

LOCUM MEDICAL OFFICER REGISTRATION PACK



Dr Oncall
THE LOCUM AGENCY RUN BY DOCTORS FOR DOCTORS

General Manager	Nicole Sierakowski
Phone	07 3077 6916
Business Address	PO Box 279, Maclean NSW 2463
Website	www.droncall.com.au
Version No.	10
Issue Date	June 2021
Review Date	June 2021

TABLE OF CONTENTS

1.	<i>Registration Instructions</i>	3
2.	<i>Additional Information</i>	4
	2.1 Payment	4
	2.2 Available Shifts	4
	2.3 Benefits and Rewards	4
	2.4 Certified Documents	4
3.	<i>Section A – Mandatory for Locums</i>	5
4.	<i>Section B – Mandatory for NSW Health Locums</i>	7
5.	<i>Section C – Mandatory for VIC Health Locums</i>	9
6.	<i>Dr Oncall Policies</i>	10
	6.1 Workplace Health and Safety Of Hours Policy	10
	6.2 Collection Privacy Statement	11
7.	<i>Appendix</i>	12
	7.1 Appendix A - Online Training Instructions	12
	7.2 Appendix B - Working With Children Check – Brochure – Apply Online	15
	7.3 Appendix C –Evidence Required from Category A Applicant (NSW Health Appendix 4 Checklist)	17
	7.4 Appendix D - Specified Infectious Diseases: Risk and Consequences Of Exposure (NSW Health Appendix 5)	19
	7.5 Appendix E –Algorithm (NSW Health Appendix 8)	21
8.	<i>Form Submission Packs</i>	22

1. Registration Instructions

Dr Oncall has put together this **Registration Pack** to assist you with the completion of paper work and to make your registration process with Dr Oncall as easy as possible.

Dr Oncall provide Locum Doctors Australia wide and every state and every hospital have different requirements. Whilst we have tried to include in our pack the most important and frequent information a client will request, there could be additional requests for paper work once you have been confirmed for a shift or placement.

Your assigned Recruitment Consultant, will inform you of other paperwork requirements needed at the time. It is important that all requested paperwork is completed and returned prior to the commencement of a placement or shift.

<p>Step 1 Establish your eligibility</p>	<p>To be able to locum with Dr Oncall you must ensure that you comply with the following conditions:</p> <ul style="list-style-type: none"> You are an Australian/New Zealand citizen, have permanent residency in Australia or have a current working visa. You hold unconditional/general National Medical Board Registration. Dr Oncall staff check your medical board registration on the following website www.ahpra.gov.au. You cannot locum on a provisional registration. For overseas trained Doctors, you have completed your Australia Medical Council Examination (AMC). If you are a Queensland Health employee, you are not able to locum in Queensland Health Public Hospitals. This includes if you are on leave including unpaid leave, annual leave and maternity leave. In New South Wales, to be able to locum in a New South Wales Public Hospital you must have completed New South Wales locum paperwork. If you are a New South Wales Health employee wanting to locum in New South Wales Health, you must obtain approval from your Hospital CEO before work can be confirmed. You must also complete the Secondary Employment Form Section B (B.7), available in this registration pack
<p>Step 2 Complete the Registration Documentation</p>	<p>There are a number of documents and forms that you are required to obtain and complete before working as a Locum with Dr Oncall. The forms that you will need to complete will depend on where you want to locum.</p> <p>The registration documents required have been divided into two distinct sections with some information important facts on Victoria. Determine whether each section is applicable to you and complete the requirements of each section.</p> <p>Section A</p> <p>All Doctors must provide the documents listed in Section A prior to commencement of a shift. These are general requirements that are required when wanting to work a locum shift Australia wide.</p>
<p>Step 3 NSW Health Locums Only</p>	<p>Section B – NSW Public Hospitals</p> <p>In addition to Section A, all Doctors intending on working in New South Wales (NSW) Health Public Hospitals must complete and return the forms in Section B prior to commencement of their first shift. Please note that some NSW Health Hospitals will not review a candidate's CV without certain NSW Health paper work. If you are interested in working as a Locum in NSW Health it is recommended that you complete and return both sections A and B of your paper work as soon as possible to increase your chances of confirmed work.</p> <p>Please ensure that you have read all of the listed NSW Health policies, available from: www.health.nsw.gov.au/policies.</p>

	PD2015_049; PD2017_040; PD2009_057; PD2013_007; PD2018_003; PD2013_036; PD2017_013; PD 2017_043; PD2018_009; PD2012_046; PD2005_162; PD2014_004; PD2016_047; PD2008_071; PD2013_049; PD2017_042; PD2015_045; PD2018_032
Step 4 VIC Health Locums Only	<u>Section C Victoria Health Policies</u> In addition to Section A , for those Doctors intending on working in Victorian Hospitals, please note that Victoria Hospitals request a Victoria Working with Children Check , they also request that the National Police Clearances have been checked in a 12 months period.

2. Additional Information

2.1 Payment

Payment options vary from Hospital to Hospital and State to State. On confirmation of any placement or shift, our Accounts Department will discuss with you, your payment options.

Some of the payment options include:

1. **An incorporated company (Pty Ltd)** whereby you arrange payment of your own tax and superannuation. We can forward details on this option should you wish to consider this.
2. **PAYG Employee** whereby your hourly amount advertised is inclusive of superannuation in all circumstances. Dr Oncall will pay your tax and super in the same way, as you would in a typical job when you work at a hospital however, please remember that the hourly rate advertised is inclusive of super.

Shifts in NSW through NSW Health, are paid via the hospital's payroll. You will be required to complete payroll bank details and superannuation details for each hospital you work in so that they can arrange your payment.

Whichever payment option you choose, Dr Oncall will arrange prompt payment. Dr Oncall pay locums quickly, providing paper work is correct.

2.2 Available Shifts

The aim of Dr Oncall is to provide a personalised service. When you first register with Dr Oncall, you will be assigned to a Recruitment Consultant who will work with you on all your placements and shifts with regardless of the location. Available shifts will be coordinated by email and coordinated with your recruitment consultant.

Please visit our website for current news and further information about the agency. www.droncall.com.au

2.3 Benefits and Rewards

Refer a friend and receive a \$500 Westfield Gift Voucher when their first shift is confirmed and completed with Dr Oncall. Speak to your Dr Oncall Consultant for further information and see our website for details.

2.4 Certified Documents

Where indicated in the relevant sections, documents are to be certified. This is to be completed by a JP/Commissioner for declaration.

3. Section A – Mandatory for Locums

The following documents are **MANDATORY for All DOCTORS** registering with Dr Oncall.

Please note, where it is stipulated that documents are to be certified, we require those documents to be CERTIFIED. A list of people who can certify is documents is at the back of the Registration Pack.

Requirement	Details	Form Number (if applicable)	Certification Required	Sent to Dr Oncall
Current CV	Word or PDF Format	Form A.1		
Nominated Referees Form	One referee needs to be a current supervisor while the other two referees need to have worked with you in the past 6 months. Mobile numbers for referees are required.			
Medical Degree	Copy of Qualifications (Medical Degree)		✓	
Birth Certificate or Australian Passport, Drivers Licence, Medicare Card and bankcard	Copy of ID: Birth Certificate or Australian Passport, Drivers Licence, Medicare Card and bankcard (block numbers)		✓	
Criminal Record Statutory Declaration Form		Form A.2	✓	
Medical Indemnity	Copy of Medical Indemnity Confirmation Certificate. Receipts and invoices are not acceptable. If you are considering work in Private Hospitals, your insurance needs to include Private Practice. Employer Indemnified Insurance cannot be accepted.			
Dr Oncall Locum Agreement	Please sign and return last page	Form A.3		
National Criminal History Policy Check	Please obtain a National Criminal History Police Check. This can be obtained by visiting your local police station or by completing a check online at www.nationalcrimecheck.com.au . The cost of a National Criminal History Police Check with Crime Check is \$47 however Dr Oncall does recommend paying the extra \$3.95 for an emailed copy of the check. The cost of this check is the responsibility of the Locum Doctor. A Locum Doctor cannot work for Dr Oncall without a National Criminal History Police Check. Further information on this check can be obtained from our website in the Locum Candidate Information section. www.droncall.com.au locum candidate information			

Requirement	Details	Form Number (if applicable)	Certification Required	Sent to Dr Oncall
Immunisation Records	Provide Immunisation Records and or Serology evidence. Please provide the following evidence: Diphtheria, Tetanus, Pertussis, Hep B, Measles, Mumps, Rubella, Varicella, Influenza			
BLS Credentials	Copy of your BLS Credentials.			
Prescriber Number	Please confirm your Prescriber Number via email to your assigned Recruitment Consultant.			
Overseas Doctors only				
Australia Medical Council (AMC) Certificate	Australia Medical Council (AMC) Examination Certificate. Required for all overseas trained Doctor		✓	
Citizenship / Working Visa Paperwork-	A copy of your if applicable			
Commonwealth of Australia Statutory Declaration	Overseas convictions declaration required if not Australian Resident/Citizen at 16 years of age	Form A.4		

Please note that upon confirmation of a placement or shift, you may be required to complete a PROVIDER NUMBER APPLICATION for hospitals where applicable. Your assigned Recruitment Consultant will liaise with you if this is required.

4. Section B – Mandatory for NSW Health Locums

The following forms are mandatory for all Doctors registering for work in NSW

Requirement	Details	Form Number (if applicable)	Certification Required
Working with Children Check	NSW Work with Children Check from Children's Guardian. (WWCC). For instructions on how to obtain this check, please refer to the WWCC Brochure in the attached Section B paper work. Please note that as part of this process you will be required to present to Service NSW Centre. Most applications will be processed within 48 hours. www.kidsguardian.nsw.gov.au		
Health Employment Declaration	NSW Health Employment Declaration (Appendix E)	Form B.1	
Immunisation	Provide Evidence of Protection. Diphtheria, Tetanus, Pertussis, Hep B, Measles, Mumps, Rubella, Varicella, Influenza including Occupational, Screening and Vaccination Application Package.		
Undertaking Declaration Form	Appendix 6 Undertaking Declaration Form - Occupational Assessment, Screening and Vaccination against specific infectious diseases.	Forms B.2	
Tuberculosis TB Assessment Tool	Appendix 7 Tuberculosis TB Assessment Tool - Occupational Assessment, Screening and Vaccination against specific infectious diseases.	Form B.3	
Clinical Skills Self-Assessment	NSW Health Clinical Skills Self-Assessment Document 2.1	Form B.4	
Authority to Prescribe	Authority to Prescribe Signature Form	Form B.5	
Employment Related Checks	Employment Related Checks Form - Standard Consent for Employment related checks	Form B.6	
Approval for Secondary Employment (If applicable)	NSW Health Approval for Secondary Employment (if applicable) - Please note that if a Locum Medical Officer is employed in the NSW Health Services you must have notified your employer of your intention to Register with a Locum Agency. Approval lasts for 6 months and must be renewed for all secondary employment. Please complete the Secondary Employment Form and return to your Recruitment Consultant.	Form B.7	
Code of Conduct Declaration	NSW Health Code of Conduction Declaration signed and returned.	Form B.8	

Requirement	Details	Form Number (if applicable)	Certification Required
eMedical Orientation Program	<p>Complete Locum Interim eMedical Orientation Program available on the HETI Moodle</p> <p>Return certificates to your assigned Recruitment Consultant. To complete the Program, please visit the following website: https://elearning.heti.nsw.gov.au/login/index.php A user guide has been attached. Pages 44</p> <p>Locums who wish to work within NSW Public Health Organisations must now complete the full package of mandatory online training listed below:</p> <p>COMPLETE ALL MODULES</p> <ul style="list-style-type: none"> - Privacy Module 1 – Know your Boundaries - Safety and Quality for Medical Officers - Open Disclosure - Infection Prevention Strategies - Fire Safety and Evacuation - Violence Prevention and Management - Basic Life Support – Adult - NEW - PPE - Between the Flags – Adult - Medical Officer eMR Online - Respecting the Difference - Medical Officer eMeds (Rural) Online <p>Provide the certificate of completion to Dr Oncall. These certificates must be included in the suite of documentation giving evidence to pre-placement checks for each candidate put forward by Dr Oncall for placement in an NSW Public Health Organisation. We are unable to place any locum who has not completed the mandatory online training as this is now part of the appointment requirements.</p>		

5. Section C – Mandatory for VIC Health Locums

The following forms are mandatory for all Doctors registering for work in VIC

Requirement	Details	Form Number (if applicable)	Certification Required
Working with Children Check	Working with Children Check Vitoria. https://www.workingwithchildren.vic.gov.au/can-i-apply-for-a-check-fully-online-2		
National Police Clearances	Have been checked in a 12-month period		

6. Dr Oncall Policies

6.1 Workplace Health and Safety Of Hours Policy



Workplace Health and Safety Policy (Including the Rostering of Safe Working Hours)

Dr Oncall aims to achieve best practice in Workplace Health and Safety performance to provide a safe and healthy workplace for all our workers (board members, staff, employees, contractors) clients visitors and the public.

This policy covers all activities and workers that are engaged on company property of Dr Oncall.

The objective of this policy is to ensure that all workers (board members, staff, employees, contractors) are aware of their health and safety obligations and ensuring that adequate information in relation to health and safety, safe working hours and excessive work-related fatigue is provided.

Dr Oncall ensures that all workers are aware of safe working hours and excessive work-related fatigue consistent with NSW Health Guidelines and the AMA National Code of Practice – Hours of Work, Shift work and Rostering for Hospital Doctors.

Dr Oncall is committed to:

- Providing a safe and healthy work environment that is free from workplace injury and illness;
- Providing and maintaining a safe and healthy workplace for all workers;
- Complying with all applicable health and safety laws, regulations, codes of practice and standards including the rostering of safe working hours;
- Minimising or eliminating hazards and risks as far as is reasonably practicable.

Management will:

- Ensure the business complies with all legislation relating to health and safety;
- Eliminate or minimise all workplace hazards and risks as far as is reasonably;
- Provide information, instruction and training to enable all workers to work safely;
- Consult with and involve workers on matters relating to health, safety and wellbeing;
- Provide a suitable injury management and return to work program.

Workers will:

- Take reasonable care for their own health and safety;
- Follow safe work procedures, instructions and rules;
- Participate in safety training;
- Report health and safety hazards; injuries and incidents;
- Use safety equipment and personal protective equipment as instructed.

Signed on Request – Policy approved by Board of Directors on 27th March 2020 as documented in Board Meeting Minutes

Signed by General Manager (N Sierakowski)

Dated

Revision 3 – 31/03/2020

6.2 Collection Privacy Statement



Collection and Privacy Policy

Dr Oncall manages personal information in accordance with the *Privacy Act 1988 and the Australian Privacy Principles*. This policy applies to information collected by Dr Oncall.

Dr Oncall may collect new or additional personal information where the information is necessary to perform one or more of its functions or activities, including but not limited to:

- Business planning and marketing
- To provide individuals with information about locum placements

Dr Oncall will review and request updated personal information on a regular and ongoing basis. All workers can have access to this information at any time through request to the General Manager of Dr Oncall.

Workers may at any time opt out of receiving any communications from Dr Oncall by notification in writing.

In certain circumstances we may disclose personal information to third parties. We may disclose personal information to Dr Oncall clients, for example, we may provide personal information to a client, for hospital accreditation purposes.

Dr Oncall stores personal information contained in paper based and other hard copy documents located securely in the Dr Oncall office. Electronic records are held in a secure environment. Such records are only accessible by those people who require access to the personal information for the purpose of carrying out their employment activities.

Dr Oncall General Manager will be the first point of contact for inquiries about privacy issues. Workers or Clients wishing to make a complaint regarding privacy should do so by contacting the Dr Oncall General Manager directly.

Signed on Request – Policy approved by Board of Directors on 27th March 2020 as documented in Board Meeting Minutes

Signed by General Manager (N Sierakowski)

Dated

Revision 1 – 31/03/2020

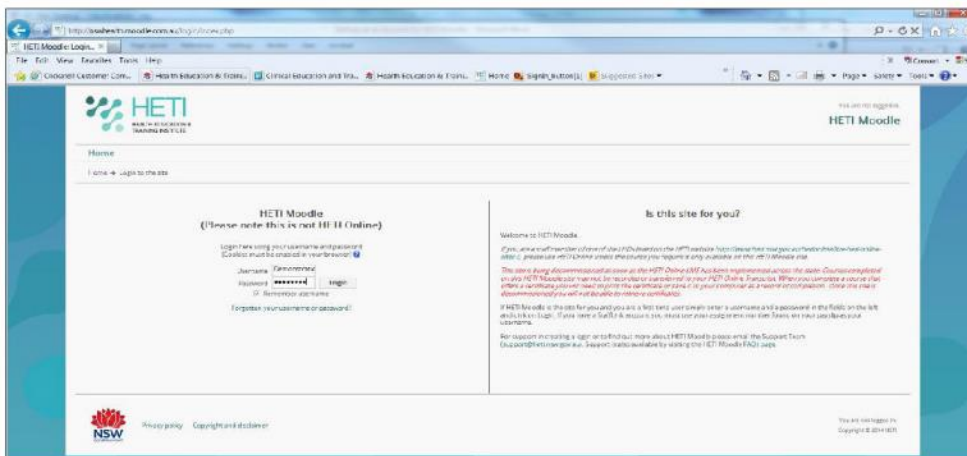
7. Appendix

7.1 Appendix A - Online Training Instructions

Access to Locum eMedical Orientation for medical locums

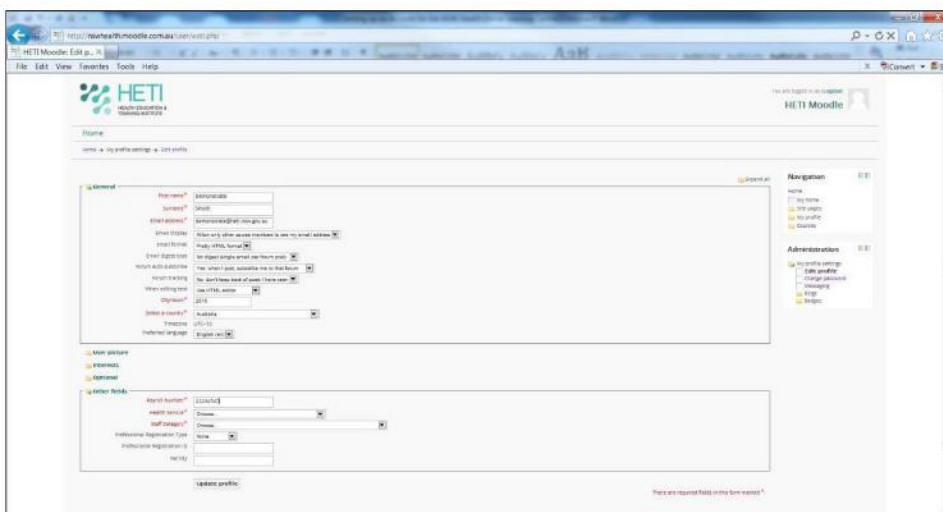
Step 1: Go to <https://elearning.heti.nsw.gov.au>

Step 2: Type an easy-to-remember username and password in the login section of the page – you can put in any username and password to create an account and log in. If the username has already been entered into the system by another user an error message will appear saying “Invalid login, please try again”.

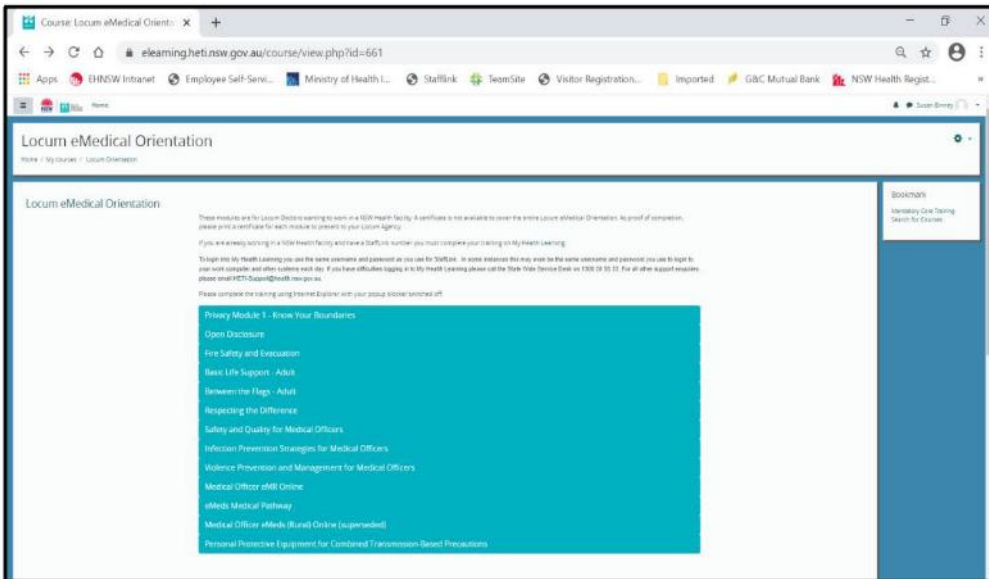


Step 3: Fill out the fields set out on the page depicted below.

- Fields marked with an asterisk (*) must be completed.
- Please complete the fields in the **General** section.
- The compulsory fields in the **Other Fields** section can be completed with any text; i.e. xxxxxx. Non-compulsory fields in this section can be left blank.
- Select **Update profile** at the bottom of the page. If you receive the error message ‘Email address already in use’, this means you already have an account and you are using a different username. You can retrieve your username by going back to the login page and selecting the ‘Forgotten your username or password?’ link.



Step 6: Complete all modules of the Locum eMedical Orientation, except for the Medical Officer eMeds (Rural) Online. This module has recently been superseded by the eMeds Medical Pathway and its content is no longer accessible. The link to this module will be removed. However, if you have previously completed this module you will still be able to retrieve your certificate.



On completion of each module, print a completion certificate and save in PDF to provide to your agency.

7.2 Appendix B - Working With Children Check – Brochure – Apply Online

www.Kidsguardian.Nsw.Gov.Au/Check



To apply for a Working With Children Check

- Fill out an online application form at www.kidsguardian.nsw.gov.au/check
- When you have completed the application form, you will receive an Application number (APP) by email.
- Take this Application number and proof of your identity to a NSW motor registry or Service NSW Office. If you are in paid work, you will also need to pay a fee of \$80.
- Your Application number can be used by an employer to verify your Check status. If the outcome of the verification is 'application in progress' you are allowed to begin working with children.
- Once your application has been processed and you are cleared, you will receive your Working With Children Check number (WWC) by email (or post if you do not have an email address).

Already in child-related work as a paid employee or volunteer?

If you are currently in child-related work you will be required to obtain a new Working With Children Check as part of an industry phase-in schedule.

To find out which sector you belong to and when you need to obtain a new Working With Children Check go to www.kidsguardian.nsw.gov.au/check

* Please note it can take up to four weeks for a Working With Children Check to be processed, or longer if a risk assessment is required.

Employers need to check the Check!

To comply with the legislation, employers need to go online to verify the status of a Working With Children Check number for any paid or volunteer staff in child-related work.

The Working With Children Check application number (APP) provides information on barred applicants and those who are subject to an interim bar.

Barred or interim barred persons will not be issued with a Working With Children Check clearance number (WWC). Employers need to verify the APP numbers for applicants so we can share this information.

The system also continuously checks for any new relevant criminal or workplace records.

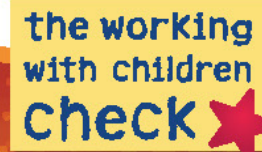
Online verification is an important tool for employers to keep children safe in their organisation.

Employers must not rely on a notification or email from an employee or volunteer containing an application or clearance number. You must go online to check the Check is current and valid.

To register as an employer go to www.kidsguardian.nsw.gov.au/check

Need help or assistance?

Telephone: (02) 9286 7219
 Email: check@kidsguardian.nsw.gov.au
 Visit: www.kidsguardian.nsw.gov.au/check
 TIS: 131 450
 TTY: 133 677 or 1300 555 727



A Working With Children Check is a prerequisite for anyone in paid or voluntary child-related work in NSW.

The process involves a national police check and a review of findings of misconduct.

The result is either a clearance to work with children for five years or a bar against working with children.

Barred applicants may not work or volunteer with children.

A Working With Children Check is one of the tools available to keep children safe.

Having good child-safe policies and practices also helps to create safer environments for children.

For more information about being a 'child safe' organisation go to www.kidsguardian.nsw.gov.au/check

Promoting and regulating quality, child safe organisations and services



Who needs a Working With Children Check?

Only people in child-related work need to apply for a Check. Under the *Child Protection (Working With Children) Act 2012*, child-related work is defined as:

1. Face-to-face contact with children in one of the following sectors:
 - Child development and family welfare services
 - Child protection
 - Children's health services
 - Clubs or other bodies providing services for children
 - Disability services
 - Early education and child care
 - Education
 - Entertainment for children
 - Justice centres
 - Religious services
 - Residential services
 - Transport services for children
 - School cleaning
 - Youth work;
2. Work in one of the following roles:
 - An approved provider or manager of an education and care service
 - A certified supervisor of an education and care service
 - An authorised carer
 - An assessment officer
 - The principal officer of a designated agency
 - The principal officer of an accredited adoption service provider
 - An adult who lives at the home of an authorised carer
 - An adult who shares the home of a:
 - home-based education and care service
 - family day care service
 - A potential adoptive parent.

Additional roles may be designated as child-related by employers with the permission of the Office of the Children's Guardian.

Phase in schedule for existing workers

- Currently in paid child-related work or volunteering? You will be phased in according to your industry sector. See the chart to the right.
- Self-employed? Apply when your Certificate for Self Employed People expires.
- Starting a new job? Apply before you start your new role.

Not sure which sector you belong to? Go to www.kidsguardian.nsw.gov.au/check and read the fact sheet: Which sector do I belong to?



INDUSTRY SECTORS	
<ul style="list-style-type: none"> • Child protection • Disability services • Justice services • Religious services (work as a minister, priest, rabbi, mufti or other like religious leader or spiritual officer of the organisation) • Youth workers • Authorised carers • Adult household members* 	<ul style="list-style-type: none"> • Child development and family welfare services • Religious services (work in roles including youth groups, youth camps, teaching children and child care) • Residential services • Transport services for children • Principal Officers of agencies that provide voluntary out-of-home care (registered agencies) under the <i>Children and Young Persons (Care and Protection) Act 1998</i> • Members of governing bodies of registered agencies and accredited out-of-home care and adoption agencies
Apply between 15 Jun 2013 - 31 Mar 2014	
	<ul style="list-style-type: none"> • Clubs or other bodies providing services to children (including sporting bodies) • Entertainment for children • Assessment Officer (assessment of reportable matters)
	<ul style="list-style-type: none"> • Children's health services (Local Health Districts) <ul style="list-style-type: none"> – Central Coast LHD – Hunter New England LHD – Illawarra Shoalhaven LHD – Mid North Coast LHD – Northern NSW LHD – South Eastern LHD • Education – Secondary schools • Education – Vocational • Education – Private tuition and coaching
	<ul style="list-style-type: none"> • Children's health services (All remaining Local Health Districts not yet phased in.) • The Sydney Children's Hospitals Network (Randwick and Westmead) • Justice Health and Forensic Mental Health Network • Ambulance Service of NSW • Children's Health <ul style="list-style-type: none"> – remaining services • Early education and child care • Education – schools and other educational institutions not yet phased in • Education and care service – approved provider, manager or certified supervisor
	Apply between 1 Apr 2015 - 31 Mar 2016
	Apply between 1 Apr 2014 - 31 Mar 2015
	Apply between 1 Apr 2016 - 31 Mar 2017
	Apply between 1 Apr 2017 - 31 Mar 2018

Who is exempt from a Working With Children Check?

The following roles, services and sectors are exempt:

- Administrative, clerical or maintenance work, or other ancillary work, that does not ordinarily involve contact with children for extended periods.
- Work with minimal direct contact or unsupervised contact with children, done for no more than five days in a calendar year.
- Informal domestic arrangements not carried out on a professional or commercial basis.
- Work with close relatives of the worker (not including work as an authorised carer).
- Volunteering by a parent or close relative of a child (except where the work is part of a formal mentoring program or involves intimate personal care of children with a disability):
 - a) in activities for the child's school, early education service or other educational institution OR

- b) with a team, program or other activity in which the child usually participates or is a team member.
- A visiting speaker, adjudicator, performer, assessor or other similar visitor at a school or other place where child-related work is carried out if the work of the person at that place is for a one off occasion and is carried out in the presence of one or more other adults.
- A health practitioner in private practice, if the practice does not ordinarily involve treatment of children without one or more other adults present.
- A health practitioner who is working in and visiting New South Wales from outside the State, if the period of work does not exceed a total of five days in any period of three months.
- A co-worker or work supervisor where a child works.

- Work by an interstate visitor:
 - a) in a one-off event such as a jamboree, sporting or religious event or tour, if the event is the only child-related work carried out by the worker in NSW in that calendar year and the period of work does not exceed 30 days
 - b) who holds an interstate working with children check, or is exempt from the requirement to have such a check in his or her home jurisdiction, whose child related work in NSW is for no more than 30 days in any calendar year.
- NSW Police or Australian Federal Police officers in their capacity as police officers.
- Home carers accredited with a current police certificate for aged care, for home care work where the clients are not primarily children.
- People under the age of 18.

If your work falls into one of the following categories, it is also not considered to be child-related:

- Work as a student in the course of a student clinical placement in a hospital or other health service.
- Work as a referee, umpire, linesperson or otherwise as a sporting official or a groundsperson if the work does not ordinarily involve contact with children for extended periods without other adults being present.
- Work in providing respite care or other support services primarily for children with a disability is child-related work; but it is not child-related work if the work does not ordinarily involve contact with children for extended periods without other adults being present.
- Providing food or equipment at or for a sporting, cultural or other entertainment venue or providing a venue.

7.3 Appendix C –Evidence Required from Category A Applicant (NSW Health Appendix 4 Checklist)

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases APPENDICES



Appendix 4 Checklist: Evidence required from Category A Applicants

Workers, new recruits, other clinical personnel and students should take this checklist (and relevant sections of this policy directive referred to in this checklist) to their immunisation provider and discuss their screening and vaccination requirements.

Acceptable evidence of protection includes a written record of vaccination signed, dated and stamped by the medical practitioner/nurse immuniser on the NSW Health vaccination record card for health care workers and students and/or serological confirmation of protection, and/or other evidence, as specified in this table. An air transcript is also acceptable evidence of vaccination.

Diseases	Vaccination Evidence	Serology Evidence	Other Acceptable Evidence	Comments
Diphtheria, Tetanus & Pertussis	One adult dose of dTpa vaccine within the last 10 years	N/A. Serology will <u>not</u> be accepted	NIL	<ul style="list-style-type: none"> dTpa booster is required 10-yearly DO NOT use ADT vaccine
Hepatitis B	History of age-appropriate hepatitis B vaccination course	AND Anti-HBs \geq 10mIU/mL	OR Documented evidence of anti-HBc, indicating past hepatitis B infection, or HBsAg+	<ul style="list-style-type: none"> A completed <i>Hepatitis B Vaccination Declaration</i> (Appendix 9) are acceptable if all attempts fail to obtain the vaccination record. The assessor must be satisfied that a reliable history has been provided and the risks of providing a false declaration or providing a verbal vaccination history based on recall must be explained Positive HBcAb and/or HBsAg result indicate compliance with this policy A further specialist assessment is required for HBsAg+ workers who perform Exposure Prone Procedures
Measles, Mumps & Rubella (MMR)	2 doses of MMR vaccine at least one month apart	OR Positive IgG for measles, mumps and rubella (Rubella immunity is provided as a numerical value with immunity status as per lab report)	OR Birth date before 1966	<ul style="list-style-type: none"> Two doses of MMR vaccine, given at least 4 weeks apart, should be accepted as compliance with this policy. Do <u>not</u> compare the numeric levels reported from different laboratories. The interpretation of the result given in the laboratory's report must be

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases

APPENDICES



				<p>followed i.e. the report may include additional clinical advice e.g. consideration of a booster vaccination for low levels of rubella IgG detected.</p> <ul style="list-style-type: none"> DO NOT use MMRV vaccine (not licensed for use in persons ≥ 14 years). If a dose of MMRV vaccine is inadvertently given to an older person, this dose does not need to be repeated Serology is <u>not required</u> following completion of a documented two dose MMR course. Those born before 1966 do <u>not</u> require serology
Varicella	2 doses of varicella vaccine at least one month apart (or evidence of 1 dose if the person was vaccinated before 14 years of age).	OR Positive IgG for varicella	Australian Immunisation Register (AIR) History Statement that records natural immunity to chickenpox	<ul style="list-style-type: none"> Evidence of one dose of varicella vaccine is sufficient in persons vaccinated before 14 years of age; two doses administered at least one month apart is required when aged 14 years or more when vaccinated. DO NOT use MMRV vaccine (not licensed for use in persons ≥ 14 years) Evidence of one dose of Zostavax in persons vaccinated over 50 years of age
Influenza	One dose of current southern hemisphere seasonal influenza vaccine by 1 June each year	N/A Serology will not be accepted	NIL	<ul style="list-style-type: none"> Influenza vaccination is required annually for workers in Category A High Risk positions, as specified in Appendix 1 <i>Risk Categorisation Guidelines</i> (see Section 4) Influenza vaccination is strongly recommended for all workers, other clinical personnel in Category A positions and for all students.
Tuberculosis	N/A	Refer to Section 3.5	Refer to Section 3.5	<ul style="list-style-type: none"> Refer to Section 1.2 <i>Key Definitions</i> Refer to Section 3 <i>TB Assessment and Screening</i>

7.4 Appendix D - Specified Infectious Diseases: Risk and Consequences Of Exposure (NSW Health Appendix 5)

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases APPENDICES



Appendix 5: Specified Infectious Diseases: Risks and Consequences of Exposure

Hepatitis B Virus (HBV)	Blood-borne viral disease. Infection can lead to chronic hepatitis B infection, cirrhosis and liver cancer. Anyone not immune through vaccination or previous infection is at risk of infection via blood or other body fluids entering through broken skin, mucous membrane, injection/needle-stick, or unprotected sex. Specific at-risk groups include health care workers, sex partners of infected people, injecting drug users, haemodialysis patients. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/hepatitis_b.aspx
Diphtheria	Contagious, potentially life-threatening bacterial infection, now rare in Australia because of immunisation. Spread via respiratory droplets and discharges from the nose, mouth or skin. Infectious for up to 4 weeks from onset of symptoms. Anyone not immune through vaccination or previous infection is at risk. Diphtheria toxin (produced by the bacteria) can cause inflammation of the heart muscle, leading to death. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/diphtheria.aspx
Tetanus	Infection from a bacterium usually found in soil, dust and animal faeces, generally occurs through injury. Toxin from the bacterium can attack the nervous system. Although the disease is now fairly uncommon, it can be fatal and is seen mostly in older adults who were never adequately immunised. Not spread from person to person. Neonatal tetanus can occur in babies of inadequately immunised mothers. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/tetanus.aspx
Pertussis (Whooping cough)	Highly infectious bacterial infection spread by respiratory droplets through coughing or sneezing. Cough that persists for more than 3 weeks and may be accompanied by paroxysms, resulting in a "whoop" sound or vomiting. Can be fatal, especially in babies under 12 months of age. Neither infection nor vaccination provide long-lasting immunity, however vaccinated people have less severe disease. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/pertussis.aspx
Measles	Highly infectious viral disease spread by respiratory droplets. Infectious before symptoms appear and for several days afterwards. Serious complications such as ear infection, pneumonia, or encephalitis can occur in up to 1/3 of cases. At risk are persons born during or after 1966 who haven't had 2 doses of MMR vaccine, babies under 12 months of age, before they have had a first dose and children over 18 months of age who have not had a second dose. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/measles_factsheet.aspx
Mumps	Viral disease spread by respiratory droplets. Now relatively uncommon in Australia because of immunisation. Anyone not immune through vaccination or previous infection is at risk. Persons who have the infection after puberty can have complications, e.g. swelling of testes or ovaries; encephalitis or meningitis may occur rarely. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/mumps.aspx
Rubella	Viral disease spread by respiratory droplets and direct contact. Infectious before symptoms appear and for several days afterwards. Anyone not immune through vaccination or previous infection is at risk. Infection in pregnancy can cause birth defects or miscarriage. For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/rubella-german-measles.aspx

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases

APPENDICES



Varicella (chickenpox)	<p>Viral disease, usually mild, but can be severe, especially in immunosuppressed persons. Complications include pneumonia and encephalitis. In pregnancy, can cause fetal malformations. Early in the infection, varicella can be spread through coughing and respiratory droplets; later in the infection, it is spread through contact with fluid in the blisters. Anyone not immune through vaccination or previous infection is at risk.</p> <p>For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/chickenpox.aspx</p>
Influenza (flu)	<p>Viral infection caused by A or B strains. Mainly affects the lungs, but can affect the heart or other body systems, particularly in people with other health problems, leading to pneumonia and/or heart failure. Spread via respiratory droplets when an infected person sneezes or coughs, or through touch, e.g. handshake. Spreads most easily in confined and crowded spaces. Annual vaccination reduces the risk of infection, however this is less effective in the elderly. Small children are at high risk of infection unless vaccinated.</p> <p>For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/influenza_factsheet.aspx</p>
Tuberculosis (TB)	<p>A bacterial infection that can attack any part of the body, but the lungs are the most common site. Spread via respiratory droplets when an infected person sneezes, coughs or speaks. At risk are those who spend time with a person with TB infection of the lung or respiratory tract or anyone who was born in, or has lived or travelled for more than 3 months in, a high TB incidence country.</p> <p>For more information: http://www.health.nsw.gov.au/Infectious/factsheets/Pages/tuberculosis.aspx</p>

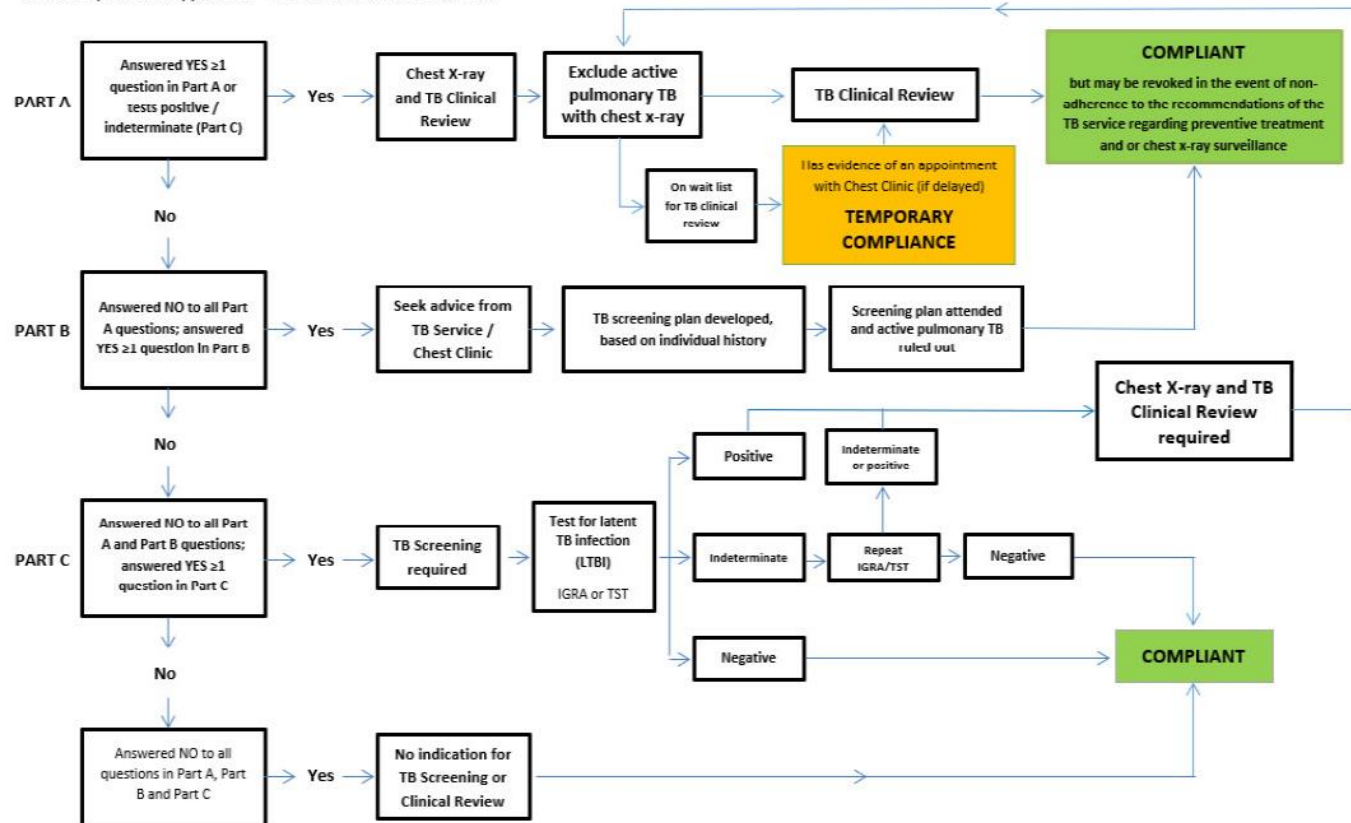
7.5 Appendix E –Algorithm (NSW Health Appendix 8)

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases APPENDICES



Appendix 8: TB Algorithm

Assess responses in Appendix 7 – Tuberculosis Assessment Tool



8. Form Submission Packs

The following pages contain all forms mentioned in previous sections.

Section A

Forms

Mandatory for Locums



NOMINATED REFEREE FORM

As part of Dr Oncall's qualifying process we are required to complete 3 reference report on your behalf. Nominated referees must be current Supervisor or Department Head of a recent employee.

PLEASE ENSURE YOUR REFEREES ARE AWARE THEY WILL BE CONTACTED

Name of Referee #1	
Present Position	
Facility	
Mobile Number	
Email Address	

Name of Referee #2	
Present Position	
Facility	
Mobile Number	
Email Address	

Name of Referee #3	
Present Position	
Facility	
Mobile Number	
Email Address	

I, _____ (applicant), hereby give Dr Oncall Pty Ltd authority to solicit a reference from the named above:

Signature _____ Date _____

Document 5: Criminal Record Statutory Declaration - Australia

To be completed by a Locum Medical Officer in relation to requirement 5 of the Locum Medical Officer Pre-Placement Checklist (Form 1).

(1) Name, address and occupation of person making the declaration. I,
.....
.....

do solemnly and sincerely declare that since the date on which my National Criminal Record Check was conducted (date of National Police Certificate):

.....

1. I do not have any criminal convictions or pending charges

2. I have the following criminal convictions or pending charges:

.....
.....
.....

I make this solemn declaration by virtue of the Statutory Declarations Act 1959 as amended and subject to the penalties provided by that Act for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(2) Signature of person making the declaration.
Declared at

On

(3) Signature of person before whom the declaration is made.

(4) Title of person before whom the declaration is made.

Document 5: Criminal Record Statutory Declaration - Australia

NOTE 1.-A person who wilfully makes a false statement in a statutory declaration under the Statutory Declarations Act 1959 as amended is guilty of an offence against that Act, the punishment making a false statement is 4 years imprisonment.

NOTE 2.-A statutory declaration under the Statutory Declarations Act 1959 as amended may be made only before a Chief, Police, Resident or Special Magistrate; Stipendiary Magistrate or any Magistrate in respect of whose office an annual salary is payable; a Justice of the Peace; a person authorised under any law in force in Australia to take affidavits; a person appointed under the Statutory Declarations Act 1959 as amended or under a State Act to be a Commissioner for Declarations; a person appointed as a Commissioner for Declarations under the Statutory Declarations Act 1959, or under that Act as amended, and holding office immediately before the commencement of the Statutory Declarations Act 1959; a Notary Public; a person before whom a statutory declaration may be made under the law of the State in which a declaration is made; or a person appointed to hold, or act in, the office in a country or place outside Australia or the Australian Consul General, Consul, Vice-Consul, Trade Commissioner, Consular Agent, Ambassador, High Commissioner, Minister, Head of Mission, Commissioner, Charge d'Affaires, or Counsellor, Secretary or Attaché' at an Embassy, High Commissioner's office, Legation or other post.



Dr Oncall Pty Ltd
 Contact 24 hours a day, 7 days per week and public holidays
 Phone: 07 3077 6916
 Website: www.droncall.com.au

DR ONCALL LOCUM AGREEMENT

This agreement outlines the terms and conditions upon which Dr Oncall proposes to engage you to provide services to any of Dr Oncall's clients. In conjunction with your Dr Oncall registration and the signing of this contract, you are agreeing to comply with all Dr Oncall policies and procedures and also NSW Health policies and procedures should you wish to undertake Locum work in NSW. These policies were emailed to you with our Registration Pack.

- ✓ You have registered with Dr Oncall and by doing so declare that the information in your application is true, especially what you have said about your qualifications and your ability to provide services to Dr Oncall's clients.
- ✓ You are an Australian Citizen or Resident with AMC exam.
- ✓ You are happy to obtain a Working with Children and National Police check if required by Hospitals you wish to work in.
- ✓ You give consent to Hospitals that you wish to work in, to conduct any criminal history convictions and criminal proceedings history searches.
- ✓ You agree to sign this agreement prior to any placement arranged through Dr Oncall.
- ✓ You are aware that Dr Oncall has small regional and rural clients and there may be opportunities to be placed with these clients.
- ✓ You have provided three referee names and contact details, one being your immediate supervisor. You confirm that these referees are Doctors with expertise in your proposed area of practice.

Payment options for work with Dr Oncall vary from client to client. Upon confirmation of a placement or shift, Dr Oncall Financial Controller will contact you to advise different payment options. By signing this agreement, you will agree that you understand the following:

- ✓ If you choose to be paid as an employee of Dr Oncall, that you be classed as a casual employee and you will not receive and are not entitled to annual leave, long service leave or sick leave. Superannuation will be inclusive of your pay rate and will be paid quarterly to your nominated superannuation fund.
- ✓ If you choose to be paid via an Incorporated Company, you, understand that you are liable for any income tax or other taxes incurred with the income you earn through Dr Oncall.
- ✓ As an employee of Dr Oncall, Occupational Health and Safety will be covered through Dr Oncall Work Cover policy.
- ✓ You must ensure that your insurances, Medical Board Registrations and all other medical documentation is current at all times.

You will contact Dr Oncall immediately if you are:

- ✓ Charged with, or convicted of a criminal offence
- ✓ Have your Medical Board Registration suspended or cancelled, or if conditions or undertakings are imposed on your registration.

Dr Oncall will do everything possible to place you with a client however there is no obligation to do so.

You agree not to use any private and/or confidential information gained from or through Dr Oncall to gain special contract or working arrangements with either healthcare providers, Doctors or other Medical associations while working or not working with Dr Oncall. Private information includes but is not limited to:

- Contact information of Doctors contracted to Dr Oncall
- Contact information of hospitals used by Dr Oncall
- Contact information or any of Dr Oncall's clients



You will advise Dr Oncall immediately should you be contacted directly by a Dr Oncall client to provide services directly.

This agreement will stand for any placement you are confirmed for through Dr Oncall. Individual placement confirmations will be confirmed through the Dr Oncall website to your provided email address. Confirmations will include the client's name, the place of work, the duration of the job and your wage.

Dr Oncall will not be responsible to you for any costs such as transportation, meals, incidentals and accommodation unless specified in your placement confirmation email.

Either party may terminate this document at any time for any reason by giving the other party seven (7) days' notice in writing.

Dr Oncall expects that Dr Oncall registered locums abide by the Code of Conduct of the Hospital at which they are placed.

Notwithstanding any other provisions of this document, Dr Oncall may terminate this document at any time without notice if:

- The Locum Doctor breaches any of the Dr Oncall policies and procedures;
- The Locum Doctor conduct damages or is likely to damage, Dr Oncall's reputation or relationship with its clients.

You will disclose any illness or impairment that may impact on your ability to perform health services as a Medical Practitioner. Should your health status change at any time, Dr Oncall must be notified promptly.

I understand that to be able to Locum in a Queensland Health Hospital I must not be a Queensland Health employee.

I will not accept or confirm my availability to Dr Oncall for Queensland Health Hospital Shifts if I am an employee of Queensland Health.

I understand that if I am an NSW Health employee that I must obtain written consent from the Hospital CEO to Locum in any NSW Health Hospital.

Dr Oncall is committed to complying with **AMA National Code of Practice - Hours of Work, Shift Work and Rostering for Hospitals and Doctors** when placing locums. This commitment is documented in Dr Oncall Policy - **WHS Policy incl Safe Working Hours Policy**. As Dr Oncall are not involved in the day-to-day activities or other placements the Locums may have, the ultimate responsibility for FULL COMPLIANCE lies with the Locum. At Dr Oncall, we expect all Locums to fully comply with **AMA National Code of Practice - Hours of Work, Shift Work and Rostering for Hospitals and Doctors** and where this has not been complied with by the client/hospital, the expectation is for this to be reported to Dr Oncall Recruitment staff. By signing this, you agree to these terms.

By signing the below, you are agreeing that you understand all of the above.

Contractor Name: _____

Signature: _____

Date: _____

Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2

1. I declare that (*place a tick or cross in applicable box*):

- Since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia.
- Since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia.

2. I declare that I have never been:

- (a) convicted of murder or sexual assault; or
- (b) convicted of, and sentenced to imprisonment for, any other form of assault.

I acknowledge that continued employment with a NSW Health agency is conditional upon a satisfactory outcome of the check which I have consented to.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ _____ on ⁵ _____ of ⁶ _____

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailliff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Employee of the Commonwealth who is:

(a) in a country or place outside Australia; and

(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and

(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

(a) an officer; or

(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or

(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

(a) the Parliament of the Commonwealth; or

(b) the Parliament of a State; or

(c) a Territory legislature; or

(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority; or

(c) a local government authority;

with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

(a) the Commonwealth or a Commonwealth authority; or

(b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer


Teacher employed on a full-time basis at a school or tertiary education institution

Section B

Forms

Mandatory for NSW
Locums

APPENDIX E – Employment Declaration

	Document ID: Form 11
	Version: V5
	Modified Date: May 2013

Employment Declaration

To be completed by the locum medical officer, copy retained by the Medical Locum Agency, original sent to Health District

Locum Name		Date	
Locum Contact			
Agency			

Details of other employers (attach a list if there is greater than two)

EMPLOYER 1			
Details of work undertaken (including travel time)	Average weekly average hours		
	Employer Contact Name		
	Telephone		

EMPLOYER 2			
Details of work undertaken (including travel time)	Average weekly average hours		
	Employer Contact Name		
	Telephone		

I declare that:

- I have disclosed all other employers, internal or external to the potential engagement, including any other agencies and Health Districts;
- If I am currently working in a full time capacity within the NSW public health system, I have been given approval from my employer to engage in additional work through the locum agency;
- My other employment arrangements do not create any potential conflict of interest; occupational health and safety risks, or risk to quality patient service delivery during placement in a NSW Public Hospital.

I agree to inform my agency of any additional employers.

Locum Signature		Date	
------------------------	--	-------------	--

Submit this completed form to the Health District for the placement of Locum Medical Officer

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases



Appendix 6: Undertaking/Declaration Form

All new recruits/other clinical personnel/ students /volunteers / facilitators must complete each part of this document and Appendix 7 *Tuberculosis (TB) Assessment Tool* and provide a NSW Health Vaccination Record Card for Health Care Workers and Students and serological evidence of protection as specified in Appendix 4 *Checklist: Evidence required from Category A Applicants* and return these forms to the health facility as soon as possible after acceptance of position/enrolment or before attending their first clinical placement. (Parent/guardian to sign if student is under 18 years of age).

New recruits/other clinical personnel/ students /volunteers / facilitators will only be permitted to commence employment/attend clinical placements if they have submitted this form, have evidence of protection as specified in Appendix 4 *Checklist: Evidence required from Category A Applicants* and submitted Appendix 7 *Tuberculosis (TB) Assessment Tool*. Failure to complete outstanding hepatitis B or TB requirements within the appropriate timeframe(s) will result in suspension from further clinical placements/duties and may jeopardise their course of study/duties.

The education provider/recruitment agency must ensure that all persons whom they refer to a NSW Health agency for employment/clinical placement have completed these forms, and forward the original or a copy of these forms to the NSW Health agency for assessment. **The NSW Health agency** must assess these forms along with evidence of protection against the infectious diseases specified in this policy directive.

Part	Undertaking/Declaration (tick the applicable option)	✓
1	I have read and understand the requirements of the NSW Health <i>Occupational Assessment, Screening and Vaccination against Specified Infectious Diseases Policy</i>	
2	a. I consent to assessment and I undertake to participate in the assessment, screening and vaccination process and I am not aware of any personal circumstances that would prevent me from completing these requirements, OR	
	b. (For existing workers only) I consent to assessment and I undertake to participate in the assessment, screening and vaccination process; however I am aware of medical contraindications that may prevent me from fully completing these requirements and am able to provide documentation of these medical contraindications. I request consideration of my circumstances.	
3	I have provided evidence of protection for hepatitis B as follows:	
	a. history of an age-appropriate vaccination course, <u>and</u> serology result Anti-HBs ≥ 10 mIU/mL OR	
	b. history of an age-appropriate vaccination course and additional hepatitis B vaccine doses, however my serology result Anti-HBs is < 10 mIU/mL (non-responder to hepatitis B vaccination) OR	
	c. documented evidence of anti-HBc (indicating past hepatitis B infection) or HBsAg+ OR	
	d. I have received at least the first dose of hepatitis B vaccine (documentation provided) and undertake to complete the hepatitis B vaccine course (as recommended in <i>The Australian Immunisation Handbook</i> , current edition) and provide a post-vaccination serology result within six months of my initial verification process.	
4	I have been informed of, and understand, the risks of infection, the consequences of infection and management in the event of exposure (refer Appendix 5 <i>Specified Infectious Diseases: Risks and Consequences of Exposure</i>) and agree to comply with the protective measures required by the health service and as defined by PD2017_013 Infection Prevention and Control Policy.	
Declaration: I, _____, declare that the information provided is correct		
Full name:		Worker cost centre (if available):
D.O.B:		Worker/Student ID (if available):
Medicare Number:	Position on card: ___ Expiry date: ___/___/___	
Email:		
NSW Health agency / Education provider:		
Signature:		Date:

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases



APPENDICES

Appendix 7: Tuberculosis (TB) Assessment Tool

All new recruits, other clinical personnel, volunteers and students are required to complete this Tuberculosis Assessment Tool along with a *NSW Health Record of Vaccination for Health Care Workers and Students* and *Appendix 6: Undertaking/Declaration Form*. The healthcare worker/student should advise the NSW Health agency if they prefer to provide this information in private consultation with a clinician.

The education provider must forward a copy of this form to the health service for assessment. **The NSW Health agency** will assess this form and decide whether TB screening or TB clinical review is required.

New recruits, other clinical personnel, volunteers and students can commence duties once they have submitted this form to the employing NSW Health agency **and** have been cleared of active TB disease **and** have completed TB testing when it is indicated by the information in this TB assessment tool. When employment commences prior to completing TB clinical review, failure to complete outstanding TB requirements within the appropriate timeframe may affect employment status.

Existing Category A staff, clinical personnel, volunteers and students who have spent more than 3 months in a country with high incidence of TB or have had known TB exposure since last TB assessment must complete a new TB Assessment Tool and re-submit this to their manager/education provider.

Please complete Part A, Part B and Part C

Part A: Symptoms requiring investigation to exclude active TB disease			Yes	No
Do you currently have any of the following symptoms that are not related to an existing diagnosis or condition that is being managed with a doctor?				
1.	Cough for more than 2 weeks?			
2.	Episodes of haemoptysis (coughing blood) in the past month?			
3.	Unexplained fevers, chills or night sweats in the past month?			
4.	Significant* unexpected weight loss over the past 3 months? *loss of more than 5% of body weight			
<u>If Yes to any of the questions in Part A:</u>				
Urgent TB Clinical Review required. Contact the TB Service/Chest Clinic recommended by the Health Agency undertaking this TB assessment See link to list of NSW clinics and contact numbers on Page 2.				
Clearance from TB Service/Chest Clinic is required before commencing clinical placement/employment				
Part B: Previous TB treatment or TB screening or increased susceptibility			Yes	No
1.	Have you ever been treated for active TB disease or latent TB infection (LTBI)?			
If Yes, please state the year and country where you were treated and provide documentation (if available) to the TB Service/Chest Clinic		Year:	Country:	
2.	Have you ever been tested for LTBI with Tuberculin skin test or Quantiferon blood test?			
<u>If Yes, please provide copies of TB test results to the TB Service/Chest Clinic.</u>				
3.	Have you ever had a chest X-ray that was reported as abnormal?			
4.	Have you ever been referred to or reviewed in a TB Service/Chest Clinic in Australia?			
5.	Do you have any medical conditions that affect your immune system? e.g. cancer, HIV, auto-immune conditions such as rheumatoid arthritis, renal disease, diabetes			
6.	Are you on any regular medications that suppress your immune system?			
<u>If Yes to any of the questions in Part B:</u>				
Contact the TB Service/Chest Clinic recommended by the Health Agency undertaking this TB assessment for advice regarding TB screening or clinical review requirements to obtain TB compliance. See link to list of clinics and contact numbers on Page 2 of this form.				

Privacy Notice: Personal information about students and employees collected by NSW Health is handled in accordance with the Health Records and Information Privacy Act 2002. NSW Health is collecting your personal information to meet its obligations to protect the public and to provide a safe workplace as per the current Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases Policy Directive. All personal information will be securely stored and reasonable steps will be taken to keep it accurate, complete and up-to-date. Personal information recorded on this form will not be disclosed to NSW Health officers or third parties unless the disclosure is authorised or required by or under law. If you choose not to provide your personal information, you will not meet the condition of placement. For further information about how NSW Health protects your personal information, or to learn about your right to access your own personal information, please see our website at www.health.nsw.gov.au

Occupational Assessment Screening and Vaccination Against Specified Infectious Diseases



APPENDICES

Part C: TB exposure risk history						
<i>The following questions explore possible exposure to TB</i>						
1.	In what country were you born?					
<i>If born overseas, in what year did you migrate to Australia?</i>						
2.	Is your country of birth on the list of high TB incidence countries? For a list of high TB incidence countries, please go to https://www.health.nsw.gov.au/Infectious/tuberculosis/Pages/high-incidence-countries.aspx			Yes	No	
3.	Have you spent a total of three (3) months or more visiting or living in any country/ies with a high TB incidence? e.g. 2 months in country A + 1 month in country B = 3 months cumulative					
<i>If Yes, please list below the countries you have visited, the year of travel and duration of stay</i>						
	Country visited	Year of travel	Duration of stay (please specify d/w/m)	Country visited	Year of travel	Duration of stay (please specify d/w/m)
4.	Have you had direct contact with a person with pulmonary TB whilst infectious and where you were not wearing a P2/N95 mask?			Yes	No	
<i>If Yes to any of the questions in Part C, a record of TB infection status after the latest TB exposure risk is required.</i>						
<i>The accepted tests are:</i>						
<ul style="list-style-type: none"> <i>Interferon Gamma Release Assay (IGRA) blood test. This test can be ordered by your doctor – pathology fees will apply. Blood draw for IGRA must be prior to or at least 4 weeks after a live vaccine, for example MMR or Varicella vaccination; or</i> <i>Tuberculin Skin Test (TST) performed at a specialist TB Service/Chest Clinic - requires 2-4 visits and there may be a cost involved. TST must be prior to or at least 4 weeks after a live vaccine, e.g. MMR or Varicella vaccination.</i> 						
<i>If the TB screening test is negative and there are no additional steps indicated by Part B of this assessment, TB compliance can be granted and clinical placement/employment can be attended.</i>						
<i>If the TB screening test is positive, a chest X-ray and TB Clinical Review is required – please contact the TB Service/Chest Clinic recommended by the Health Agency undertaking this TB assessment. Clearance from TB Service/Chest Clinic is required before commencing clinical placement/employment See link to list of clinics and contact numbers below. There is no out-of-pocket expense for treatment of TB disease or LTBI in public health facilities in New South Wales</i>						
<i>NOTE that any possible exposure to TB after this screening i.e. via overseas travel or workplace exposure, must be declared and another TB self-assessment tool must be re-submitted to your manager / education provider.</i>						
Your Personal Information						
Family Name			Given Name(s)			
Date of Birth	/	/	Phone number			
Address						
Email						
Education Provider OR Employer			Student/Employee ID			
Course/Module of Study OR Place of Work						
Signature and Date						

NSW TB Services/Chest Clinics & contact numbers: <https://www.health.nsw.gov.au/Infectious/tuberculosis/Pages/chest-clinics.aspx>

DOCUMENT 2.1

Clinical Skills Self-Assessment

This document must be completed by a Locum Medical Officer and returned to a Medical Locum Agency for submission to a NSW Public Health Organisation Medical Workforce Unit.

Locum name		Date	
Agency			
Agency signature		Print name	

Skills	Theory only	Have observed and can perform)	Have performed and can teach
General Resident: General medical abilities as a resident/senior resident medical officer to <i>work under supervision</i> . This must include understanding of own limitations and when to ask for assistance, and including (not exhaustive) proficiency in peripheral venous cannulation, arterial blood gas sampling, urethral catheterisation, ECG interpretation, lumbar puncture, use of fluids and blood products, simple suturing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In-Charge: Able to prioritise, know own limitations and ask for help where appropriate, can communicate severity appropriately over the phone and can supervise others (particularly the type of skill to be in charge of a department or hospital).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic Paediatric Skills: Basic paediatric care – general abilities to assess children having completed a paediatric resident term, or seen children in a mixed emergency department. Includes peripheral venous cannulation in children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Medicine: Able to correlate history, examination and diagnostic tests in order to make provisional diagnosis and initiate management for <i>most presentations</i> to the emergency department. This includes (but is not exclusive to) ability to manage multisystem trauma, management of simple fractures and dislocations, complex suturing, use of slit lamps and ENT instruments for removal of foreign bodies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intensive Care Unit Medicine: Mechanical ventilation. Can generally function at the level of a registrar in intensive care.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal Medicine Adult: Able to correlate history, examination and diagnostic tests in order to make provisional diagnosis and initiate management for patients admitted or proposed to be admitted under an adult physician. Minimum 6 months experience as a medical registrar or equivalent:	<input type="checkbox"/> <input type="checkbox"/> Yes	<input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> <input type="checkbox"/> Unknown
Psychiatry: Sufficient knowledge about mental health to be able to make independent clinical decisions and in particular current knowledge of the Mental Health Act. Can function in a multidisciplinary team. Minimum of 6 months' experience as a psychiatry registrar:	<input type="checkbox"/> <input type="checkbox"/> Yes	<input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> <input type="checkbox"/> Unknown
Surgery: Experience as a surgical registrar in a relevant surgical subspecialty, with sufficient knowledge to make independent decisions. Recent experience in trauma call teams. Minimum of 6 months' experience as a surgical registrar in a relevant surgical subspecialty:	<input type="checkbox"/> <input type="checkbox"/> Yes	<input type="checkbox"/> <input type="checkbox"/> No	<input type="checkbox"/> <input type="checkbox"/> Unknown

Airway and Breathing - Skills	Theory Only	Have observed and can perform	Have performed and can teach
Manual Ventilation – Adult: Manual ventilation; e.g. bag and mask ventilation, Guedels airway, laryngeal mask airway – adult.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uncomplicated Intubation – Adult: Uncomplicated intubation of an unconscious adult patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Difficult Intubation – Adult: Difficult intubation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Continuous Positive Airway Pressure (CPAP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bilevel Positive Airway Pressure (BiPAP)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intercostal Catheter Insertion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CIRCULATION – SKILLS	Theory Only	Have seen and can perform	Have performed and can teach
Central Line Insertion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Arterial Line Insertion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vasoactive Drugs: Use of vasoactive drugs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardioversion and Defibrillation: Emergency cardioversion and defibrillation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External Pacing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pericardiocentesis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAEDIATRIC CARE – SKILLS	Theory Only	Have observed and can perform	Have performed and can teach
Paediatric Manual Ventilation: Including bag and mask in children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Paediatric Life Support: Experience in advanced paediatric resuscitation and life support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paediatric Interosseous Lines: Experience in inserting interosseous lines into acutely unwell children.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paediatric Arterial Blood Gas: experience in paediatric blood gas sampling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NEONATAL CARE – SKILLS	Theory Only	Have seen and can perform	Have performed and can teach
Neonatal Manual Ventilation: e.g. bag and mask, neopuff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neonatal resuscitation: Experience in the acute resuscitation of neonates, including intubation and ventilation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neonatal blood gases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neonatal cannulation: Can place peripheral venous cannulas in neonates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neonatal umbilical lines: Experience in placement of umbilical venous and arterial lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neonatal advanced skills: Including mechanical ventilation and insertion of intercostal catheters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TO BE COMPLETED BY MEDICAL PRACTITIONERS, DENTISTS, PHARMACISTS, NURSES

Under the provisions of the Poisons and Therapeutic Goods Regulation 1994 I declare that my authority as a medical practitioner/dentist/pharmacist/nurse to be in possession of, prescribe, supply, dispense or administer drugs of addiction (Schedule 8 of the NSW Poisons List), as the case may be, has not been withdrawn by the Director-General, NSW Health Department

SIGNATURE: _____ DATE: _____

Recruitment, Selection and Appointment in the NSW Public Health System
Web Tool 1.6

Standard consent form: employment related checks

I give authority for the following employment related checks to be undertaken, in line with the requirements of NSW Health policy:

- Obtain relevant information from the NSW Health Care Complaints Commissions and/or registration/licensing authorities relating to any conditions placed on practice, the nature of any outstanding complaints and whether there is any pending disciplinary action
- Referee checks, including a referee check with my current supervisor
- Additional past performance checks (for medical appointments)
- Obtain confirmation of membership of professional association (where required)

I understand that my consent to the above checks is required for my application to be considered by an employer in the NSW Health Service.

In addition I have completed the necessary consent forms for employment screening (national criminal record check/working with children check).

.....
Signature

.....
Date

**Employment and Management of Locum Medical Officers by
NSW Public Health Organisations**



Document 3: Approval for Secondary Employment

A Medical Officer who wishes to undertake secondary employment through a Medical Locum Agency must complete this form and obtain the support of their supervisor/department head and the approval of their Local Health District/Specialty Network Chief Executive or delegate. An authorised copy of the completed form must be provided to a Medical Locum Agency on registration for locum work in a NSW Public Health Organisation.

Medical Locum Agencies must provide an authorised copy of an Approval for Secondary Employment form to a NSW Local Health District/Specialty Network Medical Workforce Unit together with pre-placement and credentialing documents in respect of any candidate who is a NSW Health employee and is put forward for locum work in a NSW Public Health Organisation.

NSW Health employee and employment details										
Stafflink no.										
Surname							Given name(s)			
Position number							Position title			
Current facility/ service							Department			
Local Health District/SN							Contact tel. no.			
Brief description of substantive employment										
Contracted hours of work per week										
Hours of regular overtime per week										
Total hours per day travelling to/from work per week										

Proposed secondary employment									
Employer/casual pool/agency									
Number of proposed hours per week									
Preferred shifts per week									
Preferred days									
Brief description of proposed employment									
Total hours per day travelling to/from proposed employment									

Document 3: Approval for Secondary Employment

Employee declaration	
<p>I have read and understood the information provided with this form.</p> <p>I agree to comply with the NSW Health PD2015_049 <i>Code of Conduct</i>, in particular, the standards set out in section 4.3 of the <i>Code of Conduct</i> regarding secondary employment.</p> <p>I agree to comply with the requirements of the NSW Health Policy Directive PD2015_045 <i>Conflicts of Interest and Gifts and Benefits</i> in relation to secondary employment.</p> <p>I confirm that any secondary employment will be undertaken in my own time, will not adversely affect my substantive role, will not lead to a conflict of interest, use of Health Service resources or Health Service information and will not affect my work performance, safety or the safety of colleagues, patients, clients or the public. I confirm that my substantive employer has the right to review and cancel this arrangement at any time.</p>	
Employee signature	
Date	

Supervisor / Department Head	
<p><u>Request not supported</u> <input type="checkbox"/> for the following reasons:</p> 	
<p><u>Request supported</u> <input type="checkbox"/> with the following conditions:</p> <p>Approval is granted until (date).</p> <p>The hours worked in secondary employment should not exceed(number) per week.</p> <p>The employee must ensure that there is a gap of at least 8 hours for rest, excluding travel time, between shifts for any employer.</p> <p>The employee must maintain a record of hours worked and provide a copy of the record on request.</p>	
Signature	
Position	
Date	

Local Health District/Specialty Network Chief Executive, or delegate	
Chief Executive name	
Chief Executive signature	
Delegate name	
Delegate position	
Delegate signature	
<u>Request approved</u> <input type="checkbox"/>	<u>Request not approved</u> <input type="checkbox"/>

Policy Directive



Ministry of Health, NSW
 73 Miller Street North Sydney NSW 2060
 Locked Mail Bag 961 North Sydney NSW 2059
 Telephone (02) 9391 9000 Fax (02) 9391 9101
<http://www.health.nsw.gov.au/policies/>

NSW Health Code of Conduct

Document Number PD2015_049

Publication date 16-Dec-2015

Functional Sub group Corporate Administration - Governance
 Personnel/Workforce - Conduct and ethics
 Personnel/Workforce - Conditions of employment

Summary The Code of Conduct sets standards of ethical and professional conduct in NSW Health

Replaces Doc. No. NSW Health Code of Conduct [PD2015_035]

Author Branch Workplace Relations

Branch contact Workplace Relations 02 9391 9378

Applies to Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Community Health Centres, Dental Schools and Clinics, NSW Ambulance Service, Ministry of Health, Public Health Units, Public Hospitals, NSW Health Pathology, Cancer Institute (NSW)

Audience All persons working in NSW Health in any capacity

Distributed to Public Health System, Health Associations Unions, NSW Ambulance Service, Ministry of Health, Tertiary Education Institutes

Review date 16-Dec-2020

Policy Manual Not applicable

File No. 14/5154-2

Status Active

Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

NSW HEALTH CODE OF CONDUCT

PURPOSE

The NSW Health Code of Conduct defines standards of ethical and professional conduct that are required of everyone working in NSW Health in any capacity, the outcomes we are committed to, and the behaviours which are unacceptable and will not be tolerated.

The Code of Conduct assists with building a positive workplace culture based on our core NSW Health values of collaboration, openness, respect and empowerment.

The intent of the Code is to provide a framework to promote ethical day-to-day conduct and decision-making. It does not and cannot cover every situation that can arise in the workplace. The Code does not replace the need for common sense in how staff conduct themselves.

MANDATORY REQUIREMENTS

All employees, contractors, volunteers, students, researchers and persons undertaking or delivering training or education in NSW Health must abide by the Code of Conduct and the core values and principles that it promotes.

IMPLEMENTATION

Chief Executives are responsible for ensuring that the Code is promulgated throughout their agency.

All employees, contractors, volunteers, students, researchers and persons undertaking or delivering training or education in NSW Health must be given a copy of the Code of Conduct to read and sign on commencement of work in NSW Health.

Managers must ensure that the staff that they supervise are aware of and understand their responsibilities under the Code.

REVISION HISTORY

Version	Approved by	Amendment notes
December 2015 (PD2015_049)	Deputy Secretary, Governance, Workforce and Corporate	Amendments to requirements in relation to industrial activities and use of social media.
September 2015 (PD2015_035)	Deputy Secretary, Governance, Workforce and Corporate	Updated and replaced PD2012_018 to ensure alignment with the <i>Code of Ethics and Conduct for Government Sector Employees</i> , and clarify some existing provisions.
March 2012 (PD2012_018)	Director-General	Updated and rescinded PD2005_626 and PD 2005_627: - Shortened to make more accessible, readable and user friendly. - Matters fully dealt with in other Policy Directives or legislation no longer covered, with the exception of anti-discrimination.
October 2005 (PD2005_626)	Director-General	Updated and replaced previous codes PD2005_199 (Department of Health) and PD2005_130 (NSW Health services)
October 2005 (PD2005_627)	Director-General	Communication strategy for PD2005_626.

ATTACHMENT

1. NSW Health Code of Conduct

Code of Conduct



Issue date: December-2015

PD2015_049

CONTENTS

A Message from the Secretary	1
1 INTRODUCTION	2
1.1 Why we have a Code	2
1.2 Definitions	2
2 APPLYING THE CODE	2
2.1 Who does the Code apply to?	2
2.2 Responsibilities under the Code	3
2.3 What happens if there is a breach of the Code.....	3
2.4 What to do if you are concerned about a breach of the Code	3
2.5 Protection for people who raise concerns about a breach of the Code	3
3 NSW HEALTH CORE VALUES	4
4 THE CODE OF CONDUCT	5
4.1 Promote a positive work environment.....	5
4.2 Demonstrate honesty and integrity	6
4.3 Acting professionally and ethically	6
4.4 Use official resources lawfully, efficiently and only as authorised	8
4.5 Maintain the security of confidential and/or sensitive official information.....	8
4.6 Maintain professional relationships with patients or clients.....	9

A Message from the Secretary

In NSW Health we are committed to providing the best patient-centred health services possible, and to the goals of protecting and improving the health of the people of NSW.

To achieve this, everyone working in NSW Health must promote a positive working environment where everyone's contribution is valued. Teamwork and respectful staff relations are essential.

Everyone working in NSW Health should expect to be treated, and must treat others, with respect, dignity and fairness. High standards of workplace practice and conduct improve staff morale. They also produce more effective working relationships and enhanced patient outcomes. In particular, bullying and / or harassment will not be tolerated.

This Code seeks to provide the basis for developing a positive workplace culture – a culture which reflects our core values of Collaboration, Openness, Respect and Empowerment and builds upon the Government Sector core values of Integrity, Trust, Service and Accountability.

I ask everyone working in NSW Health to make themselves aware of the Code, and to implement and adhere to the Code's provisions and to the NSW Health core values on which it is based.

Dr Mary Foley
Secretary

1 INTRODUCTION

1.1 Why we have a Code

The reason we have a Code of Conduct is so there can be no doubts about the standards of ethical and professional conduct that are required of everyone working in NSW Health, the outcomes we are committed to, and the behaviours which are unacceptable and will not be tolerated.

A Code of Conduct assists with building a positive workplace culture based on our core NSW Health values of collaboration, openness, respect and empowerment.

The intent of the Code is to provide a framework to promote ethical day-to-day conduct and decision making. It does not and cannot cover every situation that can arise in the workplace. The Code does not replace the need for common sense in how staff conduct themselves. If staff are in doubt as to what conduct is appropriate in any particular situation, or how the Code should be applied, they should seek advice and direction from their manager or a more senior member of staff.

Managers have a key role in ensuring staff understand the Code and in enforcing the standards it sets, consistently and fairly. However, the most important responsibility of managers, and their most valuable contribution to ensuring that the standards set out by the Code are implemented, is to lead by example.

The Code also provides guidance on how to raise and report breaches of the standards it sets.

1.2 Definitions

NSW Health – means public health organisations, the NSW Ministry of Health, the Ambulance Service of NSW, and all other organisations under the control and direction of the Minister for Health or the Secretary of Health.

2 APPLYING THE CODE

2.1 Who does the Code apply to?

This Code applies to:

- 2.1.1 Persons who are employed in NSW Health whether on a permanent, casual or temporary basis, and
- 2.1.2 Contractors (including visiting practitioners, agency staff and volunteers) working in NSW Health, and
- 2.1.3 Students, researchers or persons undertaking or delivering training or education in NSW Health,

who will be referred to as 'staff' throughout the Code.

In addition, staff of the NSW Ministry of Health, Health Professional Councils Authority, Mental Health Commission and NSW Institute of Psychiatry are required to comply with

the *Code of Ethics and Conduct for NSW Government Sector Employees*, contained in section 2 of the document issued by the Public Service Commission entitled [Behaving Ethically: A Guide for NSW Government Sector Employees](#).

2.2 Responsibilities under the Code

All staff are responsible for applying and complying with the Code.

Managers are responsible for ensuring that the staff who they supervise are aware of and understand their responsibilities under the Code.

2.3 What happens if there is a breach of the Code

There is a range of consequences for breaches of this Code depending on the nature and seriousness of the matter.

Managers have a responsibility to address alleged breaches of the Code promptly, and in a fair and reasonable manner. They need to assess the seriousness of any alleged breaches, and how they should be dealt with.

Possible outcomes for a staff member who has breached the Code may be:

- Counselling
- Performance improvement plans
- Formal disciplinary action
- Referral to the relevant registration board when the staff member is a registered health practitioner
- Referral to the police in cases of suspected possible criminal activity
- Referral to other Government agencies, such as the Independent Commission Against Corruption, or
- Termination of employment.

Certain sections of the Code reflect the requirements of legislation, and breaches of these conditions may be punishable under law.

2.4 What to do if you are concerned about a breach of the Code

Staff should report any breach or concerns about a breach of the Code to their manager.

If staff are not comfortable about reporting to their manager, they should report the matter to a more senior staff member. In some circumstances, such as allegations of corruption, there is a mandatory requirement to report matters to external agencies.

2.5 Protection for people who raise concerns about a breach of the Code

NSW Health is committed to protecting any person who raises concerns about a breach of the Code from retaliation or reprisals. Any attempt to take detrimental action against a person who raises a legitimate breach of the Code will be treated seriously and may lead to disciplinary action.

Further, it is a criminal offence to take reprisal against a whistleblower under Section 20 of the *Public Interest Disclosures Act 1994* where a disclosure falls within the scope of that Act.

3 NSW HEALTH CORE VALUES

The NSW Health CORE values build upon the public sector core values of integrity, trust, service and accountability.

The NSW Health CORE values are:

- Collaboration
- Openness
- Respect
- Empowerment.

We strive to reflect these CORE values in our workplaces and in our conduct by demonstrating the following characteristics:

Collaboration

- We are an organisation that believes in its people and is people centred.
- Our leaders are role models for our core values and they are accountable.
- We willingly work in teams to provide excellent levels of care.
- Our teams are strong and successful because we all contribute and always seek ways to improve.
- We encourage and recognise outstanding performance.

Openness

- We want our community to have confidence in their local health services.
- We foster greater confidence and cooperation through open communication.
- Our performance is open to public scrutiny through patient and employee surveys.
- We welcome and use feedback as a tool to do better.
- We encourage those around us to speak up and voice their ideas as well as their concerns by making it clear that speaking up is worthwhile and valued.
- We communicate clearly and with integrity.

Respect

- We never lose sight of our patients' fundamental right to be treated with dignity, compassion and respect.
- We listen to patients, the community and each other.
- We welcome new ideas and ways of doing things to improve patient care.

- We treat our colleagues and patients with dignity and respect, and care about those around us.
- Each of us is responsible for workplace culture and performance.
- We have zero tolerance for bullying and no-one, no matter how senior, is exempt.

Empowerment

- We encourage and support local decision making and innovation.
- We accept that with local decision making comes responsibility and accountability.
- We make best use of resources and experience to meet patient and community expectations.
- While we seek direction from our leaders, we believe that everyone is empowered to make a difference in our workplace.
- As individuals, we can improve our workplace culture and performance by addressing issues that hold us back.
- We strive for individual excellence on behalf of our patients and our teams, and to deliver the best possible care and services.

4 THE CODE OF CONDUCT

The Code requires staff to adhere to the standards set out below. The standards in this Code also apply to social activities that take place outside work premises but under agency auspices, and to the making of comments about other staff, patients, and patients' family members or visitors on social media where the status of the person making the comments as a NSW Health staff member is indicated or can be inferred.

4.1 Promote a positive work environment

Staff must:

- 4.1.1 Treat patients and members of the public with courtesy and respect and with due sensitivity to the needs of people with different backgrounds and cultures
- 4.1.2 Treat all other members of staff (irrespective of whether they are at the same level of seniority, or more senior or junior) in a way that promotes harmonious and productive working relationships, and a collaborative teamwork approach
- 4.1.3 Not bully or harass other staff, patients or members of the public, or discriminate against them on the basis of their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality, transgender or carers' responsibilities
- 4.1.4 Not encourage or support other staff in harassing or bullying, or in acting in a way that is contrary to harmonious working relationships between staff members

- 4.1.5 Where appropriate, attempt to settle any complaints, disagreements or grievances involving other staff themselves in the first instance; or pursue such matters through their manager or a more senior member of staff in a way which is proportionate to the issues raised, utilises applicable NSW Health policies, and recognises that in any process to resolve such matters other staff also have perspectives and rights.

4.2 Demonstrate honesty and integrity

Staff must:

- 4.2.1 Avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to their manager - for further information, refer to the current NSW Health policy on [conflicts of interest and gifts and benefits](#)
- 4.2.2 In general not deal with the finances of patients or clients, but where such dealings occur in the best interests of the patient or client, report the full details to their manager
- 4.2.3 Ensure that their actions and decisions are not influenced by self interest or considerations of personal gain or other improper motives
- 4.2.4 Not accept bribes or inducements that are intended to influence their decisions or actions and
- 4.2.5 Not accept gifts where they are, or could be reasonably interpreted as being, designed to secure influence or preferential treatment in favour of the giver, which means that token or inexpensive gifts offered as an expression of gratitude, such as chocolates from a patient, can be accepted – for further guidance, refer to the current NSW Health policy on [conflict of interest and gifts and benefits](#)
- 4.2.6 Provide honest and accurate comments when giving staff references
- 4.2.7 In dealings with former staff members of NSW Health not give them, or appear to give them, favourable treatment or access to privileged information.

On leaving employment, staff must:

- 4.2.8 Not use or take advantage of confidential information obtained in the course of their previous official duties to seek gain or profit, unless and until this information is publicly available
- 4.2.9 Not take documents that are the property of the Health Service to another position prior to or after resignation without approval.

4.3 Acting professionally and ethically

Staff must:

-
- 4.3.1 At all times act in a way which is consistent with NSW Health's duties of care to its patients and clients, and its obligations to provide a safe and supportive environment on its premises for patients and their family members
 - 4.3.2 Not be under the influence of alcohol or drugs when commencing work and while at work
 - 4.3.3 Be in a fit and proper condition to carry out their duties when commencing work and while at work
 - 4.3.4 Dress in a way that is appropriate for the work they do, and complies with any local dress requirements
 - 4.3.5 Carry out their duties diligently and efficiently
 - 4.3.6 Not absent themselves from the workplace without proper notification, when they are meant to be on duty; nor engage in any form of outside practice or employment or other activities when they are meant to be on duty and working for NSW Health
 - 4.3.7 If working as a full time employee, seek approval from the Chief Executive or his/her delegate to undertake secondary employment; and if working as a part-time employee seek such approval if there is potential for a conflict of interest with NSW Health employment, or if the total work being undertaken raises issues about excessive working hours. Such approval for other employment must not be unreasonably withheld
 - 4.3.8 Comply with all lawful and reasonable directions given by their managers or other members of staff authorised to give them
 - 4.3.9 Comply with all applicable NSW Health policies and procedures, and those of the NSW Health agency where they work
 - 4.3.10 Maintain and enhance their professional standards and skills, and keep up to date with best practice
 - 4.3.11 Observe all laws, professional codes of conduct and ethics relating to their profession
 - 4.3.12 If professionally registered, report all changes in professional registration (such as the imposition of conditions on registration) to their manager
 - 4.3.13 Avoid conduct that could bring NSW Health or any of its staff, patients or clients into disrepute, including when using social media
 - 4.3.14 Act in a way which protects and promotes the interests of NSW Health and the particular NSW Health agency where they work
 - 4.3.15 Only provide official comment on matters related to NSW Health if authorised to do so

-
- 4.3.16 When making public comment on issues or participating in political or industrial activities, not indicate or imply that their views are those of NSW Health
 - 4.3.17 Carry out their duties in a politically neutral manner
 - 4.3.18 Report criminal charges and convictions against them involving offences punishable by imprisonment for 12 months or more to their Chief Executive within 7 days of the charge being laid or a conviction recorded
 - 4.3.19 Report to the designated person within their Health organisation, upon becoming aware of an allegation, charge or conviction involving an under 18-year-old against another NSW Health staff member
 - 4.3.20 Report immediately any episode or incident of clinical care which raises concerns about standards of clinical care or about possible clinical malpractice, and
 - 4.3.21 Report to a more senior member of staff and / or to the appropriate external statutory body any misconduct by others of which they become aware, such as corruption, fraud, maladministration, and serious or substantial waste.

4.4 Use official resources lawfully, efficiently and only as authorised

Staff must:

- 4.4.1 Use work resources efficiently
- 4.4.2 Use all equipment, goods, resources and materials provided for work-related purposes only, and not for outside clinical or business practice or political purposes: for example staff cannot operate a private business from the workplace, proselytise in favour of a particular religious belief or beliefs, decorate official vehicles with political slogans, or use work tools to make repairs to personal property or carry out home renovations. However, reasonable personal use may be made of equipment (such as phones, computers or photocopiers) provided that work performance is not affected and any instructions about such personal use are followed
- 4.4.3 Follow any special directions or conditions that apply to the authorised use of official resources such as the use of cars for non-official purposes, and
- 4.4.4 Not use NSW Health internet and email resources for accessing, transmitting, storing or downloading pornographic, sexually explicit or otherwise inappropriate material.

4.5 Maintain the security of confidential and / or sensitive official information.

Staff must:

- 4.5.1 Keep confidential all personal information and records, including not discussing or providing information on social media that could identify patients or divulge patient information
- 4.5.2 Not use or release official information or records without proper authority
- 4.5.3 Maintain the security of confidential and / or sensitive information, including that stored on communication devices
- 4.5.4 Not disclose, use or take advantage of information obtained in the course of official duties, including when they cease to work in NSW Health.

4.6 Maintain professional relationships with patients or clients.

Staff must:

- 4.6.1 Not take an unfair advantage of, or exploit any relationship with, patients or clients in any way, including not engaging in on-line friendships with patients or clients via social media; staff may accept patients and clients as members of their professional pages that contain information relating to the professional practice of the staff member
- 4.6.2 Not have any sexual relationship with a patient or client during a professional relationship.

I have read and understood the above Code of Conduct, and agree to comply with its provisions at all times while working in NSW Health.

By signing this Code I acknowledge my commitment to achieving the best outcomes for patients and playing my part in ensuring that my working environment is safe and supportive.

..... *Print name*

..... *Signature*

..... *Date*