.6, is treated confidentially, as far as it is reasonably practicable to do so.

### Nothing in clause 51 prevents the Employer from disclosing information provided by an Employee if the disclosure is required by an Australian law or is necessary to protect the life, health or safety of the Employee or another person.

### The Employer acknowledges that information concerning an Employee’s experience of family and domestic violence is sensitive and if mishandled can have adverse consequences for the Employee. The Employer and Employee may consult about the handling of sensitive information.

## Individual Support

### In order to provide support to an Employee experiencing family violence and to provide a safe work environment to all Employees, the Employer will approve a request from an Employee experiencing family violence for the following, providing the request is reasonable in all the circumstances:

#### changes to their span of hours or pattern or hours and/or shift patterns;

#### job redesign or changes to duties within their skills and capabilities;

#### relocation to suitable employment within the workplace;

#### a change to their telephone number or email address to avoid harassing contact;

#### any other appropriate measure including those available under existing provisions for family friendly and flexible work arrangements.

## Compliance

An Employee is not entitled to take leave under clause 51 unless the Employee complies with clause 51.

1. Flexible working arrangements

The NES provides particular Employees with an entitlement to request a flexible working arrangement. In addition to the NES, if the Employer does not agree to the Employee's request, the Employer must discuss the request with the Employee to better understand the employee's circumstances and then the Employer must provide any available counter-proposals to the employee in writing. Any agreed arrangement must be recorded in writing.

1. Supported Wage System

## This Clause defines the conditions which will apply to Employees who because of the effects of a disability are eligible for a supported wage under the terms of this Agreement.

## In this Clause:

***approved assessor*** means a person accredited by the management unit established by the Commonwealth under the supported wage system to perform assessments of an individual’s productive capacity within the supported wage system.

***assessment instrument*** means the tool provided for under the supported wage system that records the assessment of the productive capacity of the person to be employed under the supported wage system.

***disability support pension*** means the Commonwealth pension scheme to provide income security for persons with a disability as provided under the *Social Security Act 1991*, as amended from time to time, or any successor to that scheme.

***relevant minimum wage*** means the minimum wage prescribed in this Agreement for the class of work for which an Employee is engaged.

***supported wage system*** means the Commonwealth Government system to promote employment for people who cannot work at full Agreement wages because of a disability, as documented in the Supported Wage System Handbook. The Handbook is available from the following website: www.jobaccess.gov.au.

***SWS wage assessment agreement*** means the document in the form required by the Department of Social Services that records the Employee’s productive capacity and agreed wage rate.

## Eligibility criteria

### Employees covered by this clause will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this Agreement, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

### This Clause does not apply to any existing Employee who has a claim against the Employer which is subject to the provisions of workers compensation legislation or any provision of this Agreement relating to the rehabilitation of Employees who are injured in the course of their employment.

## Supported wage rates

### Employees to whom this Clause applies will be paid the applicable percentage of the relevant minimum wage under the Agreement according to the following table:

|  |  |
| --- | --- |
| **Assessed capacity**  **%** | **Relevant minimum wage**  **%** |
| 10 | 10 |
| 20 | 20 |
| 30 | 30 |
| 40 | 40 |
| 50 | 50 |
| 60 | 60 |
| 70 | 70 |
| 80 | 80 |
| 90 | 90 |

### Provided that the minimum amount payable must be not less than $90 per week.

### Where an Employee’s assessed capacity is 10%, they must receive a high degree of assistance and support.

## Assessment of capacity

### For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the Employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted the Employer and Employee and, if the Employee so desires, a union which the Employee is eligible to join.

### All assessments made under this clause must be documented in an SWS wage assessment agreement, and retained by the Employer as a time and wages record in accordance with the Act.

## Lodgement of SWS wage assessment agreement

### All SWS wage assessment agreements under the conditions of this clause, including the appropriate percentage of the relevant minimum wage to be paid to the Employee, must be lodged by the Employer with the FWC.

### All SWS wage assessment agreements must be agreed and signed by the Employee and Employer parties to the assessment.

## Review of assessment

The assessment of the applicable percentage should be subject to annual or more frequent review on the basis of a reasonable request for such a review. The process of review must be in accordance with the procedures for assessing capacity under the supported wage system.

## Other terms and conditions of employment

Where an assessment has been made, the applicable percentage will apply to the relevant minimum wage only. Employees covered by the provisions of this clause will be entitled to the same terms and conditions of employment as other workers covered by this Agreement on a pro rata basis.

## Workplace adjustment

An Employer wishing to employ a person under the provisions of this clause must take reasonable steps to make changes in the workplace to enhance the Employee’s capacity to do the job. Changes may involve re-design of job duties, working time arrangements and work organisation in consultation with other workers in the area.

## Trial period

### In order for an adequate assessment of the Employee’s capacity to be made, an Employer may employ a person under the provisions of this clause for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.

### During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.

### The minimum amount payable to the Employee during the trial period must be no less than $90 per week.

### Work trials should include induction or training as appropriate to the job being trialed.

### Where the Employer and Employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under clause 53.5.

1. Apprentices

## For the purposes of this Clause, “apprentice” means an Engineering and Maintenance Employee who is bound by a training contract registered with the appropriate training authority in New South Wales under which an apprenticeship is established pursuant to the *Apprenticeship and Traineeship Act 2001* (NSW).

## The ordinary rate of pay for an Engineering and Maintenance apprentice is set out in Table 1 Rates of Pay- Schedule A.

## An adult apprentice is an apprentice who is 21 years of age or over at the commencement of their apprenticeship. The minimum ordinary rate of pay for an adult apprentice in the first year of their apprenticeship will be 80% of the Year 4 apprentice rate. The minimum ordinary rate of pay for an adult apprentice in their second and subsequent years of apprenticeship will be 95% of the Year 4 apprentice rate or the rate prescribed for the relevant year of the apprenticeship, whichever is the higher.

## A person employed by the Employer under this Agreement immediately prior to entering into a training agreement as an adult apprentice with the Employer must not suffer a reduction in their minimum wage by virtue of entering into the training agreement, provided that the person has been an employed by the Employer for at least six months as a full-time Employee or 12 months as a part-time or regular and systematic casual Employee immediately prior to commencing the apprenticeship.

## All training fees charged by a Registered Training Organisation (**RTO**) for prescribed courses and the cost of all prescribed textbooks (excluding those textbooks which are available in the Employer’s library) for the apprenticeship, which are paid by an apprentice, shall be reimbursed by the Employer within six months of the commencement of the apprenticeship or the relevant stage of the apprenticeship, or within three months of the commencement of the training provided by the RTO, whichever is the later, unless there is unsatisfactory progress. The Employer may instead pay fees / textbooks directly to the RTO.

## An apprentice is entitled to be released from work without loss of continuity of employment and to payment of the appropriate wages to attend any training and assessment specified in, or associated with, the training contract.

## Time spent by an apprentice in attending any training and/or assessment specified in, or associated with, the training contract is to be regarded as time worked for the Employer for the purposes of calculating the apprentice’s wages and determining the apprentice’s employment conditions.

1. Representative Leave

## Leave to attend trade union and union delegate courses/ seminars shall be as follows:

### To a maximum of four (4) days per year without pay (1 January to 31 December) for the totality of all applications of trade union, union delegate training leave, attendance at association conferences, meetings and courses provided that:

#### The scope, content and level of the courses are directed to the enhancement of the operation of the settlement of dispute procedures;

#### That two (2) weeks’ notice is provided to the Employer;

#### The approval of leave must have regard to the operational requirements of the Employer.

## Leave of absence granted pursuant to this clause shall count as service for all purposes of this Agreement.

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# SCHEDULE A

**Table 1- Rates of Pay**

| **Classification:** | **Current Rates of Pay**  **($ Per Week)** | **FFPPOOA**  **1 July 2022**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2023**  **($ Per Week)**  **1.0%** | **FFPPOOA**  **1 July 2023**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2024**  **($ Per Week)**  **1.0%** | **FFPPOOA**  **1 July 2024**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2025**  **($ Per Week)**  **1.25%** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Apprentices** |  |  |  |  |  |  |  |
| Year 1 | $501.29 | $508.81 | $513.90 | $521.61 | $526.83 | $534.73 | $541.41 |
| Year 2 | $666.19 | $676.18 | $682.94 | $693.18 | $700.11 | $710.61 | $719.49 |
| Year 3 | $861.13 | $874.05 | $882.79 | $896.03 | $904.99 | $918.56 | $930.04 |
| Year 4 | $995.47 | $1,010.40 | $1,020.50 | $1,035.81 | $1,046.17 | $1,061.86 | $1,075.13 |
| **Chef and Cooks** |  |  |  |  |  |  |  |
| Chef – Year 1 | $1,046.81 | $1,062.51 | $1,073.14 | $1,089.24 | $1,100.13 | $1,116.63 | $1,130.59 |
| Chef – Year 2 | $1,064.83 | $1,080.80 | $1,091.61 | $1,107.98 | $1,119.06 | $1,135.85 | $1,150.05 |
| Cook – Grade A | $1,013.49 | $1,028.69 | $1,038.98 | $1,054.56 | $1,065.11 | $1,081.09 | $1,094.60 |
| Cook – Grade B | $991.10 | $1,005.97 | $1,016.03 | $1,031.27 | $1,041.58 | $1,057.20 | $1,070.42 |
| **Clerical & Administrative** |  |  |  |  |  |  |  |
| Under 18 of age | $575.83 | $584.47 | $590.31 | $599.16 | $605.15 | $614.23 | $621.91 |
| Level 1 | $1,004.99 | $1,020.06 | $1,030.26 | $1,045.71 | $1,056.17 | $1,072.01 | $1,085.41 |
| Level 2 – Year 1 | $1,035.87 | $1,051.41 | $1,061.92 | $1,077.85 | $1,088.63 | $1,104.96 | $1,118.77 |
| Level 2 – Year 2 | $1,063.93 | $1,079.89 | $1,090.69 | $1,107.05 | $1,118.12 | $1,134.89 | $1,149.08 |
| Level 3 – Year 1 | $1,092.43 | $1,108.82 | $1,119.91 | $1,136.71 | $1,148.08 | $1,165.30 | $1,179.87 |
| Level 3 – Year 2 | $1,117.46 | $1,134.22 | $1,145.56 | $1,162.74 | $1,174.37 | $1,191.99 | $1,206.89 |
| Level 4 – Year 1 | $1,141.39 | $1,158.51 | $1,170.10 | $1,187.65 | $1,199.53 | $1,217.52 | $1,232.74 |
| Level 4 – Year 2 | $1,163.41 | $1,180.86 | $1,192.67 | $1,210.56 | $1,222.67 | $1,241.01 | $1,256.52 |
| Level 5 – Year 1 | $1,187.49 | $1,205.30 | $1,217.35 | $1,235.61 | $1,247.97 | $1,266.69 | $1,282.52 |
| Level 5 – Year 2 | $1,211.68 | $1,229.86 | $1,242.16 | $1,260.79 | $1,273.40 | $1,292.50 | $1,308.66 |
| **Clinical Coders** |  |  |  |  |  |  |  |
| Trainee Clinical Coder | $1,231.27 | $1,249.74 | $1,262.24 | $1,281.17 | $1,293.98 | $1,313.39 | $1,329.81 |
| Level 1 - Year 1 | $1,307.28 | $1,326.89 | $1,340.16 | $1,360.26 | $1,373.86 | $1,394.47 | $1,411.90 |
| Level 1 - Year 2 | $1,341.70 | $1,361.83 | $1,375.45 | $1,396.08 | $1,410.04 | $1,431.19 | $1,449.08 |
| Level 2 – Year 1 | $1,381.80 | $1,402.53 | $1,416.56 | $1,437.81 | $1,452.19 | $1,473.97 | $1,492.39 |
| Level 2 – Year 2 | $1,398.61 | $1,419.59 | $1,433.79 | $1,455.30 | $1,469.85 | $1,491.90 | $1,510.55 |
| Level 3 – Year 1 | $1,475.71 | $1,497.85 | $1,512.83 | $1,535.52 | $1,550.88 | $1,574.14 | $1,593.82 |
| Level 3 – Year 2 | $1,522.49 | $1,545.33 | $1,560.78 | $1,584.19 | $1,600.03 | $1,624.03 | $1,644.33 |
| Level 4 - Year 1 | $1,561.47 | $1,584.89 | $1,600.74 | $1,624.75 | $1,641.00 | $1,665.62 | $1,686.44 |
| Level 4 - Year 2 | $1,641.61 | $1,666.23 | $1,682.89 | $1,708.13 | $1,725.21 | $1,751.09 | $1,772.98 |
| **Clinical Trial Coordinator** |  |  |  |  |  |  |  |
| Level 1 | $1,694.67 | $1,720.09 | $1,737.29 | $1,763.35 | $1,780.98 | $1,807.69 | $1,830.29 |
| Level 2 – Grade 1 | $1,744.64 | $1,770.81 | $1,788.52 | $1,815.35 | $1,833.50 | $1,861.00 | $1,884.26 |
| Level 2 – Grade 2, Year 1 | $1,794.61 | $1,821.53 | $1,839.75 | $1,867.35 | $1,886.02 | $1,914.31 | $1,938.24 |
| Level 2 – Grade 2, Year 2 | $1,844.58 | $1,872.25 | $1,890.97 | $1,919.33 | $1,938.52 | $1,967.60 | $1,992.20 |
| Level 3 | $1,894.57 | $1,922.99 | $1,942.22 | $1,971.35 | $1,991.06 | $2,020.93 | $2,046.19 |
| Level 4 | $1,949.05 | $1,978.29 | $1,998.07 | $2,028.04 | $2,048.32 | $2,079.04 | $2,105.03 |
| **Dietician** | **Current ($ Per Week)** | **FFPPOOA 1 July 2022 ($ Per Week)** | | **FFPPOOA 1 July 2023 ($ Per Week)** | | **FFPPOOA 1 July 2024 ($ Per Week)** | |
| Level 1, Year 1 | $1,303.96 | $1,356.12 | | $1,410.36 | | $1,466.77 | |
| Level 1, Year 2 | $1,353.05 | $1,407.17 | | $1,463.46 | | $1,522.00 | |
| Level 1, Year 3 | $1,436.13 | $1,493.58 | | $1,553.32 | | $1,615.45 | |
| Level 1, Year 4 | $1,534.87 | $1,596.26 | | $1,660.11 | | $1,726.51 | |
| Level 2 – Grade 1, Year 1 | $1,641.14 | $1,706.79 | | $1,775.06 | | $1,846.06 | |
| **Dietician (cont.)** | **Current ($ Per Week)** | **FFPPOOA 1 July 2022 ($ Per Week)** | | **FFPPOOA 1 July 2023 ($ Per Week)** | | **FFPPOOA 1 July 2024 ($ Per Week)** | |
| Level 2 – Grade 1, Year 2 | $1,744.72 | $1,814.51 | | $1,887.09 | | $1,962.57 | |
| Level 2 – Grade 1, Year 3 | $1,829.97 | $1,903.17 | | $1,979.30 | | $2,058.47 | |
| Level 2 – Grade 1, Year 4 | $1,888.77 | $1,964.32 | | $2,042.89 | | $2,124.61 | |
| Level 2 – Grade 2, Year 1 | $1,946.56 | $2,024.42 | | $2,105.40 | | $2,189.62 | |
| Level 2 – Grade 2, Year 2 | $1,995.87 | $2,075.70 | | $2,158.73 | | $2,245.08 | |
| Level 3, Year 1 | $2,111.05 | $2,195.49 | | $2,283.31 | | $2,374.64 | |
| Level 3, Year 2 | $2,181.72 | $2,268.99 | | $2,359.75 | | $2,454.14 | |
| Clinical Educator | $2,181.51 | $2,268.77 | | $2,359.52 | | $2,453.90 | |
| Manager, Year 1 | $2,464.94 | $2,563.54 | | $2,666.08 | | $2,772.72 | |
| Manager, Year 2 | $2,525.39 | $2,626.41 | | $2,731.47 | | $2,840.73 | |

| **Classification:** | **Current Rates of Pay**  **($ Per Week)** | **FFPPOOA**  **1 July 2022**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2023**  **($ Per Week)**  **1.0%** | **FFPPOOA**  **1 July 2023**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2024**  **($ Per Week)**  **1.0%** | **FFPPOOA**  **1 July 2024**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2025**  **($ Per Week)**  **1.25%** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ECG Recorder/Technician** |  |  |  |  |  |  |  |
| ECG Technician Year 1 | $1,109.05 | $1,125.69 | $1,136.95 | $1,154.00 | $1,165.54 | $1,183.02 | $1,197.81 |
| ECG Technician Year 2 | $1,125.43 | $1,142.31 | $1,153.73 | $1,171.04 | $1,182.75 | $1,200.49 | $1,215.50 |
| **Exercise Physiologist** |  |  |  |  |  |  |  |
| Level 1 | $1,396.77 | $1,417.72 | $1,431.90 | $1,453.38 | $1,467.91 | $1,489.93 | $1,508.55 |
| Level 2 –Year 1 | $1,451.10 | $1,472.87 | $1,487.60 | $1,509.91 | $1,525.01 | $1,547.89 | $1,567.24 |
| Level 2 –Year 2 | $1,505.21 | $1,527.79 | $1,543.07 | $1,566.22 | $1,581.88 | $1,605.61 | $1,625.68 |
| Level 2 –Year 3 | $1,559.31 | $1,582.70 | $1,598.53 | $1,622.51 | $1,638.74 | $1,663.32 | $1,684.11 |
| Level 2 –Year 4 | $1,623.17 | $1,647.52 | $1,664.00 | $1,688.96 | $1,705.85 | $1,731.44 | $1,753.08 |
| Level 2 –Year 5 | $1,767.63 | $1,794.14 | $1,812.08 | $1,839.26 | $1,857.65 | $1,885.51 | $1,909.08 |
| Level 2 –Year 6 | $1,834.16 | $1,861.67 | $1,880.29 | $1,908.49 | $1,927.57 | $1,956.48 | $1,980.94 |
| Level 3 | $1,918.59 | $1,947.37 | $1,966.84 | $1,996.34 | $2,016.30 | $2,046.54 | $2,072.12 |
| **Gardeners** |  |  |  |  |  |  |  |
| Gardener (otherwise) | $971.77 | $986.35 | $996.21 | $1,011.15 | $1,021.26 | $1,036.58 | $1,049.54 |
| Gardener qualified | $993.85 | $1,008.76 | $1,018.85 | $1,034.13 | $1,044.47 | $1,060.14 | $1,073.39 |
| Head Gardener (otherwise) | $1,020.11 | $1,035.41 | $1,045.76 | $1,061.45 | $1,072.06 | $1,088.14 | $1,101.74 |
| Head Gardener qualified | $1,070.04 | $1,086.09 | $1,096.95 | $1,113.40 | $1,124.53 | $1,141.40 | $1,155.67 |
| **General Service Officers** |  |  |  |  |  |  |  |
| Grade 1 (Junior) | $771.58 | $783.15 | $790.98 | $802.84 | $810.87 | $823.03 | $833.32 |
| Grade 1 | $931.03 | $945.00 | $954.45 | $968.77 | $978.46 | $993.14 | $1,005.55 |
| Grade 2 | $951.78 | $966.06 | $975.72 | $990.36 | $1,000.26 | $1,015.26 | $1,027.95 |
| Grade 3 | $967.08 | $981.59 | $991.41 | $1,006.28 | $1,016.34 | $1,031.59 | $1,044.48 |
| Grade 4 – Year 1 | $988.38 | $1,003.21 | $1,013.24 | $1,028.44 | $1,038.72 | $1,054.30 | $1,067.48 |
| Grade 4 – Year 2 | $1,003.12 | $1,018.17 | $1,028.35 | $1,043.78 | $1,054.22 | $1,070.03 | $1,083.41 |
| Grade 4 – Year 3 | $1,024.42 | $1,039.79 | $1,050.19 | $1,065.94 | $1,076.60 | $1,092.75 | $1,106.41 |
| **Health Information Manager (HIM)** |  |  |  |  |  |  |  |
| Level 1 – Year 1 | $1,304.58 | $1,324.15 | $1,337.39 | $1,357.45 | $1,371.02 | $1,391.59 | $1,408.98 |
| Level 1 – Year 2 | $1,356.02 | $1,376.36 | $1,390.12 | $1,410.97 | $1,425.08 | $1,446.46 | $1,464.54 |
| Level 1 – Year 3 | $1,426.86 | $1,448.26 | $1,462.74 | $1,484.68 | $1,499.53 | $1,522.02 | $1,541.05 |
| Level 2 – Year 1 | $1,496.76 | $1,519.21 | $1,534.40 | $1,557.42 | $1,572.99 | $1,596.58 | $1,616.54 |
| Level 2 – Year 2 | $1,560.83 | $1,584.24 | $1,600.08 | $1,624.08 | $1,640.32 | $1,664.92 | $1,685.73 |
| Level 2 – Year 3 | $1,636.53 | $1,661.08 | $1,677.69 | $1,702.86 | $1,719.89 | $1,745.69 | $1,767.51 |
| Level 2 – Year 4 | $1,753.35 | $1,779.65 | $1,797.45 | $1,824.41 | $1,842.65 | $1,870.29 | $1,893.67 |
| Level 3 – Year 1 | $1,875.32 | $1,903.45 | $1,922.48 | $1,951.32 | $1,970.83 | $2,000.39 | $2,025.39 |
| Level 3 – Year 2 | $1,945.20 | $1,974.38 | $1,994.12 | $2,024.03 | $2,044.27 | $2,074.93 | $2,100.87 |
| Level 4 – Year 1 | $2,020.90 | $2,051.21 | $2,071.72 | $2,102.80 | $2,123.83 | $2,155.69 | $2,182.64 |
| Level 4 – Year 2 | $2,178.16 | $2,210.83 | $2,232.94 | $2,266.43 | $2,289.09 | $2,323.43 | $2,352.47 |
| Level 5 | $2,328.91 | $2,363.84 | $2,387.48 | $2,423.29 | $2,447.52 | $2,484.23 | $2,515.28 |
| **Medical Radiation Scientist (MRS) Radiographer (35 hour week)** |  |  |  |  |  |  |  |
| Level 1 – Year 1 | $1,353.59 | $1,373.89 | $1,387.63 | $1,408.44 | $1,422.52 | $1,443.86 | $1,461.91 |
| Level 2 – Year 1 | $1,449.32 | $1,471.06 | $1,485.77 | $1,508.06 | $1,523.14 | $1,545.99 | $1,565.31 |
| Level 2 – Year 2 | $1,593.21 | $1,617.11 | $1,633.28 | $1,657.78 | $1,674.36 | $1,699.48 | $1,720.72 |
| Level 2 – Year 3 | $1,811.93 | $1,839.11 | $1,857.50 | $1,885.36 | $1,904.21 | $1,932.77 | $1,956.93 |
| Level 2 – Year 4 | $1,899.53 | $1,928.02 | $1,947.30 | $1,976.51 | $1,996.28 | $2,026.22 | $2,051.55 |
| Level 2 – Year 5 | $1,961.63 | $1,991.05 | $2,010.96 | $2,041.12 | $2,061.53 | $2,092.45 | $2,118.61 |
| Level 3 – Grade 1, Year 1 | $2,109.57 | $2,141.21 | $2,162.62 | $2,195.06 | $2,217.01 | $2,250.27 | $2,278.40 |
| Level 3 – Grade 1, Year 2 | $2,179.77 | $2,212.47 | $2,234.59 | $2,268.11 | $2,290.79 | $2,325.15 | $2,354.21 |
| Level 3 – Grade 2, Year 1 | $2,241.27 | $2,274.89 | $2,297.64 | $2,332.10 | $2,355.42 | $2,390.75 | $2,420.63 |
| Level 3 – Grade 2, Year 2 | $2,486.11 | $2,523.40 | $2,548.63 | $2,586.86 | $2,612.73 | $2,651.92 | $2,685.07 |
| Level 3 – Grade 3, Year 1 | $2,531.65 | $2,569.62 | $2,595.32 | $2,634.25 | $2,660.59 | $2,700.50 | $2,734.26 |
| Level 4 – Grade 1, Year 1 | $2,555.73 | $2,594.07 | $2,620.01 | $2,659.31 | $2,685.90 | $2,726.19 | $2,760.27 |
| Level 4 – Grade 1, Year 2 | $2,642.19 | $2,681.82 | $2,708.64 | $2,749.27 | $2,776.76 | $2,818.41 | $2,853.64 |
| Level 4 – Grade 2, Year 1 | $2,722.83 | $2,763.67 | $2,791.31 | $2,833.18 | $2,861.51 | $2,904.43 | $2,940.74 |
| Level 4 – Grade 2, Year 2 | $2,790.71 | $2,832.57 | $2,860.90 | $2,903.81 | $2,932.85 | $2,976.84 | $3,014.05 |
| Level 5 – Grade 1 | $2,891.70 | $2,935.08 | $2,964.43 | $3,008.90 | $3,038.99 | $3,084.57 | $3,123.13 |
| Level 5 – Grade 2 | $2,990.30 | $3,035.15 | $3,065.50 | $3,111.48 | $3,142.59 | $3,189.73 | $3,229.60 |
| Level 5 – Grade 3 | $3,143.15 | $3,190.30 | $3,222.20 | $3,270.53 | $3,303.24 | $3,352.79 | $3,394.70 |
| **Nuclear Medicine Technologist** |  |  |  |  |  |  |  |
| Level 1 | $1,319.61 | $1,339.40 | $1,352.79 | $1,373.08 | $1,386.81 | $1,407.61 | $1,425.21 |
| Level 2 Year 1 | $1,398.03 | $1,419.00 | $1,433.19 | $1,454.69 | $1,469.24 | $1,491.28 | $1,509.92 |
| Level 2 Year 2 | $1,552.81 | $1,576.10 | $1,591.86 | $1,615.74 | $1,631.90 | $1,656.38 | $1,677.08 |
| Level 2 Year 3 | $1,765.82 | $1,792.31 | $1,810.23 | $1,837.38 | $1,855.75 | $1,883.59 | $1,907.13 |
| Level 2 Year 4 | $1,889.00 | $1,917.34 | $1,936.51 | $1,965.56 | $1,985.22 | $2,015.00 | $2,040.19 |
| Level 2 Year 5 | $2,065.23 | $2,096.21 | $2,117.17 | $2,148.93 | $2,170.42 | $2,202.98 | $2,230.52 |
| Level 3 Grade 1 Year 1 | $2,107.61 | $2,139.22 | $2,160.61 | $2,193.02 | $2,214.95 | $2,248.17 | $2,276.27 |
| Level 3 Grade 1 Year 2 | $2,177.98 | $2,210.65 | $2,232.76 | $2,266.25 | $2,288.91 | $2,323.24 | $2,352.28 |
| Level 3 Grade 3 | $2,490.68 | $2,528.04 | $2,553.32 | $2,591.62 | $2,617.54 | $2,656.80 | $2,690.01 |
| Level 4 Grade 1 | $2,552.94 | $2,591.23 | $2,617.14 | $2,656.40 | $2,682.96 | $2,723.20 | $2,757.24 |
| Level 4 Grade 2 Year 1 | $2,662.06 | $2,701.99 | $2,729.01 | $2,769.95 | $2,797.65 | $2,839.61 | $2,875.11 |
| Level 4 Grade 2 Year 2 | $2,729.05 | $2,769.99 | $2,797.69 | $2,839.66 | $2,868.06 | $2,911.08 | $2,947.47 |
| **Nutrition/Dieticians Assistant Employees** |  |  |  |  |  |  |  |
| Level 1 - Year 1 | $1,005.84 | $1,020.93 | $1,031.14 | $1,046.61 | $1,057.08 | $1,072.94 | $1,086.35 |
| Level 1 - Year 2 | $1,024.96 | $1,040.33 | $1,050.73 | $1,066.49 | $1,077.15 | $1,093.31 | $1,106.98 |
| Level 2 - Year 1 | $1,044.08 | $1,059.74 | $1,070.34 | $1,086.40 | $1,097.26 | $1,113.72 | $1,127.64 |
| Level 2 - Year 2 | $1,063.18 | $1,079.13 | $1,089.92 | $1,106.27 | $1,117.33 | $1,134.09 | $1,148.27 |
| Level 3 - Year 1 | $1,082.30 | $1,098.53 | $1,109.52 | $1,126.16 | $1,137.42 | $1,154.48 | $1,168.91 |
| Level 3 - Year 2 | $1,101.40 | $1,117.92 | $1,129.10 | $1,146.04 | $1,157.50 | $1,174.86 | $1,189.55 |
| Level 4 - Year 1 (Diet Asst/Co-ord) | $1,225.61 | $1,243.99 | $1,256.43 | $1,275.28 | $1,288.03 | $1,307.35 | $1,323.69 |
| Level 4 - Year 2 (Diet Asst/Co-ord) | $1,288.68 | $1,308.01 | $1,321.09 | $1,340.91 | $1,354.32 | $1,374.63 | $1,391.81 |
| **Occupational Therapist** |  |  |  |  |  |  |  |
| Level 1 – Year 1 | $1,405.90 | $1,426.99 | $1,441.26 | $1,462.88 | $1,477.51 | $1,499.67 | $1,518.42 |
| Level 1 – Year 2 | $1,492.10 | $1,514.48 | $1,529.62 | $1,552.56 | $1,568.09 | $1,591.61 | $1,611.51 |
| Level 1 – Year 3 | $1,594.60 | $1,618.52 | $1,634.71 | $1,659.23 | $1,675.82 | $1,700.96 | $1,722.22 |
| Level 2 – Grade 1, Year 1 | $1,704.68 | $1,730.25 | $1,747.55 | $1,773.76 | $1,791.50 | $1,818.37 | $1,841.10 |
| Level 2 – Grade 1, Year 2 | $1,813.01 | $1,840.21 | $1,858.61 | $1,886.49 | $1,905.35 | $1,933.93 | $1,958.10 |
| Level 2 – Grade 1, Year 3 | $1,900.95 | $1,929.46 | $1,948.75 | $1,977.98 | $1,997.76 | $2,027.73 | $2,053.08 |
| Level 2 – Grade 1, Year 4 | $1,962.09 | $1,991.52 | $2,011.44 | $2,041.61 | $2,062.03 | $2,092.96 | $2,119.12 |
| Level 2 – Grade 2 | $2,019.17 | $2,049.46 | $2,069.95 | $2,101.00 | $2,122.01 | $2,153.84 | $2,180.76 |
| Level 3 | $2,082.06 | $2,113.29 | $2,134.42 | $2,166.44 | $2,188.10 | $2,220.92 | $2,248.68 |
| Clinical Educator | $2,081.11 | $2,112.33 | $2,133.45 | $2,165.45 | $2,187.11 | $2,219.91 | $2,247.66 |
| **Operating Theatre Assistants** |  |  |  |  |  |  |  |
| Grade 1 | $1,042.44 | $1,058.08 | $1,068.66 | $1,084.69 | $1,095.54 | $1,111.97 | $1,125.87 |
| Grade 2 | $1,062.16 | $1,078.09 | $1,088.87 | $1,105.20 | $1,116.25 | $1,132.99 | $1,147.15 |
| Grade 3 | $1,094.74 | $1,111.16 | $1,122.27 | $1,139.10 | $1,150.49 | $1,167.75 | $1,182.35 |
| Grade 4 | $1,114.92 | $1,131.64 | $1,142.96 | $1,160.10 | $1,171.70 | $1,189.28 | $1,204.15 |
| **Team Leader** | $1,310.23 | $1,329.88 | $1,343.18 | $1,363.33 | $1,376.96 | $1,397.62 | $1,415.09 |
| **Payroll Officer** | $1,117.45 | $1,134.21 | $1,145.55 | $1,162.74 | $1,174.36 | $1,191.98 | $1,206.88 |
| **Perfusion Technician** |  |  |  |  |  |  |  |
| Trainee - Level 1 | $1,132.70 | $1,149.69 | $1,161.19 | $1,178.61 | $1,190.39 | $1,208.25 | $1,223.35 |
| Trainee – Level 2 | $1,217.01 | $1,235.27 | $1,247.62 | $1,266.33 | $1,279.00 | $1,298.18 | $1,314.41 |
| Level 1 | $1,365.82 | $1,386.31 | $1,400.17 | $1,421.17 | $1,435.38 | $1,456.92 | $1,475.13 |
| Level 2 | $1,628.18 | $1,652.60 | $1,669.13 | $1,694.17 | $1,711.11 | $1,736.77 | $1,758.48 |
| Senior | $1,736.46 | $1,762.51 | $1,780.13 | $1,806.83 | $1,824.90 | $1,852.28 | $1,875.43 |
| **Pharmacist** |  |  |  |  |  |  |  |
| Graduate | $1,404.83 | $1,425.90 | $1,440.16 | $1,461.76 | $1,476.38 | $1,498.53 | $1,517.26 |
| Level 1 – Year 1 | $1,491.16 | $1,513.53 | $1,528.67 | $1,551.60 | $1,567.12 | $1,590.63 | $1,610.51 |
| Level 1 – Year 2 | $1,593.14 | $1,617.04 | $1,633.21 | $1,657.71 | $1,674.29 | $1,699.40 | $1,720.64 |
| Level 1 – Year 3 | $1,703.18 | $1,728.73 | $1,746.02 | $1,772.21 | $1,789.93 | $1,816.78 | $1,839.49 |
| Level 1 – Year 4 | $1,900.10 | $1,928.60 | $1,947.89 | $1,977.11 | $1,996.88 | $2,026.83 | $2,052.17 |
| Level 1 – Year 5 | $1,961.60 | $1,991.02 | $2,010.93 | $2,041.09 | $2,061.50 | $2,092.42 | $2,118.58 |
| Level 2 – Year 1 | $2,109.42 | $2,141.06 | $2,162.47 | $2,194.91 | $2,216.86 | $2,250.11 | $2,278.24 |
| Level 2 – Year 2 | $2,180.11 | $2,212.81 | $2,234.94 | $2,268.46 | $2,291.14 | $2,325.51 | $2,354.58 |
| Level 2 – Year 3 | $2,241.06 | $2,274.68 | $2,297.43 | $2,331.89 | $2,355.21 | $2,390.54 | $2,420.42 |
| Level 3 – Year 1 | $2,486.53 | $2,523.83 | $2,549.07 | $2,587.31 | $2,613.18 | $2,652.38 | $2,685.53 |
| Level 3 – Year 2 | $2,555.60 | $2,593.93 | $2,619.87 | $2,659.17 | $2,685.76 | $2,726.05 | $2,760.13 |
| Level 4 | $2,636.79 | $2,676.34 | $2,703.10 | $2,743.65 | $2,771.09 | $2,812.66 | $2,847.82 |
| Clinical Educator | $2,554.60 | $2,592.92 | $2,618.85 | $2,658.13 | $2,684.71 | $2,724.98 | $2,759.05 |
| **Pharmacy Assistant** |  |  |  |  |  |  |  |
| Assistant Grade 1, Year 1 | $1,128.24 | $1,145.16 | $1,156.61 | $1,173.96 | $1,185.70 | $1,203.49 | $1,218.53 |
| Assistant Grade 1, Year 2 | $1,156.92 | $1,174.27 | $1,186.01 | $1,203.80 | $1,215.84 | $1,234.08 | $1,249.51 |
| Assistant Grade 1, Year 3 | $1,176.99 | $1,194.64 | $1,206.59 | $1,224.69 | $1,236.94 | $1,255.49 | $1,271.18 |
| Assistant Grade 1, Year 4 | $1,236.53 | $1,255.08 | $1,267.63 | $1,286.64 | $1,299.51 | $1,319.00 | $1,335.49 |
| **Pharmacy Technician** |  |  |  |  |  |  |  |
| Grade 1 - Year 1 | $1,210.46 | $1,228.62 | $1,240.91 | $1,259.52 | $1,272.12 | $1,291.20 | $1,307.34 |
| Grade 1 - Year 2 | $1,242.00 | $1,260.63 | $1,273.24 | $1,292.34 | $1,305.26 | $1,324.84 | $1,341.40 |
| Grade 1 - Year 3 | $1,273.56 | $1,292.66 | $1,305.59 | $1,325.17 | $1,338.42 | $1,358.50 | $1,375.48 |
| Grade 1 - Year 4 | $1,304.14 | $1,323.70 | $1,336.94 | $1,356.99 | $1,370.56 | $1,391.12 | $1,408.51 |
| Grade 2 - Year 1 | $1,334.75 | $1,354.77 | $1,368.32 | $1,388.84 | $1,402.73 | $1,423.77 | $1,441.57 |
| Grade 2 - Year 2 | $1,386.39 | $1,407.19 | $1,421.26 | $1,442.58 | $1,457.01 | $1,478.87 | $1,497.36 |
| Grade 2 - Year 3 | $1,437.06 | $1,458.62 | $1,473.21 | $1,495.31 | $1,510.26 | $1,532.91 | $1,552.07 |
| Grade 2 - Year 4 | $1,477.22 | $1,499.38 | $1,514.37 | $1,537.09 | $1,552.46 | $1,575.75 | $1,595.45 |
| Grade 3 - Year 1 | $1,585.28 | $1,609.06 | $1,625.15 | $1,649.53 | $1,666.03 | $1,691.02 | $1,712.16 |
| Grade 3 - Year 2 | $1,644.54 | $1,669.21 | $1,685.90 | $1,711.19 | $1,728.30 | $1,754.22 | $1,776.15 |
| Grade 4 - Year 1 | $1,702.87 | $1,728.41 | $1,745.69 | $1,771.88 | $1,789.60 | $1,816.44 | $1,839.15 |
| Grade 4 - Year 2 | $1,813.78 | $1,840.99 | $1,859.40 | $1,887.29 | $1,906.16 | $1,934.75 | $1,958.93 |
| **Physiotherapist** |  |  |  |  |  |  |  |
| Level 1 – Year 1 | $1,405.90 | $1,426.99 | $1,441.26 | $1,462.88 | $1,477.51 | $1,499.67 | $1,518.42 |
| Level 1 – Year 2 | $1,492.10 | $1,514.48 | $1,529.62 | $1,552.56 | $1,568.09 | $1,591.61 | $1,611.51 |
| Level 1 – Year 3 | $1,594.60 | $1,618.52 | $1,634.71 | $1,659.23 | $1,675.82 | $1,700.96 | $1,722.22 |
| Level 2 – Grade 1, Year 1 | $1,704.68 | $1,730.25 | $1,747.55 | $1,773.76 | $1,791.50 | $1,818.37 | $1,841.10 |
| Level 2 – Grade 1, Year 2 | $1,813.01 | $1,840.21 | $1,858.61 | $1,886.49 | $1,905.35 | $1,933.93 | $1,958.10 |
| Level 2 – Grade 1, Year 3 | $1,900.95 | $1,929.46 | $1,948.75 | $1,977.98 | $1,997.76 | $2,027.73 | $2,053.08 |
| Level 2 – Grade 1, Year 4 | $1,962.09 | $1,991.52 | $2,011.44 | $2,041.61 | $2,062.03 | $2,092.96 | $2,119.12 |
| Level 2 – Grade 2 | $2,019.17 | $2,049.46 | $2,069.95 | $2,101.00 | $2,122.01 | $2,153.84 | $2,180.76 |
| Level 3 | $2,082.06 | $2,113.29 | $2,134.42 | $2,166.44 | $2,188.10 | $2,220.92 | $2,248.68 |
| Clinical Educator | $2,081.11 | $2,112.33 | $2,133.45 | $2,165.45 | $2,187.11 | $2,219.91 | $2,247.66 |
| **Security Officers** |  |  |  |  |  |  |  |
| Grade 1 | $1,082.30 | $1,098.53 | $1,109.52 | $1,126.16 | $1,137.42 | $1,154.48 | $1,168.91 |
| Grade 2 | $1,121.43 | $1,138.25 | $1,149.63 | $1,166.87 | $1,178.54 | $1,196.22 | $1,211.17 |
| **Sleep Study Technician** |  |  |  |  |  |  |  |
| Untrained | $1,407.46 | $1,428.57 | $1,442.86 | $1,464.50 | $1,479.15 | $1,501.34 | $1,520.11 |
| Trained | $1,437.80 | $1,459.37 | $1,473.96 | $1,496.07 | $1,511.03 | $1,533.70 | $1,552.87 |
| Senior – Year 1 | $1,508.23 | $1,530.85 | $1,546.16 | $1,569.35 | $1,585.04 | $1,608.82 | $1,628.93 |
| Senior – Year 2 | $1,544.72 | $1,567.89 | $1,583.57 | $1,607.32 | $1,623.40 | $1,647.75 | $1,668.34 |
| **Social Worker** |  |  |  |  |  |  |  |
| Level 1 – Year 1 | $1,354.68 | $1,375.00 | $1,388.75 | $1,409.58 | $1,423.68 | $1,445.04 | $1,463.10 |
| Level 1 – Year 2 | $1,405.71 | $1,426.80 | $1,441.07 | $1,462.69 | $1,477.32 | $1,499.48 | $1,518.22 |
| Level 1 – Year 3 | $1,492.28 | $1,514.66 | $1,529.81 | $1,552.76 | $1,568.29 | $1,591.81 | $1,611.71 |
| Level 1 – Year 4 | $1,594.85 | $1,618.77 | $1,634.96 | $1,659.48 | $1,676.07 | $1,701.21 | $1,722.48 |
| Level 2 – Grade 1, Year 1 | $1,704.88 | $1,730.45 | $1,747.75 | $1,773.97 | $1,791.71 | $1,818.59 | $1,841.32 |
| Level 2 – Grade 1, Year 2 | $1,813.03 | $1,840.23 | $1,858.63 | $1,886.51 | $1,905.38 | $1,933.96 | $1,958.13 |
| Level 2 – Grade 1, Year 3 | $1,901.28 | $1,929.80 | $1,949.10 | $1,978.34 | $1,998.12 | $2,028.09 | $2,053.44 |
| Level 2 – Grade 1, Year 4 | $1,962.67 | $1,992.11 | $2,012.03 | $2,042.21 | $2,062.63 | $2,093.57 | $2,119.74 |
| Level 2 – Grade 2 | $2,020.91 | $2,051.22 | $2,071.73 | $2,102.81 | $2,123.84 | $2,155.70 | $2,182.65 |
| Level 3 – Year 1 | $2,110.99 | $2,142.65 | $2,164.08 | $2,196.54 | $2,218.51 | $2,251.79 | $2,279.94 |
| Level 3 – Year 2 | $2,181.64 | $2,214.36 | $2,236.50 | $2,270.05 | $2,292.75 | $2,327.14 | $2,356.23 |
| Level 4 | $2,247.40 | $2,281.11 | $2,303.92 | $2,338.48 | $2,361.86 | $2,397.29 | $2,427.26 |
| **Sonographer (35 hour week)** |  |  |  |  |  |  |  |
| Level 1, Grade 1 | $1,685.72 | $1,711.01 | $1,728.12 | $1,754.04 | $1,771.58 | $1,798.15 | $1,820.63 |
| Level 1, Grade 2 | $1,777.78 | $1,804.45 | $1,822.49 | $1,849.83 | $1,868.33 | $1,896.35 | $1,920.05 |
| Level 2, Grade 1 | $2,577.69 | $2,616.36 | $2,642.52 | $2,682.16 | $2,708.98 | $2,749.61 | $2,783.98 |
| Level 2, Grade 2 | $2,623.70 | $2,663.06 | $2,689.69 | $2,730.04 | $2,757.34 | $2,798.70 | $2,833.68 |
| Level 3, Grade 1 | $2,807.07 | $2,849.18 | $2,877.67 | $2,920.83 | $2,950.04 | $2,994.29 | $3,031.72 |
| Level 3, Grade 2 | $2,853.90 | $2,896.71 | $2,925.68 | $2,969.56 | $2,999.26 | $3,044.25 | $3,082.30 |
| Level 4, Grade 1 | $2,945.90 | $2,990.09 | $3,019.99 | $3,065.29 | $3,095.94 | $3,142.38 | $3,181.66 |
| Level 4, Grade 2 | $3,084.03 | $3,130.29 | $3,161.59 | $3,209.01 | $3,241.10 | $3,289.72 | $3,330.84 |
| **Sonographer – VASCULAR SONOGRAPHER (35 hour week)** |  |  |  |  |  |  |  |
| Level 1, Grade 1 | $2,623.70 | $2,663.06 | $2,689.69 | $2,730.04 | $2,757.34 | $2,798.70 | $2,833.68 |
| Level 1, Grade 2 | $2,669.74 | $2,709.79 | $2,736.89 | $2,777.94 | $2,805.72 | $2,847.81 | $2,883.41 |
| Level 2 | $2,773.77 | $2,815.38 | $2,843.53 | $2,886.18 | $2,915.04 | $2,958.77 | $2,995.75 |
| **Sonographer – ECHOSONOGRAPHER (35 hour week)** |  |  |  |  |  |  |  |
| Level 1, Grade 1 | $1400.00 | $1,421.00 | $1,435.21 | $1,456.74 | $1,471.31 | $1,493.38 | $1,512.04 |
| Level 1, Grade 2 | $1400.00 | $1,492.05 | $1,506.97 | $1,529.58 | $1,544.87 | $1,568.04 | $1,587.64 |
| Level 1, Grade 3 | $2,669.74 | $2,709.79 | $2,736.89 | $2,777.94 | $2,805.72 | $2,847.81 | $2,883.41 |
| Level 1, Grade 4 | $2,773.95 | $2,815.56 | $2,843.72 | $2,886.38 | $2,915.24 | $2,958.97 | $2,995.96 |
| Level 2 | $2,925.20 | $2,969.08 | $2,998.77 | $3,043.75 | $3,074.19 | $3,120.30 | $3,159.30 |
| **Sonographer – USW (San UltraSound for Women) SONOGRAPHER (35 hour week)** |  |  |  |  |  |  |  |
| Level 1, Grade 1 | $1,116.83 | $1,133.58 | $1,144.92 | $1,162.09 | $1,173.71 | $1,191.32 | $1,206.21 |
| Level 1, Grade 2 | $1,472.61 | $1,494.70 | $1,509.65 | $1,532.29 | $1,547.61 | $1,570.82 | $1,590.46 |
| Level 2, Year 1 | $1,841.20 | $1,868.82 | $1,887.51 | $1,915.82 | $1,934.98 | $1,964.00 | $1,988.55 |
| Level 2, Year 2 | $2,019.08 | $2,049.37 | $2,069.86 | $2,100.91 | $2,121.92 | $2,153.75 | $2,180.67 |
| Level 2, Year 3 | $2,446.03 | $2,482.72 | $2,507.55 | $2,545.16 | $2,570.61 | $2,609.17 | $2,641.78 |
| Level 3 | $2,773.95 | $2,815.56 | $2,843.72 | $2,886.38 | $2,915.24 | $2,958.97 | $2,995.96 |
| Level 4, Grade 1 | $2,913.45 | $2,957.15 | $2,986.72 | $3,031.52 | $3,061.84 | $3,107.77 | $3,146.62 |
| Level 4, Grade 2 | $2,957.92 | $3,002.29 | $3,032.31 | $3,077.79 | $3,108.57 | $3,155.20 | $3,194.64 |
| **Speech Pathologist** |  |  |  |  |  |  |  |
| Level 1 – Year 1 | $1,405.90 | $1,426.99 | $1,441.26 | $1,462.88 | $1,477.51 | $1,499.67 | $1,518.42 |
| Level 1 – Year 2 | $1,492.10 | $1,514.48 | $1,529.62 | $1,552.56 | $1,568.09 | $1,591.61 | $1,611.51 |
| Level 1 – Year 3 | $1,594.60 | $1,618.52 | $1,634.71 | $1,659.23 | $1,675.82 | $1,700.96 | $1,722.22 |
| Level 2 – Grade 1, Year 1 | $1,704.68 | $1,730.25 | $1,747.55 | $1,773.76 | $1,791.50 | $1,818.37 | $1,841.10 |
| Level 2 – Grade 1, Year 2 | $1,813.01 | $1,840.21 | $1,858.61 | $1,886.49 | $1,905.35 | $1,933.93 | $1,958.10 |
| Level 2 – Grade 1, Year 3 | $1,900.95 | $1,929.46 | $1,948.75 | $1,977.98 | $1,997.76 | $2,027.73 | $2,053.08 |
| Level 2 – Grade 1, Year 4 | $1,962.09 | $1,991.52 | $2,011.44 | $2,041.61 | $2,062.03 | $2,092.96 | $2,119.12 |
| Level 2 – Grade 2 | $2,019.17 | $2,049.46 | $2,069.95 | $2,101.00 | $2,122.01 | $2,153.84 | $2,180.76 |
| Level 3 | $2,082.06 | $2,113.29 | $2,134.42 | $2,166.44 | $2,188.10 | $2,220.92 | $2,248.68 |
| Clinical Educator | $2,061.28 | $2,092.20 | $2,113.12 | $2,144.82 | $2,166.27 | $2,198.76 | $2,226.24 |
| **Sterilisation Technician** |  |  |  |  |  |  |  |
| Grade 1 - Year 1 | $1,050.08 | $1,065.83 | $1,076.49 | $1,092.64 | $1,103.57 | $1,120.12 | $1,134.12 |
| Grade 1 - Year 2 | $1,077.93 | $1,094.10 | $1,105.04 | $1,121.62 | $1,132.84 | $1,149.83 | $1,164.20 |
| Grade 1 - Year 3 | $1,129.79 | $1,146.74 | $1,158.21 | $1,175.58 | $1,187.34 | $1,205.15 | $1,220.21 |
| Grade 2 - Year 1 | $1,141.82 | $1,158.95 | $1,170.54 | $1,188.10 | $1,199.98 | $1,217.98 | $1,233.20 |
| Grade 2 - Year 2 | $1,168.58 | $1,186.11 | $1,197.97 | $1,215.94 | $1,228.10 | $1,246.52 | $1,262.10 |
| Grade 2 - Year 3 | $1,199.15 | $1,217.14 | $1,229.31 | $1,247.75 | $1,260.23 | $1,279.13 | $1,295.12 |
| Grade 3 - Year 1 | $1,283.80 | $1,303.06 | $1,316.09 | $1,335.83 | $1,349.19 | $1,369.43 | $1,386.55 |
| Grade 3 - Year 2 | $1,335.66 | $1,355.69 | $1,369.25 | $1,389.79 | $1,403.69 | $1,424.75 | $1,442.56 |
| Grade 3 - Year 3 | $1,387.55 | $1,408.36 | $1,422.44 | $1,443.78 | $1,458.22 | $1,480.09 | $1,498.59 |
| Grade 4 - Year 1 | $1,439.41 | $1,461.00 | $1,475.61 | $1,497.74 | $1,512.72 | $1,535.41 | $1,554.60 |
| Grade 4 - Year 2 | $1,491.30 | $1,513.67 | $1,528.81 | $1,551.74 | $1,567.26 | $1,590.77 | $1,610.65 |
| Grade 4 - Year 3 | $1,543.17 | $1,566.32 | $1,581.98 | $1,605.71 | $1,621.77 | $1,646.10 | $1,666.68 |
| **Store persons** |  |  |  |  |  |  |  |
| Level 1 | $1,109.48 | $1,126.12 | $1,137.38 | $1,154.44 | $1,165.98 | $1,183.47 | $1,198.26 |
| Level 2 | $1,209.86 | $1,228.01 | $1,240.29 | $1,258.89 | $1,271.48 | $1,290.55 | $1,306.68 |
| Level 3 | $1,323.38 | $1,343.23 | $1,356.66 | $1,377.01 | $1,390.78 | $1,411.64 | $1,429.29 |
| Level 4 | $1,356.35 | $1,376.70 | $1,390.47 | $1,411.33 | $1,425.44 | $1,446.82 | $1,464.91 |
| Supervisor | $1,735.73 | $1,761.77 | $1,779.39 | $1,806.08 | $1,824.14 | $1,851.50 | $1,874.64 |
| **Therapy Assistant** |  |  |  |  |  |  |  |
| Year 1 | $982.31 | $997.04 | $1,007.01 | $1,022.12 | $1,032.34 | $1,047.83 | $1,060.93 |
| Year 2 | $1,002.47 | $1,017.51 | $1,027.69 | $1,043.11 | $1,053.54 | $1,069.34 | $1,082.71 |
| Year 3 | $1,046.73 | $1,062.43 | $1,073.05 | $1,089.15 | $1,100.04 | $1,116.54 | $1,130.50 |
| Thereafter | $1,095.50 | $1,111.93 | $1,123.05 | $1,139.90 | $1,151.30 | $1,168.57 | $1,183.18 |
| **Tradespeople** |  |  |  |  |  |  |  |
| Handyperson | $1,164.21 | $1,181.67 | $1,193.49 | $1,211.39 | $1,223.50 | $1,241.85 | $1,257.37 |
| Carpenter | $1,241.92 | $1260.55 | $1,273.16 | $1,292.26 | $1,305.18 | $1,324.76 | $1,341.32 |
| Electrician - Level 1 | $1,241.92 | $1,260.55 | $1,273.16 | $1,292.26 | $1,305.18 | $1,324.76 | $1,341.32 |
| Electrician - Level 2, Grade 1 | $1,331.02 | $1,350.99 | $1,364.50 | $1,384.97 | $1,398.82 | $1,419.80 | $1,437.55 |
| Electrician - Level 2, Grade 2 | $1,525.46 | $1,548.34 | $1,563.82 | $1,587.28 | $1,603.15 | $1,627.20 | $1,647.54 |
| Electrician - Level 2, Grade 3 | $1,756.96 | $1,783.31 | $1,801.14 | $1,828.16 | $1,846.44 | $1,874.14 | $1,897.57 |
| Mechanic | $1,241.92 | $1,260.55 | $1,273.16 | $1,292.26 | $1,305.18 | $1,324.76 | $1,341.32 |
| Painter | $1,241.92 | $1,260.55 | $1,273.16 | $1,292.26 | $1,305.18 | $1,324.76 | $1,341.32 |
| Plumber | $1,241.92 | $1,260.55 | $1,273.16 | $1,292.26 | $1,305.18 | $1,324.76 | $1,341.32 |
| Works Coordinator | $1,678.05 | $1,703.22 | $1,720.25 | $1,746.05 | $1,763.51 | $1,789.96 | $1,812.33 |
| **Ward Persons** |  |  |  |  |  |  |  |
| Level 1 | $973.09 | $987.69 | $997.57 | $1,012.53 | $1,022.66 | $1,038.00 | $1,050.98 |
| Level 2, Grade 1 | $1,001.85 | $1,016.88 | $1,027.05 | $1,042.46 | $1,052.88 | $1,068.67 | $1,082.03 |
| Level 2, Grade 2 | $1,148.76 | $1,165.99 | $1,177.65 | $1,195.31 | $1,207.26 | $1,225.37 | $1,240.69 |
| Level 3 | $1,155.51 | $1,172.84 | $1,184.57 | $1,202.34 | $1,214.36 | $1,232.58 | $1,247.99 |

# SCHEDULE B

**Table 2- Allowances**

| **Item** | **Clause** | **Brief Description** |  | **Current Rates of Pay** | **FFPPOOA**  **1 July 2022**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2023**  **($ Per Week)**  **1.0%** | **FFPPOOA**  **1 July 2023**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2024**  **($ Per Week)**  **1.0%** | **FFPPOOA**  **1 July 2024**  **($ Per Week)**  **1.5%** | **FFPPOOA**  **1 Jan 2025**  **($ Per Week)**  **1.25%** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | 17.11 | Drivers Allowance |  | $6.27 | $6.36 | $6.43 | $6.52 | $6.59 | $6.69 | $6.77 |
| 2 | 17.13 | Fork Lift Allowance | Per week | $13.34 | $13.54 | $13.68 | $13.88 | $14.02 | $14.23 | $14.41 |
| 3 | 17.8 | Handling linen of nauseous nature allowance (except in sealed linen bags) | Per week | $11.64 | $11.81 | $11.93 | $12.11 | $12.23 | $12.42 | $12.57 |
| 4 | 17.5 | In-charge Physiotherapist special | Per shift | $26.30 | $26.69 | $26.96 | $27.37 | $27.64 | $28.05 | $28.40 |
| 5 | 19.3 | Laundering of uniform allowance | Per week | $1.86 | $1.89 | $1.91 | $1.94 | $1.95 | $1.98 | $2.01 |
| 6 | 6.11 | Leading Hand Allowance  - in charge of 2 to 5 employees  - in charge of 6 to 10 employees  - in charge of 11 to 15 employees  - in charge of 16 to 19 employees | Per week | $30.74  $43.39  $54.89  $66.82 | $31.20  $44.04  $55.71  $67.82 | $31.51  $44.48  $56.27  $68.50 | $31.99  $45.15  $57.11  $69.53 | $32.31  $45.60  $57.69  $70.22 | $32.79  $46.28  $58.55  $71.28 | $33.20  $46.86  $59.28  $72.17 |
| 7 | 17.6 | Lift Captain Allowance | Per day | $12.45 | $12.64 | $12.76 | $12.95 | $13.08 | $13.28 | $13.45 |
| 8 | 28.3 | Meal allowances (overtime) –  - breakfast  - lunch  - dinner | Per shift | $17.14  $21.84  $32.62 | $17.40  $22.17  $33.11 | $17.57  $22.39  $33.44 | $17.83  $22.73  $33.94 | $18.01  $22.95  $34.28 | $18.28  $23.30  $34.80 | $18.51  $23.59  $35.23 |
| 9 | 17.14 | Morgue Cleaning Allowance | Per week | $28.82 | $29.25 | $29.54 | $29.99 | $30.29 | $30.74 | $31.13 |
| 10 | 17.2 | - On-Call allowance - per 24 hours  - On-Call allowance-Rostered days off – per 24 hours | Per 24 hours or part thereof | $34.58  $69.16 | $35.19  $70.20 | $35.45  $70.90 | $35.98  $71.96 | $36.34  $72.68 | $36.89  $73.77 | $37.35  $74.69 |
| 11 | 17.3 | Pharmacist working after 6pm | Per shift | $67.21 | $68.22 | $68.90 | $69.93 | $70.63 | $71.69 | $72.59 |
| 12 | 17.10 | Pharmacy allowance for working after 6 pm | Per day | $33.80 | $34.31 | $34.65 | $35.17 | $35.52 | $36.05 | $36.51 |
| 13 | 19.2 | Shoe Allowance | Per week | $1.85 | $1.88 | $1.90 | $1.92 | $1.94 | $1.97 | $2.00 |
| 14 | 17.15 | Sterilizing Certificate Allowance | Per week | $16.67 | $16.92 | $17.09 | $17.35 | $17.52 | $17.78 | $18.00 |
| 15 | 17.4 | Telephone | Per roster cycle (28 days) | $27.29 | $27.70 | $27.98 | $28.40 | $28.68 | $29.11 | $29.47 |
| 16 | 17.12 | Tool Allowance | Per week | $24.87 | $25.24 | $25.50 | $25.88 | $26.14 | $26.53 | $26.86 |
| 17 | 17.7 & 49 | Transport allowance - use of own vehicle (overtime hours)  - All staff | Per KM | ATO rate | ATO rate | ATO rate | ATO rate | ATO rate | ATO rate | ATO rate |
| 18 | 19.2 | Uniform allowance | Per week | $3.02 | $3.07 | $3.10 | $3.14 | $3.17 | $3.22 | $3.26 |

# SCHEDULE C

**Classifications**

**Allied Health Classifications:**

**Clinical Trial Coordinator** means a person who is appointed and who has qualifications in the Health Sciences/ Science or other qualification as deemed appropriate by AHCL

**Clinical Trial Coordinator, Level 1** means a Clinical Trial Coordinator with less than one year full-time experience in clinical trials. Transition to Level 2 Grade 1 is automatic on completion of 12 months full-time experience or equivalent.

**Clinical Trial Coordinator, Level 2 Grade 1** means a Clinical Trial Coordinator with more than one year full-time experience. Transition to Level 2 Grade 2 is not automatic.

**Clinical Trial Coordinator, Level 2 Grade 2** means a Clinical Trial Coordinator who is appointed and has more than one year full-time experience and in addition, demonstrates the following:

### A working knowledge of all regulatory documents and can demonstrate the skills necessary for filing of essential documents.

### Set-up and develop a working folder for a clinical trial with minimal assistance.

### A systematic approach to source documentation involving minimal documentation being kept in the CTU patient file consistently over a six month period.

**Clinical Trial Coordinator, Level 3** means a Clinical Trial Coordinator who is appointed and has more than one year full-time experience either at AHCL or another unit and in addition, can demonstrate four (4) of the following annually:

### Prepare, submit and gain approval for a research project to an approved HREC by the designated deadline.

### Manage one Clinical Trial for which AHCL is the Lead Site.

### Deliver three education sessions to other staff members within AHCL or external to AHCL.

### Mentor other staff members through at least three trial related activities; for example, but not limited to, working folder, source documentation, patient diaries, management of Suspected Unexpected Serious Adverse Events, electronic filing of Human Research Ethics Committee and patient correspondence, adverse event and concomitant medication source documentation.

### Development of an improved or new clinical trial working process.

### Submission of a Site Specific Assessment, as per the AHCL requirements, for an ethically approved clinical trial.

**Clinical Trial Coordinator, Level 4** means a Clinical Trial Coordinator who is appointed and has more than one year full-time experience either at AHCL or another unit approved by AHCL and in addition, can demonstrate the following annually:

### Creation of a budget spreadsheet for a trial.

### Review of a clinical trial agreement and budget for a trial.

### A clear understanding of the indemnity and insurance requirements for a clinical trial.

### Ability to review and approve Pathology and Radiology billing.

### Relief of the Manager of the Unit when required.

**Dietitian** means a person who holds:

### an approved undergraduate degree Bachelor of Science Degree (or equivalent qualification) plus a postgraduate degree in nutrition and dietetics from a Dietitian Association of Australia (DAA) accredited institution; or

### an approved undergraduate degree in nutrition and dietetics from a DAA accredited institution; or

### successful completion of the dietetics examination for overseas trained dietitians administered by DAA

**Dietitian Level 1** means a Dietitian with less than 4 years (full time) clinical experience, transmission to LeveI 2 Grade 1 is automatic.

**Dietitian Level 2, Grade 1** means a Dietitian who has completed all years of service for Level 1. Transmission to Level 2 Grade 2 is not automatic.

**Dietitian Level 2, Grade 2** means a Dietitian that is appointed to the position and can demonstrate the following:

###### A high level of performance in clinical Dietetics

###### Meet both the essential criteria and three points from the desirable criteria of essential criteria for Level 2 Grade 2:

###### Three years full time or equivalent in a Dietetics practice and including no less than 12 months experience in a hospital or clinical area relevant to the SAHL.

OTHER:

###### Responsible for the teaching programs of Dietetic students

###### Actively making a significant contribution to the current quality improvement activities.

###### Actively participate in Dietetic policy development.

###### A participation in SAH Committees relevant to the profession: such as: multidisciplinary teams, clinical path committee.

###### Be able to demonstrate active participation in research, presentation and publication of research results in peer review journals, formal continuing education programs.

**Dietitian Level 3** means a Dietitian that is appointed to and meets the criteria for a Dietitian Level 2 Grade 2 and is responsible to the Dietetics Manager for the management and efficient *I* effective performance of a unit *I* section/ function of the Dietetics Department. Transmission to Department Manager is not automatic. Roles include: expected to demonstrate the below to the satisfaction of the Department Manager and Assistant Director Corporate Services (Hotel Services).

###### Manages day-to-day department management, patient care, immediate staffing, rostering and performance management.

###### A high level of performance in clinical dietetics; and

###### Has recognized clinical specialties within their discipline and works in an area that requires high levels of clinical expertise and knowledge; and

###### Exercises independent professional judgment when required in solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation and modification; and

###### Demonstrate excellent computer skills in relevant programs such as CBORD, SanApps, Microsoft, ANSOS, AHCL’s electronic rostering system etc; and

###### Will be required to manage specific tasks and projects and develop and lead ongoing quality improvements with other staff, inside and outside department;

###### This role will also have an operational/supervisory role at times of absence of the department manager and participation in teaching programs mentoring new graduates and students

**Dietitian Manager** means a Dietitian who is appointed by AHCL and is responsible for the strategic direction and overall management of the Dietetics department.

**Clinical Educator** means a person who is appointed and who will have extensive clinical experience related to specific clinical area and be able to demonstrate a high level of competency and a consistently high standard of clinical practice.

### This position would be responsible to the department manager for the documentation, identification, provision, delivery and evaluation of orientation and continuing education programs for staff in the department or service with both clinical and general management components. In addition, responsible for the co-ordination and determined service delivery of the educator/ for undergraduates on clinical placement and other staff and co-ordinate risk management and quality improvement activities

### They will be expected to demonstrate their expertise through the development and maintenance of:

###### protocols;

###### clinical reviews;

###### teaching and delivery of in-service for the department or service;

###### presentations of papers/publications related to their area of expertise at departmental level and at conferences at national or international level; and

###### being called on in an advisory capacity to assist other clinical staff with difficulties encountered within specific situations relating to their area of expertise.

**Department Manager** means a Dietitian who is appointed by AHCL as the Manager of the Department and is expected to demonstrate the below to the satisfaction of AHCL.

**Echosonographer** means a person who has completed a qualification in Echosonography and is accredited with ASAR, and includes a student sonographer undertaking an ASAR accredited untrasound course.

**Echosonographer Level 1, Grade 1** means a student sonographer undertaking an ASAR accredited ultrasound course.

**Echosonographer Level 1, Grade 2** means a student sonographer who has successfully completed one year of an ASAR accredited ultrasound course.

**Echosonographer Level 1, Grade 3** means a person with less than one year of full­time experience, post-qualification. Progression to Level 4 is automatic on completion of one year full-time or equivalent hours.

**Echosonographer Level 1, Grade 4** means a person with at least one year of service but less than 3 years full time or equivalent hours, post qualification. Progression to Level 2 is automatic on the completion of 3 years’ full-time service or equivalent hours.

**Echosonographer Level 2** means a person who has completed 3 years' of service full-time or equivalent hours, post qualification. A sonographer at this level will be required to supervise and mentor Echosonographers at a lower level.

Nothing in this classification prevents an Echosonographer or Vascular Sonographer for applying for a Section Manager role in the AHCL Ultrasound Department.

**Exercise Physiologist** (EP) - means a person who holds a Bachelor of Exercise Science or other qualification deemed appropriate by the AHCL and who specialise in the delivery of exercise lifestyle and behavioural modification programs and are eligible to be a full member with Exercise & Sports Science Australia (ESSA).

**Exercise Physiologist Level 1** has completed less than 12 months full-time experience, and works under supervision.

###### Transition from Level 1 to Level 2 Grade 1 is automatic on the completion of 1 year of service.

**Exercise Physiologist Level 2 -** means an EP with 1 year of experience, who can work independently. Level 2 EP's may be required to supervise Level 1 EP's, assist with supervising students on clinical placement and participate in quality improvement activities.

###### Salary progression within Level 2 is automatic and will occur at the completion of one year of service

###### Transition to Level 3 is not automatic.

**Exercise Physiologist Level 3 -** refers to an EP who is appointed and has one of the criteria below and can demonstrate achievement in all essential criteria:

###### Has 5 or more years of experience as an EP with a minimum of 12 months experience at AHCL and accredited with the ESSA; OR

###### Masters in Exercise Science or other relevant qualification, with more than 3 years clinical experience as deemed appropriate by AHCL and accredited with the ESSA.

Essential Criteria

###### Coordinating, mentoring and teaching new graduates and undergraduate students, including those on clinical placements.

###### Actively making a significant contribution to current quality improvement activities and continues to do so.

###### Actively contributes to department following best practice guidelines from Heart Foundation, American College of Sports Medicine and Exercise Sports Science Australia.

###### Actively participates in research, presentation and publication of research results in peer review journals, formal continuing education programs.

###### Experienced clinicians who have a high level of broad knowledge within their discipline.

###### Current Medicare Provider Number registered with SAH.

###### Provide clinical supervision and support to Level 1 and 2 health professionals.

###### Exercise independent professional judgement in case management.

**Health Information Manager** (HIM) means a person who is appointed who has qualifications acceptable to the Health Information Management Association of Australia, Bachelor of Applied Science (Health Information Management) or such qualifications as deemed to be equivalent by AHCL.

**Health Information Manager (HIM) Level 1** means a newly appointed HIM . HIMs at this level are beginning practitioners who are developing their skills and competencies.

###### Transition from Level 1 to Level 2 is automatic following the completion of a years service at Level 1.

**Health Information Manager (HIM) Level 2** means a HIM who has gained competency and in addition undertakes the following:

###### Assistance in the development of policy, procedures, standards and practices.

**Health Information Manager (HIM) Level 3** means a HIM who is appointed and can demonstrate:

###### A high level of performance in Health Information Management to the satisfaction of the Medical Record Manager.

###### Competency in at least one of the essential competency criteria and two other competency criteria.

Essential Competencies for Level 3:

###### Postgraduate qualifications in Health Information Management or relevant postgraduate qualification, as deemed by AHCL, e.g.:

###### Master of Health Information Management

###### Master of Health Science (Health Informatics)

###### Master of Health Science (Clinical Data Management)

OR

###### Four years in Health Information Management and including not less than twelve months experience in a hospital or clinical area relevant to AHCL.

Other Competency Criteria:

###### Participation in teaching programs mentoring new graduates and or HIM students.

###### Demonstrated ability to supervise other HIMs and clerical staff and be responsible for specific tasks in addition to other Health Information Management duties.

###### Significant contribution to current quality improvement activities:

###### Medical records policy development.

###### Participation in AHCL Committees and external committees relevant to the profession such as - clinical information systems development, double MRN meetings.

###### Be able to demonstrate active participation in formal continuing education programs.

**Health Information Manager (HIM) Level 4** means a HIM who is appointed by AHCL and is responsible to the Medical Record Manager (MRM) for the management and efficient/effective performance of a unit/section/function of the Medical Record Department.

###### This includes day to day management, education and training of HIMs, immediate staffing, rostering and performance management.

###### The HIM is responsible to the MRM for the overall quality improvement program, organisation, activities and maintenance of standards within the particular specialised unit/section/function.

###### Manages up to five FTE HIMs and clinical coders or administrative staff.

**Health Information Manager Level 5** means a HIM who is appointed by AHCL and is responsible for the strategic direction and overall management of the Medical Record Department.

**Nuclear Medicine Technologist** (**NMT**) means a person who is registered with AHPRA as a Medical Radiation Practitioner, division Nuclear Medicine Technologist.

**NMT Level 1** has less than one year’s post graduation experience and is required to complete the Supervised Practice Program (SPP) to reach full registration with AHPRA

* The NMT at this level shall develop a capacity to apply knowledge, skills, professional judgment and show initiative in solving routine professional issues involving patient care, radiation safety, radiopharmaceuticals, workplace health, safety and rehabilitation, manual handling and quality activities. They will be expected to work in an environment where there are multidisciplinary teams.
* Progression from Level 1 to Level 2 is automatic upon completion of a SPP (full-time, or if employed part-time on the completion one year's full-time 1976 hours) at AHCL or another practice and required SPP competencies.

**NMT Level 2** means a MRS (NMT) who has completed Level 1 or who has full registration with AHPRA and is not required to complete the SPP.

The NMT at this level:

* Demonstrates independent and significant professional knowledge and judgment to acquire and exhibit competency in all appropriate clinical tasks.
* Takes an active part in multidisciplinary teams and gains experience in the more complex modalities of their department, including Quality Improvement/ programs, WHS issues, Radiopharmacy and Radiation Safety.
* Is expected to provide a high level of patient care and management with an understanding of patient needs and psychology, and continue to develop their knowledge regarding work place safety issues (e.g. manual handling, infection control, etc.)
* Demonstrates significant ongoing commitment to continuing professional education and actively participates in student education, orientation and departmental in-service lectures.
* Progression through Level 2 is automatic, and occurs annually or at the completion of one year’s full-time hours (1976 hours).

**NMT Level 3** AHCL may also establish such positions at Level 3, Grade 1 or Grade 3 as it deems appropriate from time-to-time.

**NMT Level 3 Grade 1 (Specialist)** means a NMT who applies and who is appointed and can demonstrate the following:

* At least two years' experience at Level 2, i.e. completed NMT 2.2.
* A suitable level of professionalism and a high level of performance to the satisfaction of the Professional Recognition Program (**PRP**) Review Panel.

In addition, a NMT at this level are expected to:

* Demonstrate a level of participation in teaching programs within and/or outside the department/hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant.
* Demonstrate an ability to supervise and be responsible for other NMTs.
* Demonstrate an ability to supervise and assess clinical experience of students. May be required to provide liaison between the universities and the clinical setting.
* Be able to demonstrate active participation and involvement in the development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.
* Contribute to Quality Improvement/ program activities.
* Display judgment and demonstrate a high level of initiative and independence in problem solving.
* Act as clinical, educational and workflow support resource to the chief nuclear medicine technologist and department.
* Possess a post graduate certificate in relevant area of specialisation.
* Participate in AHCL Professional Recognition Program.
* Developing, implementing and assessing the manual handling program at the facility or hospital.

At completion of one year full-time or equivalent at Level 3, Grade 1, Year 1, the NMT will automatically progress to Level 3, Grade 1, Year 2.

**NMT Level 3, Grade 3** means a NMT who applies and who is appointed and has obtained an appropriate recognised postgraduate diploma in their area of expertise relevant to AHCL.

NMT at this level are expected to:

* Demonstrate a level of participation in teaching programs within and/or outside the department/hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant.
* Demonstrate an ability to supervise and be responsible for other NMTs.
* Demonstrate an ability to supervise and assess clinical experience of students. May be required to liaison between the universities and the clinical setting.
* Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.
* Contribute to Quality Improvement/ program activities.
* Display judgment and demonstrate a high level of initiative and independence in problem solving.
* Participate in AHCL Professional Recognition Program.
* Act as clinical, educational and workflow support resource to the chief nuclear medicine technologist and section.

**NMT Level 4, Grade 1** means: a NMT who has applied and who is appointed and who has completed a Masters Degree in an area of Medical Radiation Science specialisation which is relevant to medical radiation imaging and which will benefit the Nuclear Medicine and PET/CT section of the department and who has completed six months equivalent full-time work post masters.

Eligibility requires **a minimum of three years** equivalent clinical practice after completion of the SPP, i.e. completion of MRS 2.3.

The applicant shall have proven ability to satisfy the following expectations:

* Demonstrate a level of participation in teaching programs within and/or outside San Radiology and Nuclear Medicine /hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant.
* Demonstrate an ability to supervise and be responsible for other NMTs.
* Demonstrate an ability to supervise and assess clinical experience of students. Provide liaison between the universities and the clinical setting.
* Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.
* Contribute to Quality improvement/ program activities.
* Display judgment and demonstrate a high level of initiative and independence in problem solving.
* Act as clinical, educational and workflow support resource to the Chief Nuclear Medicine Technologist and section.
* Act as chief nuclear medicine technologist when required.
* Participate in AHCL Professional Recognition Program.

Applicants should have substantiated reports by a section manager and/or Specialist Doctors. The reports should focus on the clinical expertise, judgment, and provision of advice by the applicant, together with the impact on services provided by the department arising from the work of the applicant. A minimum of two reports should be included and at least one must be from the principal Nuclear Medicine Physician.

**NMT Level 4, Grade 2 (Section Manager)** means a NMT at this level would manage the operations of Nuclear Medicine and PET/CT and discharge the associated administrative duties.

* These operations include day-to-day management, throughput and patient care, patient scheduling as well as immediate staffing rostering and performance management.
* The NMT would be responsible to the Chief NMT for the overall Quality lmprovement program organisation, activities and maintenance of standards within the particular specialised section.

**And in addition:**

* Demonstrate a level of participation in teaching programs within and/or outside San Radiology and Nuclear Medicine/hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant to.
* Demonstrate an ability to supervise and be responsible for other NMTs.
* Demonstrate an ability to supervise and assess clinical experience of NMT students. Provide liaison between the universities and the clinical setting.
* Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.
* Contribute to Quality improvement program activities.
* Display judgment and demonstrate a high level of initiative and independence in problem solving.
* Clinical Reviews.
* Development and maintenance of protocols.
* Contribute to Performance Management of staff in section.

**Medical Radiation Scientist** (**MRS**) (**Radiographer**) means a person who is registered with AHPRA as a Medical Radiation Practitioner division Diagnostic Radiography.

**MRS (Radiographer) Level 1** has less than one year’s post graduation experience and is required to complete the Supervised Practice Program (**SPP**) to reach full registration with AHPRA.

###### The MRS (Radiographer) at this level shall develop a capacity to apply knowledge, skills, professional judgment and show initiative in solving routine professional issues involving patient care, radiation safety, workplace health, safety and rehabilitation, manual handling and quality activities. They will be expected to work in an environment where there are multidisciplinary teams.

###### Progression from Level 1 to Level 2 is automatic upon completion of a SPP (full-time or if employed part-time on the completion one year's full-time 1820 hours) at AHCL or another radiology practice and required SPP competencies.

###### MRS (Radiographer) who have completed a 4 year degree of Medical Radiation Science in Radiation and who is registered with AHPRA (with a specialisation in Diagnostic Radiography) will commence at the Level of MRS (Radiographer) Level 2 Year 1.

**MRS Radiographer) Level 2 (Years 1 to 5)** means a MRS (Radiographer) who has completed Level 1 or who has full registration with AHPRA and is not required to complete the SPP.

The MRS (Radiographer) at this level:

###### Demonstrates independent and significant professional knowledge and judgment to acquire and exhibit competency in all appropriate clinical tasks.

###### Takes an active part in multidisciplinary teams and gains experience in the more complex modalities of their department, including Quality Improvement/ programs, WHS issues and Radiation Safety.

###### Is expected to provide a high level of patient care and management with an understanding of patient needs and psychology, and continue to develop their knowledge regarding work place safety issues (e.g. manual handling, infection control, etc.)

###### Demonstrates significant ongoing commitment to continuing professional education and actively participates in undergraduate student education, orientation and departmental in-service lectures.

###### Progression through Level 2 is automatic, and occurs annually or at the completion of one year’s full-time hours.

**MRS (Radiographer) Level 3** AHCL may also establish such positions at Level 3, Grade 1 or Grade 2 as it deems appropriate from time-to-time.

**MRS (Radiographer) Level 3 Grade 1 (Years 1 to 2 Specialist)** means a MRS (Radiographer) who applies and who is appointed and can demonstrate the following:

###### At least two years' experience at Level 2, i.e. completed MRS (Radiographer) 2.2.

###### A suitable level of professionalism and a high level of performance to the satisfaction of the Professional Recognition Review Panel.

###### Minimum 6 months fulltime in the area of specialty

###### A high level of knowledge and proficiency in complex clinical procedures in at least one sub - specialty including but not confined to:

* Education
* Applied Computer Science (including PACS)
* Paediatrics
* Clinical Supervisor
* Quality Improvement
* Radiation Safety & Assessment
* CT
* Angiography
* Intra-operative interventional techniques
* MRI
* Mammography *I* Breast Imaging
* General *I* Trauma Radiography
* Software development and application

In addition, a MRS (Radiographer) at this level are expected to:

###### Demonstrate a level of participation in teaching programs within and/or outside the department/hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant.

###### Demonstrate an ability to supervise and be responsible for other MRS (Radiographer).

###### Demonstrate an ability to supervise and assess clinical experience of MRS (Radiographer) students. May be required to provide liaison between the universities and the clinical setting.

###### Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.

###### Contribute to Quality Improvement/ program activities.

###### Display judgment and demonstrate a high level of initiative and independence in problem solving.

###### Act as clinical, educational and workflow support resource to the Section Manager and section.

###### Possess a post graduate certificate in relevant area of specialisation.

###### Participate in AHCL Professional Recognition Program.

###### Developing, implementing and assessing the manual handling program at the facility or hospital.

At completion of one year full-time or equivalent at Level 3, Grade 1, Year 1, the MRS (Radiographer) will automatically progress to Level 3, Grade 1, Year 2.

**MRS** (**Radiographer**) **Level 3, Grade 2 (Years 1 to 2 Clinical Educator)** means an MRS (Radiographer) who applies and is appointed by AHCL in conjunction with the Chief MRS (Radiographer) and who meets the criteria for an MRS (Radiographer) Level 3 Grade 1 and who will have extensive clinical experience related to specific clinical area and be able to demonstrate a high level of competency and a consistently high standard of clinical practice.

This position would be responsible to the Chief MRS (Radiographer) for the documentation, identification, provision, delivery and evaluation of orientation and continuing education programs for staff in the department or service with both clinical and general management components. In addition, responsible for the co-ordination and determined service delivery of the educator/ for undergraduates on clinical placement and other staff and co-ordinate risk management and quality improvement activities

They will be expected to demonstrate their expertise through the development and maintenance of:

###### protocols;

###### clinical reviews;

###### teaching and delivery of in-service for the department or service;

###### presentations of papers/publications related to their area of expertise at departmental level and at conferences at national or international level; and

###### being called on in an advisory capacity to assist other clinical staff with difficulties encountered within specific situations relating to their area of expertise.

At completion of one year full-time or equivalent at Level 3, Grade 2, Year 1, the MRS (Radiographer) will automatically progress to Level 3, Grade 2, Year 2.

**MRS (Radiographer) Level 3, Grade 3** means a MRS (Radiographer) who applies and who is appointed and has obtained an appropriate recognised postgraduate diploma in their area of expertise relevant to AHCL and has a minimum of 6 months (full time) in specialty area.

This refers to postgraduate diploma in areas of:

###### CT

###### MRI

###### Angiography

In addition, MRS (Radiographer) at this level are expected to:

###### Demonstrate a level of participation in teaching programs within and/or outside the department/hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant.

###### Demonstrate an ability to supervise and be responsible for other MRS (Radiographers).

###### Demonstrate an ability to supervise and assess clinical experience of MRS (Radiographer) students. May be required to liaison between the universities and the clinical setting.

###### Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.

###### Contribute to Quality Improvement/ program activities.

###### Display judgment and demonstrate a high level of initiative and independence in problem solving.

###### Participate in AHCL Professional Recognition Program.

###### Act as clinical, educational and workflow support resource to the Section Manager and section.

**MRS (Radiographer) Level 4, Grade 1 (Years 1 to 2 Section Manager)** means a MRS (Radiographer) at this level would manage the operations of a section or functional unit (specialist or general) within Radiology and discharge the associated administrative duties.

###### These operations include day-to-day management, throughput and patient care, patient scheduling as well as immediate staffing rostering and performance management.

###### The MRS (Radiographer) would be responsible to the ChiefMRS (Radiographer) for the overall Quality lmprovement program, organisation, activities and maintenance of standards within the particular specialised section.

**And in addition:**

###### Demonstrate a level of participation in teaching programs within and/or outside San Radiology. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant to.

###### Demonstrate an ability to supervise and be responsible for other MRS (Radiographers).

###### Demonstrate an ability to supervise and assess clinical experience of MRS (Radiographer) students. Provide liaison between the universities and the clinical setting.

###### Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.

###### Contribute to Quality improvement/ program activities.

###### Display judgment and demonstrate a high level of initiative and independence in problem solving.

###### Clinical Reviews.

###### Development and maintenance of protocols.

###### Contribute to Performance Management of staff in section.

**OR**

**MRS (Radiographer) Level 4, Grade 1** means a MRS (Radiographer) who has applied and who is appointed and who has completed a Masters Degree in an area of Medical Radiation Science specialisation which is relevant to medical radiation imaging and which will benefit the section of the department and who has completed six months equivalent full-time work post masters.

Eligibility requires **a minimum of three years** equivalent clinical practice after completion of the SPP, i.e. completion of MRS (Radiographer) 2.3.

The applicant shall have proven ability to satisfy the following expectations:

###### Demonstrate a level of participation in teaching programs within and/or outside San Radiology and Nuclear Medicine /hospital. This teaching may include undergraduate, postgraduate students, other health professionals, patients and their carers and the public in a field relevant.

###### Demonstrate an ability to supervise and be responsible for other MRS (Radiographers).

###### Demonstrate an ability to supervise and assess clinical experience of MRS (Radiographer) students. Provide liaison between the universities and the clinical setting.

###### Be able to demonstrate active participation and involvement in development of techniques through associated reports, presentations, conferences, publications or work place in-service lectures.

###### Contribute to Quality improvement/ program activities.

###### Display judgment and demonstrate a high level of initiative and independence in problem solving.

###### Act as clinical, educational and workflow support resource to the Section Manager and section.

###### Act as Section Manager when required.

###### Participate in AHCL Professional Recognition Program.

Applicants should have substantiated reports by a Section Manager and/orSpecialist Doctor. The reports should focus on the clinical expertise, judgment, and provision of advice by the applicant, together with the impact on services provided by the department arising from the work of the applicant. A minimum of two reports should be included and at least one must be from an MRS (Radiographer).

**MRS (Radiographer) Level 4, Grade 1, Year 2 Section Manager only** means at completion of one year full-time (or part-time equivalent) at Level 4, Grade 1, Year 1, the MRS (Radiographer) will automatically progress to Level 4, Grade 1 Year 2.

**MRS (Radiographer) Level 4, Grade 2** means an MRS (Radiographer) at this level would manage an area of San Radiology with at least two specialist modalities, such as:

###### two (2) CT units, or

###### two (2) Angiographic units, or

###### two (2) imaging sections within AHCL; e.g.: Theatre and Breast Imaging or General and Fluoroscopy.

The areas referred to in this section would include a number of imaging sections or units, such as all CT units or all angiographic units.

The manager of the areas would have the responsibility for the overall organisation of the designated area and be responsible for tasks such as coordinated implementation of existing and new techniques, creation of protocols for scheduling and training, overall waiting list management and ensuring all resources are used in the most effective manner.

**MRS (Radiographer)** **Level 5, Grade 1** means:

###### The MRS (Radiographer) at this level is a Chief MRS (Radiographer) who manages a department with four to seven FTE MRS (Radiographers), in addition to other associated departmental staff; e.g.: clerical, wardspersons, etc.

OR

###### The MRS (Radiographer) at this level is an Assistant Chief MRS (Radiographer) within a department with 15 to 19 FTE MRS (Radiographers), in addition to other associated departmental staff; e.g. clerical, wardspersons, etc.

**MRS (Radiographer) Level 5, Grade 2** means:

The MRS (Radiographer) at this level is a Chief MRS (Radiographer) who manages a department with 8 to 14 FTE MRS (Radiographers) in addition to other associated departmental staff e.g.: clerical, wardspersons, etc.

OR

The MRS (Radiographer) at this level is an Assistant Chief MRS (Radiographer) within a department with 20 to 30 FTE MRS (Radiographers), in addition to other associated departmental staff; e.g.: clerical, wardspersons, etc.

**MRS (Radiographer) Level 5, Grade 3** means:

The MRS (Radiographer) at this level is a Chief MRS (Radiographer) who manages a department with 15 to 19 FTE MRS (Radiographers) in addition to other associated departmental staff e.g.: clerical, wardspersons, etc.

OR

The MRS (Radiographer) at this level is an Assistant Chief MRS (Radiographer) within a department with more than 30 FTE MRS (Radiographers), in addition to other associated departmental staff; e.g. clerical, wardspersons, etc.

**Occupational Therapist** means a person registered to practice as an Occupational Therapist with AHPRA.

**Occupational Therapist Level 1** means a Therapist with less than three (3) years full-time or equivalent post-graduate experience. Transition from Level 1 to Level 2 is automatic.

**Occupational Therapist Level 2, Grade 1** means a Therapist who has completed all years of service for a Level 1.

**Occupational Therapist Level 2, Grade 2** means a Therapist who is appointed and can demonstrate the following:

###### a high level of performance in Occupational Therapy to the satisfaction of the Professional Recognition Review Panel; and

###### competency in at least one of the essential competency criteria and three other competency criteria.

Essential Criteria for Level 2 Grade 2:

###### Postgraduate qualifications in Occupational Therapy or relevant, as deemed by AHCL, postgraduate qualifications for example;

###### Masters or above;

OR

###### Three years full-time or equivalent in an Occupational Therapy practice and including not less than twelve months experience in a hospital or clinical area relevant to AHCL.

Other:

###### Responsible for the teaching programs for Occupational Therapy students.

###### Currently supervising other Occupational Therapy staff and be responsible for other Occupational Therapists.

###### Actively making a significant contribution to current quality activities.

###### Actively participate in department policy development.

###### A participation in AHCL Committees relevant to the profession such as Multidisciplinary Teams and Clinical Path Committees.

###### Be able to demonstrate active participation in research, presentation and publication of research results in peer review journals, formal continuing education programs.

###### Participate in the 'on-call roster'.

**Occupational Therapist Level 3** means a Therapist who is appointed by AHCL and has met the criteria for an Occupational Therapist Level 2 Grade 2 and is responsible to the Manager for the management and efficient/effective performance of a unit/section/function of the Occupational Therapy Department. This includes day-to-day management, patient care, and immediate staffing, rostering and performance management. The Therapist is responsible to the Manager for the overall quality improvement/ program, organisation, activities and maintenance of standards with the particular specialised unit/section/function.

OR

**Occupational Therapist Level** 3 means a Therapist who is appointed as the Manager of the department that has less than six full-time equivalent Occupational Therapists and who is responsible for the management and efficient/effective performance of the Department.

This includes day-to-day management, patient care, immediate staffing, rostering, performance management and is responsible for the overall quality improvement/ program, organisation, activities and maintenance of standards with the particular department.

**Pharmacist** means a person who is registered as a practising Pharmacist with AHPRA under the Pharmacy Act 1964.

**Pharmacy Graduate** means a person who has graduated from a recognised degree in Pharmacy but has not yet completed the AHPRA requirements for registration as a Pharmacist.

**Pharmacist Level 1** means an AHPRA registered Pharmacist with less than three years' experience in Pharmacy Practice.

**Pharmacist Level 2** means an AHPRA registered Pharmacist who:

###### Holds a Diploma of Hospital Pharmacy (PGradDipPharm) or Diploma of Hospital Pharmacy (GDipClinPharm) or Masters of Pharmacy in Herbal Medicine and in addition can demonstrate competency in a at least one of the essential criteria and two other competencies

OR

###### Satisfies the criteria for Pharmacist Level 1 and who can demonstrate competency in at least one of the essential competency criteria and two other competency criteria

***Essential competency criteria includes:***

###### A Pharmacist who has had, after registration, not less than twelve months experience in a hospital or clinical area relevant to AHCL. Relevant areas of practice may include, but is not limited to, Consultant Pharmacy Services (Home Medication Reviews & Domiciliary Medication Management Reviews), Drug Information, Oncology, Paediatrics, Nutritional Support, Renal, Intensive or Critical Care, and Community Programs; OR

###### Be able to demonstrate a higher level of performance in clinical pharmacy practices as defined by at least meeting the standards in the document published by the Society of Hospital Pharmacists Australia (SHPA) 2013 to the satisfaction of the Pharmacy Director and/or Chief Clinical Pharmacist or the Corporate Service Executive.

***Other competency criteria includes:***

###### Display of judgement and demonstrate initiative and independence in problem solving;

###### A record of active participation in teaching/mentoring programs with any one of the following groups:

* Students
* Pharmacists
* Pharmacy Support Staff
* Nursing staff
* Medical staff
* Other Health Care Professionals (including but not limited to, Dietitians, Social Workers, Physiotherapists, Occupational Therapists);

###### Accreditation with a relevant Pharmacy Service body, for example but not limited to, The Australian Association of Consultant Pharmacists (AACP);

###### A recognised ability to supervise other Pharmacy staff and/or be responsible for the supervision of other Pharmacists;

###### Recognised contribution to quality activities (for example, QCPP activities);

###### Participation in institutional committees relevant to the profession such as drug, multidisciplinary teams, infection control or quality committees;

###### Demonstrate active participation in research, presentation and publication of research results in peer review journals and formal continuing education programs

**Pharmacist Level 3** means an AHPRA registered Pharmacist who is appointed and satisfies the criteria for Pharmacist Level 2 and in addition:

###### Has recognised training in a specialised area of Pharmacy Practice relevant to the Services offered by AHCL

OR

###### Holds a Clinical Masters of Pharmacy degree (MClinPharm) or higher

And who is responsible to the Pharmacy Director and/or Chief Clinical Pharmacist for the management and efficient performance of a specific unit or function of the hospital's Pharmacy Department. This may include, but is not limited to, day-to-day financial and clinical management, continuing education, direct patient care, immediate staffing, rostering and performance management;

OR

is responsible to the Pharmacy Director and/or Chief Clinical Pharmacist or an Executive Committee for the overall improvement/ program, organisation, activities and maintenance of standards within a specialised unit/section/function.

**Pharmacist Level 4** means an AHPRA registered Pharmacist:

###### who satisfies the criteria for Pharmacist Grade 3 and in addition, performs the role of the Chief Clinical Pharmacist; OR

###### Holds a Masters of Pharmacy Practice degree (MPharmPrac) and in addition, performs the role of the Chief Clinical Pharmacist; OR

###### Holds a Masters of Pharmaceutical Science (research & thesis) degree (MPharmSc) and in addition, performs the role of the Chief Clinical Pharmacist.

**Pharmacist Clinical Educator** means a person who has extensive clinical experience related to specific clinical area and be able to demonstrate a high level of competency and a consistently high standard of clinical practice

This position would be responsible to the department manager for the documentation, identification, provision, delivery and evaluation of continuing education programs for staff in the department or service with both clinical and general management components. They will be expected to demonstrate their expertise through the development and maintenance of a variety of the following:

###### Protocols; and/or

###### Clinical reviews; and/or

###### Teaching and delivery of In-Services on behalf of the Department; and/or

###### Presentations of papers/publications related to their area of expertise at a departmental level and at national or international level; and/or

###### Being called on in an advisory capacity to assist other clinical staff with difficulties encountered within specific situations relating to their area of expertise

**Physiotherapist** means a person registered as a practicing Physiotherapist with AHPRA.

**Physiotherapist Level 1** means a registered Physiotherapist with less than three years full time or equivalent post graduate experience. Transition from Level 1 to Level 2 Grade 1 is automatic.

**Physiotherapist Level 2 Grade 1** means a registered Physiotherapist who has completed all years of service for Level 1.

**Physiotherapist Level 2 Grade 2** means a Physiotherapist who applies, and who is appointed, and can demonstrate the following:

###### A high level of performance in clinical Physiotherapy to the satisfaction of the AHCL Professional Recognition Review Panel.

###### Competency in at least one of the essential competency criteria and three other competency criteria.

Essential Criteria for Level 2 Grade 2:

###### Postgraduate qualifications in Physiotherapy or relevant, as deemed by AHCL, postgraduate qualifications, for example:

###### Master or Graduate Diploma of Musculoskeletal Physiotherapy; Master or Graduate Diploma of Sports Physiotherapy;

###### Master of Health Science Cardiopulmonary *I* Neurological *I* Manipulative; OR

OTHER

Three years full time or equivalent in a Physiotherapy practice and including not less than twelve months experience in a hospital or clinical area relevant to AHCL.

###### Responsible for the teaching programs for physiotherapy students.

###### Currently supervising other Physiotherapy staff and be responsible for other Physiotherapists.

###### Actively making a significant contribution to current quality activities.

###### Actively participate in Physiotherapy policy development.

###### A participation in AHCL Committees relevant to the profession; such as: multidisciplinary teams, clinical path committee.

###### Be able to demonstrate active participation in research, presentation and publication of research results in peer review journals, formal continuing education programs.

###### Participate in the 'on-call roster'.

###### Responsible for developing, implementing and the assessment of the manual handling program at the facility or hospital.

**Physiotherapist Level 3** means a Physiotherapist who applies and is appointed by AHCL in conjunction with the Physiotherapy Manager and who meets the criteria for a Physiotherapist Level 2 Grade 2 and is responsible to the Physiotherapy Manager for the management and efficient/effective performance of a unit/section/function of the Physiotherapy Department.

###### This includes day-to-day management, patient care, immediate staffing, rostering and performance management.

###### The Physiotherapist is responsible to the manager for the overall quality improvement/ program, organisation, activities and maintenance of standards with the particular specialised unit/section/function.

###### Relevant areas of practice may include, but not limited to Critical Care, Neuro Surgery, Orthopaedics, Aquatic Physiotherapy and Manual Therapy.

OR

**Physiotherapist Level 3** means a Physiotherapist is appointed by AHCL as the Manager of a Physiotherapy department that has less than six full-time equivalent Physiotherapists and who is responsible for the management and efficient/effective performance of the Physiotherapy Department.

This includes day-to-day management, patient care, immediate staffing, rostering, performance management and is responsible for the overall quality improvement/ program, organisation, activities and maintenance of standards with the particular department.

**Clinical Educator** means a person who is appointed and who will have extensive clinical experience related to specific clinical area and be able to demonstrate a high level of competency and a consistently high standard of clinical practice.

This position would be responsible to the department manager for the documentation, programs for staff in the department or service with both clinical and general management components. In addition, responsible for the co-ordination and determined service delivery of the educator/ for undergraduates on clinical placement and other staff and co-ordinate risk management and quality improvement activities.

They will be expected to demonstrate their expertise through the development and maintenance of:

###### protocols;

###### clinical reviews;

###### teaching and delivery of in-service for the department or service;

###### presentations of papers/publications related to their area of expertise at departmental level and at conferences at national or international level; and

###### being called on in an advisory capacity to assist other clinical staff with difficulties encountered within specific situations relating to their area of expertise.

**Social Worker** means a person who holds a Bachelor Degree of Social Work and is eligible for membership of the Australian Association of Social Workers.

**Social Worker Level 1** means a Social Worker with less than four (4) years (full­ time) post graduate experience. Transition from Level 1 to Level 2 is automatic.

**Social Worker Level 2 Grade 1** means a Social Worker who has completed more than four (4) years (full-time) work after graduation.

**Social Worker Level 2 Grade 2** means a Social Worker that is appointed to and can demonstrate:

###### A demonstrated high level of clinical expertise and knowledge in social work as assessed by the Social Work Manager and Nursing Executive Officer; and

###### Competency in the Essential Criteria and two Other Competency Criteria.

**Essential Criteria for Level 2 Grade 2** - Four (4) years (full-time) in a social work practice and including not less than twelve months experience in a hospital or clinical area relevant to AHCL.

Other Competency Criteria for Level 2 Grade 2:

###### Postgraduate qualifications in social work or relevant area as deemed appropriate by Social Work Manager, e.g.: Masters of Social Work, Graduate Diploma in Counselling.

###### A recognised clinical specialty within the discipline relevant to the AHCL.

###### Demonstrated specialised crisis management skills on the on-call roster.

###### Demonstrated participation on a regular basis in clinical teaching programs, mentoring new graduates or social work students.

###### Supervising other Social Worker/s and be responsible for other Social Workers on an ongoing basis.

###### Actively making a significant contribution to current quality improvement activities.

###### Actively participates in social work policy development.

###### Actively participate in AHCL Committees relevant to the profession; such as Clinical Path Committees.

###### Be able to demonstrate active participation in research, presentation or publication of research results in peer review journals, formal continuing education programs.

**Social Worker Level 3** means a Social Worker who is appointed by AHCL as the Manager (Department Head) of the Department. The Manager at this level may also be required to maintain a clinical load. They are responsible for the management of a multi-disciplinary clinical unit.

###### Staff numbers up to five (5) full-time or equivalent healthcare professionals, technical staff or clerical staff.

**Social Worker Level 4** means a Social Worker who is appointed by AHCL as the Manager (Department Head) of the Department. The Manager at this level may also be required to maintain a clinical load. They are responsible for the management of a multi-disciplinary clinical unit.

###### Staff numbers up to 10 full-time or equivalent healthcare professionals, technical staff or clerical staff.

**Sonographer** means a person who is ASAR accredited, and includes a student Sonographer undertaking an ASAR accredited course.

**Sonographer Level 1, Grade 1** means a student Sonographer undertaking an ASAR accredited course.

**Sonographer Level 1, Grade 2** means a student Sonographer who has successfully completed one year of an ASAR accredited course.

**Sonographer Level 2, Grade 1** means a sonographer with less than 12 months’ full-time, or equivalent, post qualification experience who performs all general ultrasound examinations (this includes all general, paediatric, musculoskeletal and basic vascular examinations).

**Sonographer Level 2, Grade 2** means a sonographer with more than 12 months’ full-time, or equivalent, post qualification experience who performs all general ultrasound examinations (this includes all general, paediatric, musculoskeletal and basic vascular examinations).

**Sonographer Level 3, Grade 1** means a sonographer with at least 2 years’ full-time, or equivalent, post qualification experience who performs all general ultrasound examinations (this includes all general, paediatric, musculoskeletal and basic vascular examinations).

**Sonographer Level 3** **Grade 2** means a sonographer with at least 2 years’ full time, or equivalent, post qualification experience who performs all general ultrasound examinations (this includes all general, paediatric, musculoskeletal and basic vascular examinations) and advanced vascular examinations.

**Sonographer Level 4, Grade 1, Section Manager (one modality)** means a Sonographer who is appointed and responsible for:

###### Coordination of one of the following ultrasound service areas: general, vascular or cardiac

###### Education and Training of sonographer team members and orientation of new team members

###### Rostering

###### Performance Appraisals

###### Competency Assessment

###### Ensure equipment maintenance

###### For policy and procedure development and currency

###### Participate in the strategic planning for the service

###### Maintaining clinical skill level in all general examinations and advanced vascular examinations

**Sonographer Level 4, Grade 2, Section Manager (two or more modalities)** means a Sonographer who is appointed and responsible for:

###### Coordination of general, vascular and cardiac ultrasound service

###### Education and Training of sonographer team members and orientation of new team members

###### Rostering

###### Performance Appraisals

###### Competency assessment

###### Ensure equipment maintenance

###### For policy and procedure development and currency

###### Participate in the strategic planning for the service

###### Maintaining clinical skill in all general examinations and advanced vascular examinations

**Speech Pathologist** means a person who is tertiary qualified to practice and perform as a Speech Pathologist.

**Speech Pathologist Level 1** means a person who is appointed with less than three (3) years full-time or equivalent post-graduate experience. Transition from Level 1 to Level 2 is automatic.

**Speech Pathologist Level 2 Grade 1** means a person who has completed all years of service for a Level 1.

**Speech Pathologist Level 2 Grade 2** means a person who is appointed and can demonstrate the following:

###### a high level of performance in clinical speech pathology to the satisfaction of the Manager and Corporate Services Executive Officer/Director Clinical Services; and

###### competency in at least one of the essential competency criteria and three other competency criteria.

Essential Criteria for Level 2 Grade 2:

###### Postgraduate qualifications in Speech Pathology or relevant, as deemed by AHCL, postgraduate qualifications for example;

* Masters or above; OR
* Three years full-time or equivalent in a Speech Pathology practice and including not less than twelve months experience in a hospital or clinical area relevant to AHCL.

Other:

###### Responsible for the teaching programs for speech pathology students.

###### Currently supervising other speech pathologist and be responsible for other Therapists.

###### Actively making a significant contribution to current quality improvement activities.

###### Actively participate in department policy development.

###### A participation in AHCL Committees relevant to the profession such as Multidisciplinary Teams and Clinical Path Committees.

###### Be able to demonstrate active participation in research, presentation and publication of research results in peer review journals, formal continuing education programs.

###### Participate in the 'on-call roster'.

**Speech Pathologist Level 3** means a Speech Pathologist who is appointed by AHCL and has met the criteria for a Speech Pathologist Level 2 Grade 2 and is responsible to the Manager for the management and efficient/effective performance of a unit/section/function of the Department. This includes day to day management, patient care, and immediate staffing, rostering and performance management. The Speech Pathologist is responsible to the Manager for the overall quality improvement/ program, organisation, activities and maintenance of standards with the particular specialised unit/section/function.

**Clinical Educator** means a person who is appointed and who will have extensive clinical experience related to specific clinical area and be able to demonstrate a high level of competency and a consistently high standard of clinical practice.

This position would be responsible to the department manager for the documentation, identification, provision, delivery and evaluation of orientation and continuing education programs for staff in the department or service with both clinical and general management components. In addition, responsible for the co-ordination and determined service delivery of the educator/ for undergraduates on clinical placement and other staff and co-ordinate risk management and quality improvement activities

They will be expected to demonstrate their expertise through the development and maintenance of:

###### protocols;

###### clinical reviews;

###### teaching and delivery of in-service for the department or service;

###### presentations of papers/publications related to their area of expertise at departmental level and at conferences at national or international level; and

###### being called on in an advisory capacity to assist other clinical staff with difficulties encountered within specific situations relating to their area of expertise.

**USW (San Ultrasound for Women) Sonographer** means a person who is appointed and who is ASAR accredited.

**USW Sonographer Level 1, Grade 1**

USW Sonographer Level 1, Grade 1 *Student Obstetrics and Gynae Sonographer* means a person who is undertaking a course to be eligible as a sonographer with ASAR and:

###### have commenced stage 1 of DMU or has enrolled in a tertiary post graduate or undergraduate ultrasound course.

###### perform all examinations under instruction and constant supervision.

###### liaise productively and effectively with all staff.

**USW Sonographer Level 1, Grade 2** *Obstetrics and Gynae Sonographer* means

###### USW Sonographer Level 1, Grade 2 Obstetrics and Gynae Sonographer

###### have completed stage 2 of DMU or completed a tertiary post graduate or undergraduate ultrasound course.

###### effectively manage examination quality of all obstetrics and gynae­ ultrasound and is capable of working unsupervised.

###### may require on the job training.

###### have membership as an accredited medical Sonographer with ASAR.

**USW Sonographer Level 2 (First, Second and Third Year of Service)** means a Sonographer shall be entitled to progress to the next level after each 12 months of full-time service subject or equivalent hours and an annual review demonstrating continuing efficiency in practice, satisfactory performance and professional growth and the PRP program.

**USW Sonographer Level** 3 *Obstetrics and Gynae Sonographer* means a Sonographer with at least three years' full-time or equivalent post qualification and is assessed by the Section Manager and the PRP program.

In addition to all the requirements of Level 2, a person at this level:

###### will have demonstrated competency in performing all obstetric and gynae­ ultrasound.

###### Will be competent in assisting in all obstetric and gynae-ultrasound procedures.

###### may be required to assist with staff training and supervision of staff.

###### will demonstrate a willingness to perform and to have knowledge of general maintenance requirements of equipment.

###### participates in external conferences and forums.

###### will liaise with referring doctors and adjust protocols accordingly.

###### assists section manager with examination quality review and development and maintenance of department documentation.

**USW Sonographer Level 4, Grade 1** *Obstetrics and Gynae Sonographer* means a Sonographer who is appointed.

In addition to all the requirements of Level 3, a person at this level will:

###### Coordination of ultrasound service

###### Training of other sonographers

###### Rostering

###### Performance Appraisals

###### Competency assessment

###### Ensure equipment maintenance

###### For policy and procedure development and currency

###### Participate in the strategic planning for the service

###### Maintaining clinical skill level

**USW Sonographer Level 4, Grade 2** means a Sonographer who has completed Level 4, Grade 1 and one year full-time, or equivalent, service as Section Manager with successful performance appraisal.

**Vascular Sonographer** means a Sonographer who has completed an accredited vascular or general ASAR qualification and is appointed.

**Vascular Sonographer Level 1, Grade 1** means person with less than one year of full-time experience. Progression to Level 2 is automatic on completion of one year full-time or equivalent hours.

**Vascular Sonographer Level 1, Grade 2** means a person with one year of service but less than two years' full time or equivalent hours. Progression to Grade 2 is automatic on the completion of service.

**Vascular Sonographer Level 2** means a person who has completed two years' of service full-time or equivalent hours. A Sonographer at this level will be required to achieve all Vascular competences and may be required to supervise and mentor other Sonographers.

**Support Services Classifications:**

**Chefs and Cooks-**

**Chef** means a person whose duties may include the supervision of staff, the necessary instruction in all branches of cooking, and responsibility for requisitioning the items necessary for the preparation and serving of meals.

**Cook-Grade A** means a person employed by the hospital or facility having at the preceding 30 June an adjusted daily average of 50 or more occupied beds.

**Cook-Grade B** means a person employed as a cook, other than a Chef or Cook Grade A.

**Clerical & Administrative Employees**

The clerical and administrative classification covers roles that are clerical and administrative in nature. They will undertake a range of activities that require numerical, communication both written and spoken. It is understood that roles covered by this classification will require the use of various technologies and that these technologies will be used more or less by some roles.

**Level 1**

An employee who is appointed at this level has no, or limited experience in clerical/administrative work and would typically work under close supervision. The employee undertakes the duties of a Level 2 assistant but with assistance and supervision. Typically an employee at this level would advance to Level 2 within 6 months or less.

Duties at this entry level may include, but are not limited to:

###### Reception duties

###### Basic data entry

###### Directing telephone calls to appropriate staff and departments

###### Straight forward collating

###### File and retrieval of documents

###### Carrying out routine checks by simple comparisons

###### Maintaining basic records

###### Routine maintenance of office equipment and stationery

###### Receive and dispatch outgoing/incoming mail

###### Operate personal computers, printing devices, paging system, calculator

###### Take payment from patients following a service- limited and under supervision

###### Issuing of accounts and receipts

###### Admitting and discharging a patient

###### Release of information

###### Patient appointments

###### Basic knowledge of patient/client privacy and confidentiality

**Level 2**:

An employee who is appointed at this level, in addition to Level 1 criteria, is responsible and accountable for their own work which is performed within established guidelines. In some situations detailed instructions may be necessary. The employee is required to exercise limited judgement and initiative within the range of their skills and knowledge. The employee has more than 6 months continuous employment.

Duties may include, but are not limited to:

###### Undertaking a range of operational and administration tasks under general instruction

###### Requiring knowledge of specific procedures and regulations

###### Refer to established methods and procedures

###### Range of activities requiring numeric, written and verbal communication

###### General clerical duties but not limited to basic word processing, emailing, excel

###### Typing of Medical reports

###### Organise own work schedule

###### Simple stock control

###### Examination scheduling which included resource allocation and patient preparation under supervision

###### Scheduling of work which includes resource allocation

###### Medical images and report collation

###### Prepare estimates for financial consent of patient under supervision

###### Merge medical record numbers under supervision

###### Prepare discharge summaries for mailing

###### Take minutes of meetings

###### Bed allocation

**Level 3:**

An employee who is appointed at this level in addition to the criteria in Level 2, requires a detailed knowledge of the activities performed with in the work area. The employee undertakes specialised or non-routine duties and decision making day to day operational matters is a normal part of the duties. The employee requires general guidance or direction and there is scope for exercising of initiative, discretion and judgement in carrying out their assigned duties.

The employee may be required to give assistance and or guidance to employees in Level 1 and 2 and would be able to assist such employees by means of personal instruction and demonstration.

The employee may assist more senior officers in complex tasks or projects.

Duties may include, but are not limited to:

###### Liaising with referring doctors and or patients

###### Assist in bank reconciliations Reconcile accounts to balance at the End of Day

###### Reconcile Petty cash

###### Maintain stock and equipment

###### Inventory control records

###### Implement and monitor Medicare

###### Releasing information as requested to relevant approved groups

###### Fully prepare and issue fund estimates for financial consents for patients without supervision

###### Interpretation of hospital billing rules when lodging claims

###### Examination scheduling which includes resource allocation and patient preparation

###### Patient billing/collection of fees

###### Dispatch statements to debtors

###### Follow up and record outstanding accounts

**Level 4:**

An employee who is appointed at this level in addition to the criteria in Level s 1, 2, 3 may be required to work without supervision, with general guidance in regard to their work priorities, progress and outcomes. Employees may be involved in the supervision of staff and or have responsibility for the organisation of the work of others. The employee exercises initiative, discretion and judgement at all times in performance of their duties and possesses skills to perform a variety of complex functions within their area of responsibility. An employee at this level is accountable to resolve issues up the level of delegated authority.

Duties may include, but are not limited to:

###### Prepare complex bank reconciliations

###### Document and lodge takings

###### Reconcile accounts

###### Liaise with patients/customers to resolve the more complex account issues

###### Monitor debtors and liaise with Debt recovery

###### Follow up of outstanding accounts

###### Monitor work flow in areas of responsibility

###### Ability to delegate work

###### Ability to write and analyse reports including medical reports, documents and correspondence, including drafting

**Level 5:**

Employees at this level in addition to the duties of Level s 1,2,3 and 4 possess well developed knowledge of the work within their area and have the ability to bring a creative approach to problem solving and conflict resolution. They carry out their role within broad guidance or direction and would report to more senior staff as required.

Such employees will typically have worked or studied in a relevant field and will achieve a standard of relevant and or specialist knowledge and experience to enable them to give advice on a range of activities as required. The possession of relevant and post-secondary qualifications may be appropriate but are not essential.

Employees are responsible and accountable for their own work and delegate the responsibility for the work under their control or supervision. The employee may be required to train and supervise employees in lower levels by means of personal instruction and demonstration.

###### Apply knowledge of organisational objectives and performance

###### Application of software packages within a personal computer

###### Provide reports for management in any or all the following areas

* Account/financial
* Staffing
* Other organisational activities

###### Review update and recommend changes to policy

###### Mediate and resolve any staff and or patient issue

**Clinical Coders**

**Clinical Coder (CC)** means a person who has appropriate qualifications for clinical coding and is responsible for abstracting relevant information from a medical record and deciding which diagnoses and procedures meet criteria for clinical coding as per the Australian Coding Standards. The appropriate qualificationsare those either conducted or endorsed by the Health Information Management Association of Australia (HIMAA) and/or recognised educational facility. Competencies for clinical coders are derived from HIMAA competency documents in relation to clinical coding and the Clinical Coder National Competency Standards and Assessment Guide.

**Clinical Coder (CC) Trainee** means a CC who is at entry level for clinical coding. The CC meets the criteria for entry level competency and has no, or less than 12 months, experience as a clinical coder.A CC at trainee level must:

###### undertake an annual competency assessment

###### achieve a minimum coding accuracy rate of 90% and required hourly throughput

A Trainee CC moves to a Level 1 CC if the annual competency assessment is passed.

**Clinical Coder (CC) Level 1** means a CC has 12 months experience in a trainee clinical coder program or in a coding role and meets the criteria for entry level competency. Clinical coding is across a full range of specialities. A Level 1 CC must:

###### undertake an annual competency assessment

###### achieve a minimum coding accuracy rate of 92% and required hourly throughput

**Clinical Coder (CC) Level 2** means an experienced CC who is appointed and has a minimum two or more years’ experience who has met all the requirements of a Level 1 CC. A Level 2 CC works autonomously. A Level 2 CC meets the criteria for entry level and some intermediate level competency. A Level 2 CC must:

###### undertake an annual competency assessment

###### achieve a minimum coding accuracy rate of 92+-95% and required hourly throughput

**Clinical Coder (CC) Level 3** means a CC who is appointed and has met the requirements of a Level 1 and 2 CC and has completed a HIMAA intermediate or other approved / equivalent clinical coding course. A Level 3 CC meets the criteria for intermediate level competency. A Level 3 CC must undertake two out of five of the following duties:

###### General coding audits - quality improvement projects

###### Coding evaluation – quality improvement projects

###### Provision of coding expertise in the department

###### Following up with clinicians regarding ambiguities in documentation

###### Mentoring support for entry level coders

A Level 3 CC must:

###### undertake an annual competency assessment

###### achieve a minimum coding accuracy rate of 95% and required hourly throughput

**Clinical Coder (CC) Level 4** means an experienced CC who is appointed, has a minimum five years of relevant clinical coding experience who has met all the requirements of a Level 3 CC and has completed a HIMAA advanced or other approved / equivalent clinical coding course. A Level 4 CC meets the criteria for intermediate and some advanced competency tasks. A Level 4 CC must:

###### carry out the duties of clinical coder level 3

###### assist HIM level 4 or 5 to supervise and allocate work to the coding team

###### undertake coding auditing and evaluation of coders within the department

###### undertake mentoring and training of less experienced coders in conjunction with the coding manager

###### undertake educational presentations during meetings as and when necessary

###### assist HIM level 4 or 5 with research/projects

###### participate in relevant internal / external committees / groups/ meetings

###### assist HIM level 4 or 5 as requested

A Level 4 CC must:

###### undertake an annual competency assessment

###### achieve a minimum coding accuracy rate of 95+% and required hourly throughput

**Electro-Cardiograph Technician (ECG)** means a person whose duties consist of recording of electro-cardiograms and assisting in recording of electrical output of pacemakers in situ in patients; recording, mounting, copying and distribution of electro- cardiograms on patients; recognition of the formation of specific patterns which must receive the immediate attention of the cardiologist for the safety of the patient; learning basic fundamentals of reading electro-cardiograms to determine whether records taken are satisfactory for medical reporting; general maintenance of equipment and electrodes.

**Engineering and Maintenance**

**Boiler attendance (with added maintenance duties)** means a person who is a holder of a boiler certificate and who ordinary maintenance duties include the maintenance of low-pressure steam plant and steam services.

**Carpenter** means a person who holds a relevant trade qualification and is appointed as a carpenter.

**Electrical Tradesperson Level 1** means a tradesperson, including an Electrician, in an electrical trade, who is mainly engaged in making fitting or repairing electrical machines, instruments or appliances, and who is the course of his/her work applies electrical knowledge including the welding, fabrication and erection of brackets and equipment associated with electrical installation work. Transition to a level 2 is not automatic.

**Electrical Tradesperson Level 2 Grade 1** means a tradesperson who meets the requirement for an electrical tradesperson Level 1 or skills and experience as deemed appropriate and is appointed to the role. In addition who can

###### Demonstrate proficiency in installation of control systems Demonstrate a sound skill in electronics.

###### Transition to Grade 2 and 3 is by appointment.

**Electrical Tradesperson Level 2 Grade 2** means a tradesperson who meets the requirements for an Electrical Tradesperson Level 2 Grade 1 and who in addition undertakes

###### Significant contribution to AHCL policy development Designs control and prepare drawings

**Electrical Tradesperson Level 2 Grade 3** means a tradesperson who meets the requirements for level 2 Grade 2 and holds qualification as deemed appropriate and undertakes the following:

###### Demonstrates an advanced knowledge of AHCL electrical software and Building maintenance systems

**Engineering and Maintenance Apprentice** means an employee who is party to an apprenticeship contract, and includes a person who is employed as an apprentice and in respect of whom an apprenticeship contract is in force under the Apprenticeship and Traineeship Act 2001”

**Handyperson** means a person who carries out repairs of a minor nature.

**Mechanical Tradesperson** means a fitter or mechanic who mainly engaged on the installation, repair and maintenance work in connection with electrically operated refrigeration and/or air conditioning units obtained skills and/or knowledge beyond the base trade in hydraulics and/or pneumatics.

**Painter** means a person appointed as such who is engaged in any manner whatsoever in the painting and/r decorating of or in connection with all buildings and structures, plant, machinery, and equipment, fences and posts.

**Plumber** means a person appointed as such and without limiting the ordinary meaning of ‘plumbing’ who is engaged on work including lead burning, chemical plumbing, oxy-welding, electric welding and brazing applicable to plumbing work, gas fitting, maintenance, installations and repair of hot and cold water services and hot water and/or steam heating services, air conditioning plants, the making up, fitting and installation of sewage and sewerage systems in sheet lead, galvanized iron, cast iron and any other material which superseded the materials usually used by plumbers, the fixing of roofing, curtain walling, spouting, downpipes, gutters, valleys, ridging and flashings in any metal or any material, and the fixing, maintenance and repair of metal drain pipes and vent pipes to any building.

**Tradesperson** means an employee who has completed an apprenticeship or holds a relevant trade certificate or equivalent.

**Works coordinator** means a person who is appointed and has overall responsibility for maintenance at AHCL and who may hold trade qualifications. Is responsible for the supervision of other maintenance staff.

**Gardeners**

**Gardener (Otherwise)** means a person who is engaged in horticulture, gardening, green-keeping , floral decoration and all phases of allied works such as rockery building, paving, landscaping and the like, and shall include the driving and/or operation of motorised tractor-hauled or mechanical equipment.

**Gardener (Qualified)** means a gardener who holds a recognised certificate in gardening and horticulture and has four years’ gardening experience.

**Head Gardener (Otherwise)** means a person employed as such who is in charge of at least three other employees, one of whom is a gardener.

**Head Gardener (Qualified)** means a person who is employed as such and who is the holder of a certificate in gardening and horticulture with four years’ experience, who is in charge of at least three other employees, one of whom is a gardener.

**General Service Officers –**

**Grade 1 (Junior)** means a General Services Officer, Grade 1 under the age of eighteen years.

**Grade 1** means a person who performs any or all of the following duties: general cleaning duties; household chore type of duties; laundry duties using domestic machinery; and seamstress duties.

**Grade 2** means a person who, in addition to the duties contained within Grade 1, can perform any or all of the following duties: all cleaning associated with pots, pans, ovens, stoves, refrigerators or any other kitchen machinery; general kitchen cleaning; high cleaning; inside cleaning; outside cleaning; stripping or sealing floors; portering patients and/or heavy equipment; operation of industrial washing machines; cleaning of tooth and vomit bowls; sanitising of bed pans and other equipment; the cooking and/or preparation of light refreshments (eg. eggs, toast, salads, etc.); the making of unoccupied beds; cleaning garbage bins; sweeping paths; keeping the outside of buildings clean and tidy; assisting the gardener in labouring duties under supervision; mowing lawns.

**Grade 3** means a person who in addition to the duties contained within General Services Officer, Grade 2, performs the duties of the previous classifications of handyman and storeman, or the duties of an assistant cook (meaning a person who, under the direct supervision of a chef or cook, assists in the preparation and serving of meals. The number of assistant cooks employed by the hospital or facility shall not exceed the number of cooks and/or chefs employed at the hospital or facility).

**Grade 4** means a person who, in addition to the duties contained within General Services Officer, Grade 3, is wholly or substantially engaged in assisting a therapist, or recreation activities officer with routine professional or recreational activity and personal care services.

**Housekeeper** means an employee who is responsible for the supervision of general domestic or service staff and who may also perform, when required, the duties undertaken by general domestic or service staff.

**Nutrition/Dieticians Assistant Employees**

**Nutrition Assistant** means a person who holds:

###### a TAFE Certificate in Health Service Assistance (Nutrition and Dietetic Support) or equivalent; or

###### an approved Bachelor Degree in Nutrition (or equivalent qualification) from an accredited institution

**Nutrition Assistant Level 1** means a Nutrition Assistant with less than 2 years (full time) experience, transmission to level 2 is automatic.

**Nutrition Assistant Level 2** means a Nutrition Assistant who has completed more than 2 years (fulltime) work, transmission to level 3 is not automatic.

**Nutrition Assistant Level 3** means a Nutrition Assistant that is appointed to and is expected to demonstrate the below to the satisfaction of the Department Manager. Transmission to level 4 is not automatic.

###### A high level of performance to the satisfaction of the Department Manager (Department Head); and

###### Be responsible and accountable for providing a professional level of service to the hospital; and

###### Demonstrates excellent computer skills in relevant programs such as – CBORD, SanApps, Microsoft etc. so to be able to be utilized as a resource for new staff; and

###### Actively makes a significant contribution to current quality activities and workplace training

**Dietitian Assistant/Coordinator Level 4** means a Dietitian Assistant that is appointed to and is expected to demonstrate the below to the satisfaction of the Department Manager.

###### A high level of performance to the satisfaction of the Department Manager; and

###### Be responsible and accountable for providing a professional level of service to the hospital; and

###### Demonstrates excellent computer skills in relevant programs such as – CBORD, SanApps, Microsoft etc. so to be able to be utilized as a resource for new staff; and

###### Actively making a significant contribution to current quality activities and workplace training

###### Completed Cert IV in management or management training as deemed appropriate by AHCL; and

###### Supervising and being responsible for basic department processes and staff during weekends and basic ‘out of hours’ requests

###### Supervise and be responsible for new staff training and mentoring

**Operating Theatre Assistants**

**Operating Theatre Assistant Grade 1** means a person appointed to such a position to undertake the following duties that has less than 12 months full time equivalent experience.

###### OT requirements according to the general surgical list

###### Perform patient transfers and positioning for surgical procedures

###### Perform logging and reporting of theatre equipment repairs

###### Demonstrate correct manual handling procedure and ‘no lift’ compliance

###### Respond to medical emergencies in relation to their role in theatres.

Such a person is under the direct supervision of the Operating Theatre Manager, Nurse Unit Managers and/or a more senior Operating Theatre Assistant.

**Operating Theatre Assistant Grade 2** means a person appointed to such a position to undertake the following duties who has more than 12 months full time equivalent experience, or who has been appointed to such a position by the Operating Theatre Manager based on demonstrating the duties below to the satisfaction of the Operating Theatre Manager:

###### OT requirements according to the general surgical list

###### Perform patient transfers and positioning for surgical procedures

###### Perform logging and reporting of theatre equipment repairs

###### Demonstrate correct manual handling procedure and ‘no lift’ compliance

###### Respond to medical emergencies in relation to their role in theatres.

Such a person is under the direct supervision of the Operating Theatre Manager, Nurse Unit Managers and/or a more senior Operating Theatre Assistant.

**Operating Theatre Assistant Grade 3** means a person appointed to such a position and who in addition to duties of a Grade 1 & 2 has successfully completed a Certificate III in the relevant field recognised by the Australian National Training Authority or who holds a qualification deemed appropriate by AHCL or has relevant experience deemed equivalent by the Employer. They must also have completed the equivalent of 2 years full time experience.

###### Setting-up complicated equipment – special operating tables etc.

###### Setting-up of Endoscopy Towers

Such a person is under the general supervision of the Operating Theatre Manager, Nurse Unit Managers and/or more senior Operating Theatre Assistant.

**Operating Theatre Assistant Grade 4** means a person appointed to such a position and who has in additions to the meeting the criteria for a Grade 3 has completed competencies for this level in specialist areas of practice such as but not limited to complex surgical specialties i.e. Cardiothoracic and Neuro-surgical. Has completed the equivalent of three (3) years full–time as an OTA experience. A person with this grade must also be completing more than 24 hours of work within a week.

###### Team Leading

###### General Trouble Shooting of Equipment problems

**Payroll Officer** shall mean an employee appointed as such and who has relevant knowledge and experience sufficient to enable them to administer the salary and payroll requirements of the organisation in accordance with the position description.

**Perfusion Technician** means a person who is appointed and who hold a Diploma of Anaesthetic or an Enrolled Nurse or Bachelor Degree of Applied Science or other qualification deemed appropriate by the employer to assist the Medical Perfusionist with the procedure.

**Trainee Perfusion Technician** **Level 1** means a person who is appointed who has limited experience and has not completed the necessary competencies. Progression to Trainee Level 2 is dependent on the completion of AHCL competencies for Trainee Level 1.

**Trainee Perfusion Technician Level 2** means a person who has completed AHCL competencies for Level 1. Progression to Perfusion Technician Level 1 is dependent on completing all AHCL competencies for Trainee Level 2 and completing 1 year full time service at Level 2.

**Perfusion Technician** **Level 1** means a person who is appointed who has a minimum of 1 years’ experience and who has completed AHCL competencies for a Trainee level 2. Progression to the next level is dependent on completion of AHCL competencies forPerfusion Technician Level 1 and the completion of one year of full time service.

**Perfusion Technician Level 2** means a person who is appointed who has a minimum of 2 years’ experience and who has completed AHCL competencies for aPerfusion Technician level 1. To maintain this level the Perfusion Technician must complete annual competencies for this level 2. At this Level a Perfusion Technician may be required to supervise a perfusion Trainee.

**Perfusion Technician, Senior** means a person who is appointed, who in addition to the duties of a Perfusion Technician Level 2 has completed more than 4 years (full time) of service as a Perfusion Technician, and is responsible for the supervision of perfusion trainees and ensuring the completion of annual competencies for all perfusion technicians. In addition undertakes annual competencies, as required by AHCL for a Senior Perfusion Technician. At this level a Perfusion Technician will hold the qualification of TAA or certification as deemed appropriate by the employer.

**Pharmacy Assistant**

**Pharmacy Assistant Grade 1** means a person appointed as such who is engaged in drug distribution duties, hospital pharmacy production and dispensing activities under the supervision of a registered Pharmacist and/or Pharmacy Technician.

**Pharmacy Technicians**

**Pharmacy Technician Grade 1** means a person appointed to such a position and who has successfully completed a Certificate III in Pharmacy recognised by the Pharmacy Society of Australia or holds a qualification deemed appropriate by AHCL or has demonstrated experience and competence in the skills required of a pharmacy technician as determined by AHCL. Such a person is under the direct supervision of a Pharmacist and/or a more senior Pharmacy Technician.

**Pharmacy Technician Grade 2** means a person appointed to such a position as per the Pharmacy Manager and who has successfully completed a Certificate IV in the relevant field recognised by the Pharmacy Society of Australia or holds a qualification deemed appropriate by AHCL or has demonstrated expertise in a specialised area as determined by AHCL. Such a person is under the supervision of a Pharmacist and/or a more senior Pharmacy Technician. Progression to this level is not automatic.

**Pharmacy Technician Grade 3** means a person appointed to such a position and who has successfully completed a Certificate IV in the relevant field recognised by the Pharmacy Society of Australia or holds a qualification deemed appropriate by AHCL, or has demonstrated leadership and expertise in a specialised area as determined by AHCL. Such a person is under the limited supervision of a Pharmacist and/or a more senior Pharmacy Technician and also has relevant pharmacy experience and displays competency in performing complex tasks under supervision of a Pharmacist in specialist areas of practice such as but not limited to cytotoxic drug reconstitution, sterile production, clinical trials, information systems, supervision of others. Either a Pharmacist or a Pharmacy Technician Grade 4 may supervise this position. This position may operate in a supervisor capacity and in a specialist area of practice deemed appropriate by the Pharmacy Manager. Progression to this level is not automatic.

**Pharmacy Technician Grade 4** means a person appointed to such a position who has successfully completed a Certificate IV recognised by the Pharmacy Society of Australia and who has extensive experience working within a pharmacy as a Pharmacy Technician Grade 2 and/or Grade 3 and has a Management qualification as deemed appropriate by AHCL. Generally the position would be primarily responsible for the management of all Pharmacy Technicians and Pharmacy Assistants in a large unit. The position would carry responsibility for the effective management and development of pharmacy support services under the direction of the Manager of Pharmacy. Participate on departmental committees and continuous education / management training programs. Inherent in this position is the ability to display competency in performing complex tasks with limited supervision.

**Sterilisation Staff**

**"Sterilisation Technician - Grade 1"** means a person who is primarily involved in the all duties related to decontamination and sterilising of reprocessable surgical and hospital equipment and who performs routine tasks under supervision.

**"Sterilisation Technician - Grade 2"** means a person who has completed a Certificate in Sterilisation Technology at TAFE or who has relevant experience deemed equivalent by the Employer, performs all duties of a Grade 1 and is performing more complex tasks such as the cleaning and processing of flexible scopes under supervision. This person may assist in the supervision of Grade 1 employees in a department or section.

**"Sterilisation Technician - Grade 3"** means a person who has completed a Certificate in Sterilisation Technology at TAFE or who has relevant experience deemed equivalent by the Employer, performs all duties of a Grade 1 and 2 as well as being responsible for training, biological testing, maintenance and audit in the CSSD.

A person at this level would be responsible for a separate Endoscopy suite if applicable or be fully responsible for the independent management and coordination of consignment and loan sets at a hospital.

This is a Supervisory level where by the person supervises the day to day operations of the department but not extend to overall management of the department such as budgeting and preparing staff performance reviews.

**“Sterilisation Technician - Grade 4”** means a person who has completed a Certificate in Sterilisation Technology at TAFE, performs all duties of a Grade 1, 2 and 3 as has a Training and Assessment qualification and trained in the role of preceptor for training of other staff in the cleaning and disinfection of Flexible scopes. They will have completed such training as the HICMR Flexible Endoscopy / Ultrasound Probes Infection Prevention and Control Management Program or other relevant qualification as deemed appropriate by the employer. In addition have the relevant Skills Assessment/s and undertakes the yearly Certification to ensure skills are maintained. Is a member of the relevant professional body/s, e.g. GENCA / ACORN / SRACA / ASUM / ASA / CSANZ.

**Storeperson** means a person who is appointed to work in stores and is responsible for the unloading and loading, receipting, put-away, storage and issuing of stores materials including responsibility for stock security and replenishment of stores items as required.

**Storeperson Level 1** means an employee who is appointed at this level and has no or limited experience in general stores duties and undertakes basic competencies. Typical duties may include:

**Skills / Duties**

###### Responsible for the quality of their own work subject to detailed direction.

###### Capable of reading and following work related procedures and work instructions

###### Accept and check deliveries, put-away, replenishment and storage of materials including housekeeping duties.

###### Picking, packing and distribution of material orders / requests

###### Operation of a computer terminal or similar device including relevant software/application(s) in order to undertake duties

###### Participate in inventory audits including cycle counting and stock takes

###### Use of non-licensed material handling equipment.

**Storeperson Level 2** means an employee who is appointed and in addition has proven and demonstrated skills in performing the duties of a Storeperson Level 1, and undertakes the following additional duties under general guidance and direction;

**Skills/Duties**

###### Ability to check and receipt purchase orders using internal systems and applications

###### Ability to create material orders / requisitions using internal systems and applications

###### Licensed operation of all appropriate materials handling equipment

**Storeperson Level 3** means an employee who is appointed and in addition has proven and demonstrated skills in performing the duties of a Storeperson Level 2 and undertakes the following additional duties under general guidance with minimal supervision**;**

**Skills / Duties**

###### Liaise with suppliers in respect to deliveries and outstanding purchase orders

###### Liaise with internal and external customers in respect to material requirements and general inquiries

###### Thorough knowledge and ability to use internal warehouse and inventory systems and applications

###### may be required to give assistance and or guidance to employees in Level 1 and 2 and would be able to assist such employees by means of personal instruction and demonstration

**Storeperson Level 4**

Means an employee who in addition has proven and demonstrated skills in performing the duties of a Storeperson Level 3, and also undertakes the following additional duties;

**Skills / Duties**

###### May be responsible for the stores area and/or a section of the stores area

###### May be required to give assistance and or guidance to employees in Level 1 ,2 and 3 and would be able to assist such employees by means of personal instruction and demonstration.

###### Liaise with management, suppliers and customers with respect to stores operations and material requirements

###### Responsible for identifying material requirements as an input into generating materials requests and/or purchase (internal and external) orders

###### Ability to create and/or amend a purchase order using internal systems and applications

###### Responsible for inventory accuracy and security including the preparation and reconciliation of regular reports or stock movement, dispatches, etc.

**Supervisor** means a person appointed at this level and who supervises over 5 storeperson and is accountable to the manager for the day to day management of the stores/warehouse and/or surgical stores and for the supervision of staff and for the organisation of the work of others including but not limited to:

###### Rostering

###### Daily work flows

###### Training of new employees

**Security Officers**

**Security Officer-Grade 1** means a person employed by a hospital in one or more of the following capacities:-

to watch, guard or protect persons and/or premises and/or property; to respond to basic fire/security alarms at their designated site/post;

as an employee stationed at an entrance and/or exit whose principal duties shall include the control of movement of persons, vehicles goods and/or property coming out of or going into premises or property, including vehicles carrying goods of any description to ensure that the quantity and description of such goods is in accordance with the requirements of the relevant document and or gate pass.

**Security Officer-Grade 2** means an employee appointed as such and who, in addition to the Grade 1 (above), has supervisory responsibilities and performs the duties of securing, watching, guarding and/or protecting as directed, including responses to alarm signals.

All Security Officers may also be required to monitor and act upon electronic intrusion detection or access control equipment terminating in a visual display unit or computerised print-out except for simple closed-circuit television systems.

**Sleep Technicians** means a person who is appointed to work in a sleep disorders unit for the purpose of undertaking sleep studies

**Sleep Technician untrained** means a person who is appointed to undertake sleep studies and who has not completed the Adventist HealthCare Limited competencies specific to the San Children’s Sleep Disorders Unit.

**Sleep Technician trained** means a person who is appointed to undertake sleep studies and who has completed the Sleep Medicine and Technology course along with the Adventist HealthCare Limited competencies of a Sleep Technician specific to the San Children’s Sleep Disorders Unit.

**Senior Sleep Technician** means a trained Sleep Technician who undertakes extra duties. All the criteria for a “Sleep Technician trained” are necessary, as well as demonstrated competency in at least two of the advanced competencies specific to the San Children’s Sleep Disorders Unit.

**Therapy Assistant**

**Year 1** means a person appointed as such who works in the Physiotherapy, Occupational Therapy and Speech Pathology department and who receives on the job training to support and assist with the activities of the professional staff.

**Year 2** means a Therapy assistant who has completed more than 12 months full- time in the role

**Year 3** means a Therapy assistant who has completed more than 24 months full-time in the role.

Thereafter, means a Therapy assistant who has completed more than 36 months full-time in the role.

**Wards person** means a person appointed to undertake the following duties: Transportation of patients, blood products, specimens and medical equipment Transportation and clerical management of the deceased

###### Assistance in ambulation, hoisting and repositioning of patients Perform preoperative cardiac shaves

###### Manage equipment utilised by the wards man department Respond to medical emergencies on the wards

**Wards person Level 1** means a person appointed to such a position to undertake the following duties that has less than 12 months full time equivalent experience.

###### Transportation of patients, blood products, specimens and medical equipment Transportation and clerical management of the deceased

###### Assistance in ambulation, hoisting and repositioning of patients Perform preoperative cardiac shaves

###### Manage equipment utilised by the wards man department Respond to medical emergencies on the wards

###### Such a person is under the direct supervision of the Wards person Manager, Wards person of a higher grade.

**Wards person Level 2 Grade 1** means a person appointed to such a position to undertake the following duties that has more than 12 months full time equivalent experience.

###### Transportation of patients, blood products, specimens and medical equipment Transportation and clerical management of the deceased

###### Assistance in ambulation, hoisting and repositioning of patients

###### Perform preoperative cardiac shaves

###### Manage equipment utilised by the wards man department Respond to medical emergencies on the wards

###### Manage tasks using wards man computer system

###### Such a person is under the direct supervision of the Wards person Manager or a wards person of a higher grade.

**Wards person Level 2 Grade 2** means a person appointed to such a position to undertake the following duties in addition to the duties of a Wards person Level 2 Grade 1

###### Transportation of patients to other hospitals and/or nursing homes using the hospital transport vehicle

###### Keep accurate logs of transports

###### Ensure the Hospital Transport Vehicle is clean and filled with petrol at the end of shift

###### Restocking of equipment in the vehicle

###### Liaison with other institutions involved in transporting patients out of Sydney Adventist Hospital and Dalcross Adventist Hospital

###### Oxygen administration Driver Training

###### Such a person is under the direct supervision of the Wardsperson Manager and/or the Wardsperson of a higher grade.

**Wards person Level 3** means a person who is appointed to undertake the following duties in addition to those duties of a Wards person Level 2 Grade 2;

###### Assist with the orientation and training of wards persons across the hospital. Fulfil the role of the department manual handling lift captain

###### Maintenance and the servicing of the hospital transport vehicle Assist with the recruitment and selection of the wards people. Assist with recording department statistical information.

**Signature Page**

I am authorised to sign this Agreement on behalf of Adventist HealthCare Limited

SIGNATURE PRINT NAME AND AUTHORITY/TITLE

Address:

### Date

I am authorised to sign this Agreement as the nominated employee bargaining representative on behalf of the HEALTH SERVICES UNION (NSW BRANCH)

SIGNATURE PRINT NAME AND AUTHORITY/TITLE

Address:

### Date

I am authorised to sign this Agreement as the nominated employee bargaining representative.

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SIGNATURE PRINT NAME AND AUTHORITY/TITLE

Address:

### Date: