SA PUBLIC SERVICE
ALLIED HEALTH
&
MEDICAL SCIENTISTS
CLAIM

2014
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ENTERPRISE AGREEMENT

This Agreement shall be known as the South Australian Allied Health & Medical Scientists Public Sector Wages Agreement 2014.

1. PURPOSE

1.1 The parties to this agreement are committed to providing the highest levels of healthcare and services, and values equity, diversity, initiative, flexibility, creativity, teamwork, conduct, work health and safety and the capacity to make a difference.

1.2 Continuing the development of an environment that is directed to the retention and recruitment of allied and scientific health professionals, medical scientists and allied and scientific health practitioners.

2. SCOPE AND PARTIES BOUND BY THE AGREEMENT

2.1 This Agreement shall be between the Minister administering the Public Sector Management Act 1995 and the Health Care Act 2008 and the Health Services Union of Australia - South Australian Branch (HSU), Professionals Australia (formally APESMA); and the Community and Public Sector Union (CPSU), SPSF Group SA Branch and the Public Service Association of South Australia (PSA).

2.2 This Agreement is binding upon the Chief Executive, Department of the Premier and Cabinet, the Chief Executive, Department of Health, the Chief Executive, Department of Communities and Social Inclusion (the employers) and any other government agencies that employ allied and scientific health professionals, medical scientists, allied and scientific health professionals.

2.3 Employees as described in Clauses 5.2 and 5.3.

3. DEFINITIONS

3.1 Words and expressions that are defined in SA legislation shall, unless a contrary intention is specifically indicated, have the same respective meanings in this agreement.

3.2 In this Agreement, references to statutes shall include regulations made under those statutes and all statutes amending, consolidating or replacing the statutes referred to.

3.3 The headings and clause numbers appearing in this agreement are inserted only as a matter of convenience and in no way define, limit, construe or describe the scope or intent of the clauses of this agreement nor in any way affect this agreement.

3.4 In this Enterprise Agreement, unless the contrary intention appears:

“Act” Means the Fair Work Act 1994

“Acute emergency call back” Means where an employee is required for acute emergencies and is required to be available for immediate call back to the workplace, within a reasonable agreed time, where consumers’ health will likely be compromised without the timely intervention of the Health Professional

“Agency” Means all South Australian government agencies that employ allied health professionals
“Association” Means the Health Services Union SA branch (HSU), Public Service Association (PSA) SA branch, Professionals Australia

“Approval” Means approval by the Industrial Relations Commission of South Australia

“Award” Means South Australian Public Sector Salaried Employees Interim Award (2013)

“Commission” Means the Industrial Relations of South Australia

“CPD” Means Continuous Professional Development

“CPI” Means Consumer Price Index

“DH” Means the SA Department of Health

“Employer” Means the applicable employer bound by this Enterprise Agreement or delegate thereof

“Employee” Means a person employed by a respondent to this agreement on either a permanent full-time, regular part-time, fixed term, temporary or casual basis

“Family Member” Includes an employee’s wife, husband, same gender partner, father, mother, father in law, mother in law, brother, sister, child, stepfather, stepmother, stepchild, de facto partner, guardian, foster parent, step parent, step brother/sister, half-brother/sister, grand parent

“Health professional” Means, as per the SA Public Sector Salaried Employees Interim Award, for the purposes of this agreement includes employees who possess, as a minimum, a relevant bachelor degree or equivalent qualification, and who are involved in one or more of the following:

Provision of direct clinical and/or professional services to consumers, planning, co-ordination or evaluation of the delivery of clinical or professional services

Provision of professional supervision or consultation to other health professionals and/or practitioners, provision of professional education services to other health professionals and/or practitioners

Management of clinical or professional services providing direct services to consumers

An employee who holds an appropriate science degree or recognised equivalent qualification and who is employed as a medical scientist

For Aboriginal Family Practitioners in the Department for Education and Child Development only

Persons of Australian Aboriginal or Torres Strait Islander descent, who have the appropriate background and skills but do not have the essential qualification, may apply for and be engaged/assigned to the role of Social Worker and will be entitled to apply for any Allied Health Professional roles requiring a qualification in Social Work within Families SA in the Department for Education and Child Development. This includes progression as part of a peer assessment process.

Nothing in this Clause shall reduce an individual’s classification or agreed translation
“Personal /carers leave” Means leave approved by the employer for absences from work on account of:

- Personal illness
- Illness of “Family member” as defined above
- Urgent pressing necessity as defined by Departmental or industrial instrumentalities eg: Award or Agreements

“RDO” Means ‘Roster Day Off’

“Recall” Means those occasions when a staff member is requested to return to duty outside the staff member’s ordinary hours

“Shift work” Means work performed in accordance with a roster and may include: day shift, afternoon shift, night shift, Saturdays, Sundays and Public holidays

- Night shift – Means any shift commencing at or after 22:00 hours and finishing on or before 08:00 hours
- Afternoon shift – Means any shift commencing at or after 12:00 hours but finishing on or before 24:00 hours
- Day shift – Means any shift that is not a night shift or afternoon shift as defined above

“Standard Call back” Means an employee is required to remain in telephone contact for a possible recall to duty outside the staff member's normal working hours

“This Agreement” Means the South Australian Allied Health and Medical Scientists Public Sector Wages Agreement

3.5 Subject to this Clause, this Enterprise Agreement will be read and interpreted in conjunction with the following:

3.5.1 Dental Officers Agreement (unregistered: dated 1980)
3.5.2 Grant Funded Scientists (unregistered agreement: APESMA dated 2001)
3.5.3 Medical Scientists (South Australian Public Sector) Award
3.5.4 South Australian Sector Salaries Employees Interim Award
3.5.5 Visiting Dental Staff Agreement (unregistered: dated 1980)

4. COMMENCEMENT AND DURATION

4.1 This Agreement shall commence on the 1st July 2014 and expire 30th June 2017.

4.2 This Agreement will replace the current Enterprise Agreement (EA), The South Australian Government Wages Parity (Salaried) Enterprise Agreement 2012.

5. APPLICATION

5.1 This agreement is made in respect of all employees employed by the Department of Health, Department of Communities and Social Inclusion (the employers) and any other government agencies that employ allied health professionals, medical scientists, technical
officers or allied health assistants classified in accordance with the South Australian Government Wages Parity (Salaried) Enterprise Agreement 2012.

5.2 "Allied and Scientific Health Practitioners" for the purposes of this agreement includes employees may or may not possess formal qualifications, who are involved in one of more of the following:

5.2.1 provision of direct clinical or technical services
5.2.2 management of clinical or technical services providing direct services to consumers
5.2.3 provision of professional supervision or consultation to other health practitioners
5.2.4 are under the clinical governance and/or direction of allied and scientific health professionals
5.2.5 *For the purposes of this agreement, the parties record that they presently agree that an eligible Allied and Scientific Health Practitioners includes, but is not limited to, those listed below. Further eligible Allied & Scientific Health Practitioners may be added to the list during the period of the Agreement with the approval of the union or unions and relevant agencies provided they meet the above requirements.

### ALLIED AND SCIENTIFIC HEALTH PRACTITIONERS INCLUDED IN THE AGREEMENT

<table>
<thead>
<tr>
<th>Allied Health Assistant</th>
<th>Diversional Therapist*</th>
<th>Remedial Therapist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Health Worker</td>
<td>Engineering Associate</td>
<td>Rehabilitation Technicians</td>
</tr>
<tr>
<td>Biomedical Technician</td>
<td>Environmental Health Officer*</td>
<td>Science Laboratory Technician</td>
</tr>
<tr>
<td>Clinical Measurement Technician</td>
<td>Forensic Technician</td>
<td>Technical Grade Officer</td>
</tr>
<tr>
<td>Cytotechnologist</td>
<td>Pharmacy Assistant</td>
<td>Thoracic Technologist</td>
</tr>
<tr>
<td>Dental Hygienist</td>
<td>Pharmacy Technician</td>
<td>Welfare Officer</td>
</tr>
<tr>
<td>Dental Prosthetist</td>
<td>Orthotics &amp; Prosthetics Technician</td>
<td></td>
</tr>
<tr>
<td>Dental Technician</td>
<td>Operational Services Officer</td>
<td></td>
</tr>
</tbody>
</table>

*May be articulated into the ASH Professional stream if further qualifications gained.

5.3 "Allied and Scientific Health Professionals", for the purposes of this agreement, include employees who possess, as a minimum, a relevant bachelor degree or equivalent qualification, and who are involved in one or more of the following:

5.3.1 provision of direct clinical and/or professional services to consumers
5.3.2 planning, co-ordination or evaluation of the delivery of clinical or professional services
5.3.3 management of professional services providing direct services to consumers
5.3.4 provision of professional supervision or consultation to other allied and scientific health professionals or allied and scientific health practitioners

5.3.5 provision of professional education services to other allied and scientific health professionals or practitioners

5.3.6 an employee who is employed in the professions listed below. Allied and Scientific Health Professions who are at a minimum undergraduate degree qualified and perform roles that enable them to either:
   a. Obtain National registration; or
   b. Licence or accreditation to practice
   c. Be eligible to join the relevant professional association

5.3.7 an employee who was employed as an Allied Health Professional or Medical Scientist/Grant Funded Scientist at the time of making this agreement and held appropriate qualifications.

5.3.8 Allied and Scientific Health Professional classifications covered by this agreement are listed below

**ALLIED AND SCIENTIFIC HEALTH PROFESSIONAL INCLUDED IN THE AGREEMENT**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Genetic Counsellor</th>
<th>Physicist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal Health Practitioner</td>
<td>Grant funded Scientist</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Art Therapist</td>
<td>Medical Scientist</td>
<td>Podiatrist</td>
</tr>
<tr>
<td>Audiologist</td>
<td>Microbiologist</td>
<td>Prosthetist</td>
</tr>
<tr>
<td>Biomedical Engineer</td>
<td>Music Therapist</td>
<td>Psychologist</td>
</tr>
<tr>
<td>Cardiac Investigation Officer</td>
<td>Neurophysiologist</td>
<td>Radiation Therapist</td>
</tr>
<tr>
<td>Chiropractor</td>
<td>Nuclear Medicine Technologist</td>
<td>Radiographer</td>
</tr>
<tr>
<td>Counsellor</td>
<td>Nuclear Medicine Therapist</td>
<td>Social Worker</td>
</tr>
<tr>
<td>Cytologist</td>
<td>Occupational Therapist</td>
<td>Sonographer</td>
</tr>
<tr>
<td>Dental Therapists</td>
<td>Optometrist</td>
<td>Speech Pathologist</td>
</tr>
<tr>
<td>Developmental Educator</td>
<td>Orthoptist</td>
<td>Vision Therapist</td>
</tr>
<tr>
<td>Dietician /Nutritionist Exercise Physiologist</td>
<td>Perfusionist</td>
<td>Oral Health Therapist</td>
</tr>
<tr>
<td>Epidemiologist</td>
<td>Pharmacist</td>
<td></td>
</tr>
</tbody>
</table>

5.4 *For the purposes of this agreement, the parties record that they presently agree that an eligible Allied and Scientific Health Profession includes, but is not limited to, those listed above. Further eligible Allied & Scientific Health Professions may be added to the list during the period of the agreement with the approval of the union or unions and relevant agencies provided they meet the above requirements*
5.5 An Allied and Scientific Health Practitioner may be able to articulate into the ASH Professional Stream on completion of pre-requisite qualifications.

6. **RELATIONSHIP TO PARENT AWARDS AND AGREEMENTS**

This Agreement is to be read and interpreted wholly in conjunction with the *South Australian Public Sector Interim Award 2013* (the Award) or any successor. Where any inconsistency occurs between this agreement and an Award listed in Clause 6, application of this agreement or any relevant registered agreement with the Minister administering the *Public Sector Management Act 1995*, this agreement shall prevail to the extent of the inconsistency:

6.1 Provided that, the wage increases provided for under this agreement shall be in addition to those provided for in the SA Government (Public Sector Salaried Employees) Arbitrated Enterprise Bargaining Award 2013.

7. **CONSULTATIVE ARRANGEMENTS**

7.1 At each enterprise or workplace, consultative mechanisms and procedures will be established comprising representatives of the employer and employees. Each relevant Association is entitled to be represented.

7.2 The particular consultative mechanisms and procedures will be appropriate to the size, structure and needs of the enterprise or workplace.

7.3 The purpose of the consultative mechanisms and procedures is to facilitate the efficient operation of the enterprise or workplace according to its particular needs.

7.4 Where agreement is reached at an enterprise or workplace through such consultative mechanisms and procedures, and where giving effect to such agreement requires this agreement, as it applies at the enterprise or workplace, to be varied, an application to vary will be made to the Commission. The agreement will be made available in writing, to all employees at the enterprise or workplace and to the associations party to this award.

7.5 When this Agreement is varied to give effect to an agreement made pursuant to this clause, the variation becomes a schedule to this award and the variation takes precedence over any provision of the award to the extent of any expressly identified inconsistency.

7.6 The Agreement must meet the following requirements to enable the Commission to vary this agreement to give effect to it:

7.6.1 That the purpose of the agreement is to make the enterprise or workplace operate more efficiently according to its particular needs

7.6.2 That the majority of employees covered by the agreement genuinely agree to it

7.6.3 That the agreement variation necessitated by the agreement meets the requirements of section 79 of the Industrial & Employee Relations Act, 1994

8. **CLASSIFICATION STRUCTURE**

8.1 As part of the negotiation on this claim, the parties will review the classification structure of the Allied and Scientific Health Professionals’ and Allied and Scientific Health Practitioners’ streams

8.2 The purpose of this review shall be to:
8.2.1 Provide classification structure flexibility to accommodate the needs of the various Allied and Scientific Health Professionals and Allied and Scientific Health Practitioners.

8.2.2 Adopt a new structure which reflects the changing needs of the agencies and their workforce.

8.2.3 Ensure that the translation process into the new structure is completed by six months after the start of the agreement.

9. **SALARY AND WAGE ADJUSTMENTS**

9.1 Except as provided by this clause, the salaries payable to employees are those detailed in Schedule 1: Wages and Salaries, and will operate from the first full pay period (ffpp) to commence on or after the dates specified (the "applicable date"), namely:

   - 3% from 1 September 2014;
   - 3% from 1 September 2015; and
   - 3% from 1 September 2016.

9.2 The salary payable to an employee as at the applicable date shall not reduce by reason of a salary schedule in this Enterprise Agreement.

9.3 This sub-clause applies to "pegged employees". A "pegged employee" is an employee who is in receipt of a wage rate which has been pegged at a rate above that which is generally payable in relation to the employee's classification or position.

9.4 A pegged employee will not be entitled to any percentage or other increase in wage rate by reason of this Enterprise Agreement, unless the increase to the substantive rate of pay for an employee’s classification, or position, brings that rate up to an amount higher than the pegged rate. In that event, the increase payable will be the difference between the new substantive rate and the pegged rate.

9.5 Once the rate of pay for a pegged employee’s classification equals or exceeds the employee's pegged rate, the employee will, for all purposes, be regarded as not being subject to a pegged rate of pay.

9.6 Where applicable, a reference in Schedule 1: Parity Salaries and Wages to date of approval will be taken to mean the first pay period to commence on or after the date on which the Commission approves this Enterprise Agreement.

9.7 Incremental Progression

9.7.1 An employee will progress to the next increment as currently occurs ('their expected increment date') unless, in the course of implementing an agency’s performance management and/or development system (however described), the employee is assessed either as not performing at a satisfactory level (i.e. the work being performed or produced is not commensurate with the level, quality and timeliness required from the duties (or position); or as not meeting performance standards. For the purposes of this clause, this assessment is referred to as ‘the initial assessment’. An employee will be entitled to at least three calendar months prior notice (written or email) of the initial assessment as per clause 9.7 and may, within one month, request either a reassessment or a
review of the assessment, which is to be concluded by not later than one month prior to their expected increment date.

9.7.1 If upon a reassessment or review the employee is assessed either as performing at a satisfactory level or as meeting performance standards, the employee will not be impeded from progressing to the next increment level.

9.6.1 If pursuant to this clause an employee does not progress to the next increment level, the employee will work with the agency with the object of improving their performance to at least a satisfactory level during the ensuing six months after the initial assessment (and thereafter as may be applicable).

9.6.2 During the six months after the initial assessment, an employee may, at not less than three monthly intervals, request to be reassessed.

9.6.3 If, during six months after the initial assessment, an employee is assessed as:

9.6.3.1 Performing at a satisfactory level or as meeting performance standards, the employee will progress to the next incremental level at the six calendar month anniversary after what would otherwise have been their expected incremental date; or

9.6.3.2 Not performing at a satisfactory level or as not meeting performance standards, the employee will not progress to the next increment level.

9.6.4 If, more than six months after the initial assessment, an employee is assessed as:

9.6.4.1 Performing at a satisfactory level or as meeting performance standards, the employee will progress to the next incremental level at the twelve month anniversary after what would otherwise have been their expected incremental date; or

9.6.4.2 Not performing at a satisfactory level or as not meeting performance standards, the employee will not progress to the next increment level.

9.6.5 An employee who does not progress to the next increment level consequent on an assessment during the first twelve months after what would otherwise have been their expected incremental date, may request a reassessment at not less than six monthly intervals. If assessed as performing at a satisfactory level or as meeting performance standards, the employee will progress to the next incremental level at the subsequent applicable anniversary of what would otherwise have been their incremental date in that year, otherwise the employee will not progress.

9.6.6 In this clause “performance standards“ means achieving performance targets or work output applicable to the employee; behaviour in accordance with the public sector code of conduct; actively participating in an agency’s performance management and/or development system (however described); and applying learning and development.

9.6.7 This clause does not apply to an age or qualification based increment and is not intended to preclude a process that may occur pursuant to the Public Sector Act 2009.
10. HOURS OF WORK

10.1 For the purposes of this Agreement:

10.1.1 **Night shift** - any shift commencing at or after 22:00 hours and finishing on or before 08:00 hours

10.1.2 **Afternoon shift** - any shift commencing at or after 12:00 hours but finishing on or before 24:00 hours

10.1.3 **Day shift** - any shift that is not a night shift or afternoon shift as defined above

10.1.4 The day of the week with which a shift day is identified is determined by the day in which the shift starts

10.2 Shift penalties afternoon and night shift

10.2.1 The loading on the base rate of pay for an employee who works an afternoon shift on Monday - Friday shall be time plus 15%

10.2.2 The loading on the base rate of pay for an employee who works a night shift on Monday – Friday shall be time plus 20.5%

10.2.3 The loading on the base rate of pay for an employee who works an afternoon or night shift on Saturday will be time plus 50%

10.2.4 The loading on the base rate of pay for an employee who works an afternoon or night shift on Sunday will be time plus 50%

10.3 Shift penalties Public holidays

10.3.1 All public holidays receive a penalty rate of time plus 150%

10.3.2 Work performed by an employee in excess of the ordinary hours of their shift, or on a rostered day off (RDO) shall be paid for in accordance with Section 10 Overtime

10.3.3 Casual employees shall be paid at the base rate of pay plus the casual loading plus the applicable shift loading calculated on the base rate of pay

10.3.4 **LIMIT ON PUBLIC HOLIDAY WORK:** An employee may be required to work on public holidays as part of their normal working arrangements, provided that generally an employee should not be required to work more than 7 public holidays (not counting a 'part-day public holiday') in any one calendar year except with the agreement of the employee or in unavoidable circumstances.

10.3.5 **PUBLIC HOLIDAYS – EMPLOYEES ROSTERED OVER 6 DAYS**

Where a full-time employee is required to work on active duty over 6 days of the week including Saturdays and Sundays and a public holiday (other than a 'part-day public holiday') falls between Monday to Friday on a day which is their rostered day off that employee will be paid an additional day’s pay.

10.3.6 **PUBLIC HOLIDAYS – EMPLOYEES ROSTERED OVER 7 DAYS**

10.3.6.1 An employee who is required on active duty on all of the 7 days of a week including Saturdays and Sundays will receive for each of the first 5 public holidays worked in any one financial year either:
(i) payment at the rate of time and a half and allowed an additional day off in lieu equivalent to the time worked, which may be taken in conjunction with annual leave; or

(ii) where the employee requests, will be paid at the rate of double time and a half.

10.3.6.2 Any other employee will be paid at the rate of double time and a half, or, where the employee requests, a day in lieu may be granted at a mutually convenient time, and a payment at the rate of time and a half instead of double time and a half will be made.

10.3.7 An employee who is required to work outside their usual daily working hours on a public holiday will be paid at the rate of double time and a half or where the employee requests and the employer agrees, be granted time off in lieu equal to the hours worked and in addition receive payment at the rate of time and a half.

10.4 Overtime

10.4.1 All employees will be paid overtime based upon their substantive rate for clinical duties.

10.4.2 Overtime Monday – Friday will be paid at base rate plus 50% for the first 3 hours, 100% thereafter

10.4.3 Overtime on Saturday will be paid at a rate of base rate plus 50% for first 3 hours and 100% thereafter except for all time worked in the afternoon will be paid at base rate plus 100% with a minimum payment as for 3 hours work at the appropriate rate.

10.4.4 Overtime on Sunday will be paid at base rate plus 100% with a minimum payment as for 3 hours work at the appropriate rate.

10.4.5 Overtime on Public Holidays will be paid at base rate plus 150% with a minimum payment as for 3 hours work at the appropriate rate.

11. PERMANENT NIGHT SHIFT

11.1 Permanent night shift is defined whereby an employee is predominately rostered to the night shift as in Clause 9.1.1. Some day shift/afternoon shift may be required for orientation and continuing professional development.

11.2 The loading on the base rate of pay for an employee who works a night shift on Monday – Friday shall be time plus 30%.

11.3 The loading on the base rate of pay for an employee who works a night shift on Saturday will be time plus 50%.

11.4 The loading on the base rate of pay for an employee who works a night shift on Sunday will be time plus 50%.

12. RECALL ALLOWANCE

12.1 An employee who, without prior notice, is recalled to work overtime shall be paid as follows:
12.1.1 For each call, 3 hours at the base rate plus appropriate overtime rate
12.1.2 The appropriate overtime rate for the purpose of this provision shall be as provided for in Clause 10 Overtime, of this agreement
12.1.3 Time is calculated from home back to home
12.1.4 For 3 hours paid regardless of next rostered start time

13. STANDARD CALL BACK ALLOWANCE

13.1 All Employees who are required to remain in telephone contact to return to work or attend to calls after normal hours shall be paid an allowance of $35 per day Monday to Friday.

13.2 On Saturdays, Sundays, Public Holidays and Rostered Days Off, an allowance of $55 is payable.

13.3 An employee who is called for duty when rostered for on call, are to be paid for a minimum of three (3) hours for each call, at the substantive overtime rate

13.4 Employees recalled working on overtime, after leaving the employer's premises, whether notified before or after leaving the premises, shall be paid for a minimum of 3 hours' work at the appropriate overtime rate for each time he/she is so recalled.

13.5 An employee shall not be required to work the full minimum number of hours prescribed above if the job he/she was recalled to perform is completed within a shorter period.

13.6 Provided that, if such an employee, in the course of dealing with these calls is required to perform work, from home, by telephone or internet connection for a period of longer than 30 minutes the employee will be paid in accordance with the standard call provisions prescribed in this Clause.

13.7 Time is calculated from home back to home.

13.8 Three (3) hours paid regardless of next rostered shift start time.

14. ACUTE EMERGENCY CALL BACK ALLOWANCE

14.1 An acute clinical call back is where an employee is required for acute emergencies and is required to be available for immediate call back to workplace, within a reasonable agreed time.

14.2 Where local management has decided that the on call service for that profession, discipline or service is required for essential direct emergency clinical interventions where consumers’ health will likely be compromised without the timely intervention of the Health Professional.

14.3 After being contacted, the employee will generally be available for presentation at the workplace within an agreed time, approximately 30 minutes assuming that there are good traffic conditions.

14.4 All Employees who are required to remain in telephone contact to return to work for acute immediate clinical call back, after normal working hours shall be paid an allowance of $75 per day Monday to Friday.

14.5 On Saturdays, Sundays, Public Holidays and RDOs an allowance of $85 is payable.
14.6 An employee, who is called for duty when rostered for on call, are to be paid for each call three (3) hours at the substantive overtime rates.

14.6.1 Time is calculated from home back to home.

14.6.2 Three (3) hours paid regardless of next rostered start time.

14.7 Standby Option

14.7.1 Where management and an employee genuinely reach an agreement that is more convenient to remain on work site for the period of acute clinical On Call e.g: if the employee lives more than 30 minutes away from the workplace:

14.7.2 It is the responsibility of the employer to provide adequate resting facilities for the employee concerned

a. Clause 18 “Meal Allowance” will apply to 14.7

15. REST PERIOD AFTER ACUTE EMERGENCY CALL BACK/STANDARD CALL BACK /RECALL

15.1 The parties agree that it is not preferable to implement or continue work practices which may have a detrimental effect on an employee’s health and wellbeing and on service delivery.

15.2 To this end the parties agree that:

15.2.1 That following any period of call back/ recall, an employee must receive a continuous break of at least ten (10) hours immediately preceding the start of their next rostered shift and will be without loss of salary for rostered working hours, which occur during such an absence

15.2.2 There is no minimum number of hours the employee must have worked in relation to this Clause

15.3 When a call back occurs within three hours of the commencement of the next rostered shift, the employee will be paid the three hour call back and then return to work at their rostered shift time providing that they had a consecutive ten (10) hour break during the night shift hours.

15.3.1 Clarification example (1):

a. When the first call back occurs at 6 am; the call back is completed at 07:45 hours and they were rostered to start at 08:45 hours. The employee has had a consecutive ten (10) hour break between 20:00 hours and 06:00 hours so they are required to attend work again at 08:45 hours for their rostered shift. The employee receives three (3) hours pay at their substantive overtime rate for the call and receives their normal shift pay that day

15.3.2 Clarification example (2):

a. When the first call back occurs at 0400; completion of the call back is at 06:30 hours and rostered to start at 08:45 hours. The employee hasn’t had their consecutive 10 hour break prior to the commencement of rostered shift at 08:45 hours so they recommence work at 16:30 hours without loss of income
15.4 When recall work is necessary it should be so arranged that employees have at least ten (10) consecutive hours off duty immediately preceding the commencement of the next rostered shift.

15.5 The employee is entitled to be absent from work until they have had 10 consecutive hours off duty without loss of pay for the rostered working time which would have occurred during such absence.

15.6 If on the lawful instructions of the Employer, an Employee resumes or continues work without having had such 10 consecutive hours off duty the Employee will be paid at the applicable rate for their rostered shift plus 100% loading until released from duty for such period.

16. **REIMBURSEMENT OF PRIVATE OFFICIAL CALLS / PHONE**

16.1 Reimbursement for an employee’s call charges incurred for official calls may be reimbursed according to the following criteria:

16.1.1 When employees are directly involved in emergencies concerning life and or property, or

16.1.2 When employees need to be available either for public contact or to support Hospital/Health Service operations outside of normal working hours

16.2 Eligible employees as per Clause 13.1.1 / 13.1.2 receive an allowance at a rate of $40 per month (indexed to CPI) to cover the cost of provision of a telephone e.g.: *home phone*, *mobile phone* or *VOIP broadband phone*, unless other circumstances related to the employer’s exist, that require employees to have extra connections or equipment.

16.3 With respect to the reimbursement of call charges, it should be ensured that appropriate recording procedures are introduced to ensure that official call charges are reimbursed.

16.4 Tax invoices or receipts, as appropriate, are to be provided by the employee as substantiation for amounts claimed.

17. **REIMBURSEMENT OF TRAVEL COSTS ASSOCIATED WITH RECALL / CALL BACK (ACUTE EMERGENCY and STANDARD)**

17.1 An Employee who travels to work as a result of receiving a recall to work will be reimbursed at the rate specified in the HR Manual for the use of a private motor vehicle for the journey to and from the workplace using the shortest, most practical route provided:

17.1.1 No employee will be required to use a private vehicle for work purposes

17.1.2 Where the employee has notified the Employing Authority of the distance of the return journey between the Employee’s usual place of residence and applicable workplace;

a. Has elected to be paid on the basis that is the distance mutually deemed as the applicable distance travelled when recalled; and

b. Has indicated on their timesheet (or in such other manner as may be required by the Employing Authority) that they used their private motor vehicle, the Employing Authority will be reimbursed on the basis of that deemed distance
c. To be reimbursed any parking fees necessarily incurred

17.2 This Sub-Clause has no effect where the employee has not left the premises or the Employing Authority of the applicable health unit at the time of the employee being recalled permits:

17.2.1 of work’s vehicle to travel to and from the workplace

18. MEAL BREAK / MEAL ALLOWANCES

18.1 A minimum meal break of 30 minutes per day is to be taken by all employees. That time will not count as part of an employee’s ordinary working hours.

18.2 In any event, no employee will be required to work more than 5 hours without such a break.

18.3 Any employee, who by direction of the employer, commences duty two hours or more before, and/or ceases duty two hours or more after the employee's normal time of commencement or cessation of duty, where such additional duty necessitates taking a meal away from the employees place of residence, is to be paid an allowance for the meal at the rate of $15.00.

18.4 Any employee, who by direction of the employer, is required to perform duty extending beyond a meal break on a Saturday, Sunday or Public Holiday on which the employee would not normally be required, and who is not entitled to payment for that meal break, is to be paid an allowance for each meal necessarily taken away from the employee’s place of residence at the rate of $15 per meal.

18.4.1 However, the employee is not to be paid meal allowances for Saturday, Sunday or Public Holiday work that is a normal feature of the employee's employment.

18.5 The meal allowance (Clause 18.3) and (Clause 18.4) will not apply where an agency supplies a meal (without charge) to an employee. Where an agency supplies a meal for which a charge is made the meal allowance payable to the employees must not exceed the amount charged by the agency for that meal.

18.6 Meal allowances will be paid in addition to any payments in Clauses 9.1.1, 9.1.2, 10 and 13.

19. MANAGEMENT ALLOWANCE

19.1 A management allowance will paid to positions that are assessed as having management responsibilities as defined in Appendix 3.

19.2 Management Allowances described in this clause will increase as detailed in Appendix 3.

19.3 The union or unions may request from relevant HR / line managers information regarding the number of management allowance approved within government organisations to assist monitoring of the implementation.

19.4 During the life of this agreement, the management criteria and levels will be reviewed by SA Government in consultation with the union or unions.
20. **HIGHER/MORE RESPONSIBLE DUTIES ALLOWANCE**

20.1 Payment of an allowance will be authorised where an employee continuously performs higher/more responsible duties, in addition to the employee's normal duties, for a period of five (5) consecutive days or more.

20.2 Payment of an allowance will be authorised where an employee performs duties in addition to the employee's normal duties for greater than one calendar week in the case of part time or job-sharing arrangements.

20.3 Where the employee agrees to performing such additional duties at the request of the employer, the employee will be paid at the first incremental level at which they are performing the higher duties.

21. **CORRECTIONAL HEALTH SERVICES ALLOWANCE FOR HIGH RISK AREAS**

21.1 In addition to the base salary rates paid under this agreement, an allowance of 10% will be paid to allied health professionals employed to work in Department of Justice or in Correctional Health Services working in Prisons, the Remand Centre, and Forensic Mental Health, the Secure Mental Health Unit, Community Corrections, Youth Detention Centre or any other areas related to correctional health services.

21.2 This allowance will be payable for all hours worked as well as for all paid absences i.e. sick leave, long service leave and annual leave.

21.3 This allowance will not be payable on shift penalties.

22. **RELOCATION PACKAGE**

22.1 As a recruitment initiative for allied and scientific health professionals to move to South Australia, the following relocation package will apply to interstate and international allied and scientific health professionals recruited to South Australia.

   22.1.1 Permanent Employees:
   
   22.1.1.1 Airfares (economy airfares for self, partner and children)
   
   22.1.1.2 Temporary accommodation (reasonable accommodation costs for up to 12 weeks)
   
   22.1.1.3 Purchase of permanent accommodation costs (refund of any conveyancing fees and stamp duty)
   
   22.1.1.4 Cost of transport of furniture and effects not including quarantine costs.

   22.1.2 Temporary or Short Term Placements
   
   22.1.2.1 Up to six months (economy airfare for self and partner and 12 weeks reasonable accommodation)
   
   22.1.2.2 Six to twelve months (economy airfare for self and partner, excess baggage, 12 weeks reasonable accommodation)
22.2 Payment of relocation expenses is conditional upon the employee providing documentary evidence (receipts, itemised statements, quotes, etc.).

22.3 A permanent Employee who subsequently tenders their resignation, or a temporary or short term Employee who tenders their resignation before completing the contract period for which they were engaged (except in circumstances of retirement, death or medical unfitness), will be required to refund relocation expenses as follows:

22.3.1 Within the first 6 months - Full Cost
22.3.2 Between 6-9 months - 2/3 of the Cost
22.3.3 Between 9-12 months - 1/3 of the Cost
22.3.4 After 12 months - Nil

23. RETENTION PAYMENTS

23.1 SA government recognises the need to respond to demonstrable supply and skills shortages and current or emerging employee retention issues. Accordingly, the Agency/s recognise the concept of retention payments where it is necessary to address:

23.1.1 Supply and skills shortages;
23.1.2 Interstate and private sector market wages rates and demand; and
23.1.3 The ability to maintain critical service delivery requirements.

23.2 The parties agree that an HR Policy will be developed in relation to eligibility for a retention payment in particular circumstances and will be implemented within 6 months of the signing of the Enterprise Agreement.

23.3 Workforce and Human Resources will have developed and also implemented a long term workforce strategy to address potential workforce issues. The HR Policy will reflect an exchange of letters between the parties.

23.4 In recognition that supply and skill shortages and current and emerging employee retention issues vary over time and professions deemed at risk now may change, SA government will review the retention allowance and approach within future Enterprise Agreements. The parties agree that any existing retention payments, including those in receipt of a retention payment, will be continued for the life of this agreement only.

23.5 Perfusionists’ Allowance: In recognition of Perfusionists’ skills, knowledge, qualifications and responsibilities, an annual attraction and retention allowance will be negotiated.

24. RURAL AND REMOTE REGION SERVICE INCENTIVE

24.1 An incentive allowance of $2,600 per annum will be paid to full time Professional Employees whose position is located in rural and/or remote areas Zones 2/3 and $5200 per annum for Zone 4 as defined in Appendix 3.

24.2 Pro rata payment will be made to eligible employees who work for a continuous period in excess of one month in a rural and or remote area.
24.3 Eligible employees employed on a part time basis will be entitled to payment on a pro rata basis in the same proportion as their part time hours bear to full time.

24.4 After the fifth year in a specific zone, no incentive payment is applicable.

24.5 No period of leave without pay will attract the incentive payment.

24.6 The incentive will accrue and be payable on a fortnightly basis.

24.7 This will be indexed in line with future Enterprise Bargaining increases.

25. TRAINING AND DEVELOPMENT

25.1 The parties are committed to, and acknowledge the mutual benefit to the employer and employee of planned human resource development and the provision and participation in relevant development opportunities (including accredited training).

25.2 The parties acknowledge that value is created for employees, agencies, and the public by building employee capability and by investing in the development of skills and capabilities that will support a continually changing public sector environment, career opportunities, flexibility and responsiveness to consumer and agency needs and the reputation of the public sector as an employer of choice.

25.3 The parties acknowledge that agencies will continue to implement the principles contained in the Guideline for Planned Human Resource Development and the Guideline for Individual Performance Development issued by the Commissioner for Public Employment (or other such guidelines as may be issued by an agency).

25.4 Mobility and Secondments

25.4.1 The parties acknowledge the potential development opportunities for:

25.4.1.1 Employees being able to undertake temporary positions at their substantive or higher remuneration level; and

25.4.1.2 Existing employees of the agency, or employees of other agencies within the portfolio grouping of agencies, to fill a vacancy on a temporary or ongoing basis as a learning or development opportunity.

26. CONTINUOUS PROFESSIONAL DEVELOPMENT EXPENSE REIMBURSEMENT

26.1 The Agencies will, in addition to any current arrangements and skill maintenance/training, establish a Continuous Professional Development fund for Health Professionals to access, upon application to undertake professional development activities and/or programs relevant to the work they are required to perform.

26.2 A health professional, other than a casual employee will be able to access up to $5,000 per annum (inclusive of any Fringe Benefit Tax) for continuing professional development expenses to be administered through the Allied and Scientific Health Professional Development Program, regional AH director or their equivalent in the various agencies.

26.3 In addition to the $5000 per individual, an amount equalling $500 per employee in rural and remote areas for other country specific professional development expenditure.
26.4 This entitlement can be accumulated for a maximum of two years.

26.5 The term “continuing professional development” means profession or service specific professional development as approved by the health professional’s manager who will have regard to the allied and scientific health professionals Continuous Professional Development (CPD).

26.6 Allied health assistants and technical officers are entitled to the provisions of this Clause.

26.7 This Clause does not detract from the operation of clause 25 Training and Development.

27. TRANSITION TO PROFESSIONAL PRACTICE AND CLINICAL EDUCATION MANAGEMENT INITIATIVE

27.1 An appropriate amount of funding will be made available and distributed to the relevant agencies for the following purposes:

27.1.1 Transition to professional practice to support new graduates with their roles.

27.1.2 Clinical Education Management Funding to employ appropriate Allied and Scientific Health Professionals to implement the clinical education management initiative.

27.2 The Clinical Education Management Funding allocations will be based on a combination of employee numbers, current and anticipated student placement numbers and impact, anticipated new graduate and junior staff support requirements and negotiations.

27.3 The continued implementation of Clinical Education Management Funding will be monitored by ClinEDSA on advice from the relevant Agency.

28. PROFESSIONAL DEVELOPMENT LEAVE

28.1 A health professional, other than a casual employee will be able to access up to 5 days per annum on full pay for continuing professional development purposes.

28.2 This leave can be accumulated to a maximum of 10 days for a period of two years.

28.3 Regional: This sub-clause applies to a regional employee to whom clause 26.1 applies and whose headquarters are more than 100km by road (including ferry) from the Adelaide GPO (‘the regional employee’).

28.3.1 If the regional employee travelled by road (including ferry) to the appropriate professional development for which the employee is entitled to reimbursement under this clause, the regional employee will be entitled to travelling time in accordance with the following:

28.3.1.1 If the regional employee’s headquarters is more than 100km by road (including ferry) from the Adelaide GPO that employee will be entitled to receive one day of travelling time per annum for the purposes of undertaking applicable professional development within metropolitan Adelaide or at a location more than 100km by the safest direct road (including ferry) route from the employee’s headquarters.

28.3.1.2 If the regional employee’s headquarters is more than 200km by road (including ferry) from the Adelaide GPO that employee will be entitled to receive two days of travelling time per annum for the purposes of
undertaking applicable professional development within metropolitan Adelaide or at a location more than 200km by the safest direct road (including ferry) route from the employee’s headquarters.

28.4 This leave may be utilised, but not limited to, attendance at conferences, seminars or workshops.

28.5 An employee intending to take conference and continuing professional development leave, should apply in writing to their manager at least 6 weeks prior to the proposed leave.

28.6 Conference and continuing professional development leave shall be approved unless there are exceptional circumstances that justify non-approval.

28.6.1 In the event that the request is denied, the employer will provide the employee in writing of all reasons for the denial.

28.7 Where an employee requests Special Leave Without Pay (SLWOP), or a temporary conversion to part-time employment, for the purposes of participating in ongoing professional education or pursuing career and professional development opportunities, the employer will not unreasonably deny this request unless there are exceptional circumstances, which justify non approval. In the event that the request is denied, the employer will provide the employee in writing of all reasons for the denial.

28.8 All employees have the right to appeal if they believe their application has been unreasonably denied.

28.9 Skill maintenance/training will be provided by the employer in addition to the 5 days and may include, but not limited to the following:

- Fire safety
- Manual handling
- Hand hygiene
- Basic Life Support
- Aggression Management Child protection
- Implementation or maintenance of clinical systems
- Administration and / or record keeping
- Home modification and electrical safety training

29. STUDY LEAVE

29.1 SA Government is committed to developing employees and encourages managers to consider providing study leave and reimbursement of post graduate/tertiary sector course fees wherever appropriate. This is to enable skill development including advanced and extended scope roles.

29.2 Paid study leave will be available to all employees employed in full-time and part-time employment at the employer’s discretion.

29.3 Paid leave of up to 5 hours per week can be granted for study commitments such as lectures, practicals, examinations, distance education or blended learning, other kinds of
assessments (including those for Recognition of Current Competencies) and conducting research.

29.4 In addition to leave for actual study activities, employees may also be granted up to 3 hours per week for travel.

29.5 Employees employed in part time employment will be entitled to paid study leave on a pro-rata basis according to the proportion of full-time hours worked by the employee in a week.

30. PROFESSIONAL DEVELOPMENT & STUDY LEAVE MONITORING AND REPORTING

30.1 Agencies will monitor and report on Professional Development & study leave activity as provided at Clauses 26, 28 and 29. The report will be produced quarterly by the Agencies and provided to the union or unions.

30.2 The report will include an acquittal of all moneys spent on all professional activities undertaken by health professionals and practitioners. It will also report on the number of days (expressed as hours) spent on professional development and study leave activity against health professional and practitioner FTE on an agency basis.

31. ADDITIONAL QUALIFICATIONS ALLOWANCE

31.1 Employees at levels ASHP1, 2, 3 and 4 who obtain a relevant post graduate qualification and who work in an area relevant to that qualification will be entitled to a “one off” advancement.

31.1.1 Additional qualification of a post graduate certificate will advance by one increment within the current pay level and thereafter advance by annual increments within their classification.

31.1.2 Additional qualification of a post graduate certificate will advance by two increments within the current pay level and thereafter advance by annual increments within their classification.

31.1.3 Additional qualifications at Masters and PhD level will advance to the next pay scale e.g. ASHP1 to ASHP2 and thereafter advance by annual increments within their classification.

31.1.4 Where the advancement described exceeds the current pay scale the officer concerned will be entitled to a “one off” advancement to the top increment of the pay scale and a higher education incentive allowance of the difference between ASHP1 top increment and ASHP2 lowest increment.

31.1.5 Employees pay will be adjusted on successful completion of programs of study.

31.2 ASHP’s are encouraged to attain additional qualifications within the Australian Qualifications Framework; see section 29.

31.3 ASHP’s undertaking courses outside the Australian Qualifications Framework may seek an assessment of their post graduate education to justify equivalence against the Australian Qualifications Framework.

31.3.1 Agencies will develop criteria for assessment of equivalence.
31.3.2 Assessments of equivalence will be undertaken by a panel of three ASHPS within the professional area of expertise.

31.3.3 Assessments of equivalence will be acknowledged and where successful pay will commence from the date of acknowledgement.

32. PROFESSIONAL LICENSING AND REGISTRATION EXPENSE PAYMENT

32.1 Radiation licensing through the Environmental Protection Agency, that are necessary for the health professionals to perform their employment, are to be paid by the employer.

33. UNIFORM ALLOWANCE

33.1 A uniform allowance of $8.00 per week from the first full pay period on or after the date of approval of this Agreement and is paid to full time employees (pro rata part-time and excluding casuals) where required to wear a distinctive uniform or item of clothing.

33.2 This allowance is not payable during periods of leave and will not apply for any other purposes of this enterprise agreement or the award, such as overtime or recall, shift penalties and other allowances.

33.3 For higher risk areas, employers will be allocated a uniform allowance per headcount of staff to be managed by the agency. Protective clothing and uniforms will be supplied and required to be worn by the employee at all times when considered necessary by the employer as is consistent with occupational health and safety obligations. Protective clothing and uniforms will be laundered free of charge and remain the property of the employer.

34. TRAVELLING EXPENSES REIMBURSEMENT AND ALLOWANCES

34.1 Allowances are amounts paid to cover anticipated costs or as a compensation for conditions for employment. They are not a reimbursement as they are not exact compensation for the expense incurred.

34.2 Reimbursements are exact compensation for actual expenses incurred by employees.

34.3 An employee who is required to undertake authorised travel for the purposes of his or her employment shall be entitled to the following daily reimbursements and allowances:

34.3.1 Allowances for meals and incidentals

Meal Allowance – Tax invoices or receipts are not required

34.3.2 Travel within South Australia

34.3.2.1 Metropolitan Adelaide

Employees whose headquarters are located within Metropolitan Adelaide (within an 80km radius of the CBD) will not be paid allowances for the cost of meals when travelling within metropolitan Adelaide.

34.3.2.2 Absent Overnight

Employees who travel within South Australia and are absent from headquarters overnight, subject to distance travelled requirements and the
time of travel requirements detailed in Commissioner’s Standard 3.2 or its successor, will be paid allowances for the cost of meals at the rates set out in this agreement. Where absent overnight:

- Breakfast $17.20
- Lunch $17.20
- Dinner $35.45
- Incidentals $7.10

34.3.2.3 *Not Absent Overnight*

Employees who travel within South Australia and are not absent from headquarters overnight, subject to distance travelled requirements and the travel interstate requirements detailed in Commissioner’s Standard 3.2, will be paid an allowance for the cost of breakfast and/or dinner only, at the rates set out in this Award. Where not absent from headquarters overnight:

- Breakfast $14.90
- Dinner $21.25

34.3.3 Interstate Travel

34.3.3.1 *For capital cities and Alice Springs – meals and incidentals:*

- Breakfast $22.50
- Lunch $22.50
- Dinner $41.10
- Incidentals $11.85

34.3.3.2 *Interstate – Other than capital cities and Alice Springs:*

- Breakfast $17.00
- Lunch $17.00
- Dinner $35.00
- Incidentals $11.85

34.3.4 For Accommodation

34.3.4.1 *Tax invoices and receipts are required.*

34.3.4.2 *Outside Metropolitan Adelaide – up to $112.00 per night*

34.3.4.3 *Within Metropolitan Adelaide – up to $134.00 per night*

N.B. "Metropolitan Adelaide" is defined in the Development Plan established under the Planning Act, 1982.

34.3.5 Interstate Travel

34.3.5.1 *For capital cities and Alice Springs – Accommodation:*

Alice Springs up to $145.00 per night
Brisbane up to $187.00 per night
Canberra up to $180.00 per night
Darwin up to $145.00 per night
Hobart up to $135.00 per night
Melbourne up to $155.00 per night
Perth up to $177.00 per night
Sydney up to $163.00 per night
Other up to $127.00 per night

34.3.6 Incidental Expense Allowance for Employees Attending Residential Programs
An incidentals expense allowance of $25.40 per (course) day shall be paid to employees attending Residential Programmes of more than two weeks duration.

34.3.7 Employees attending Residential Programmes conducted over a period of two weeks or less shall be paid an incidentals allowance of $11.95 per (course) day.

34.3.8 Incidental expenditure in excess of these daily rates may be assessed and approved by Chief Executive Officers, providing the expenses have been actually and necessarily incurred and adequate justification is provided.

34.3.9 Allowances to be indexed with the yearly percentage wage increases in this agreement.

35. SUPERANNUATION
As per current superannuation scheme with Super SA.

36. INTER-DISCIPLINARY TEAMS
36.1 Notwithstanding the classification and remuneration provisions in this agreement, employees working in inter-disciplinary teams (different professions performing the same duties) will receive an allowance equivalent to the difference between the salary of their classification and the salary of the higher assigned classification.

37. VACANCY MANAGEMENT
37.1 Agencies shall ensure that, where sufficient notice of an impending vacancy is provided, vacancies (whether permanent or fixed term) will be advertised so as to ensure that the vacant position is occupied at the time of the vacancy occurring.

37.2 Provided that, in the case of impending vacancies arising in single practitioner positions or specialist positions, and where sufficient notice is provided, vacancies (whether permanent or fixed term) will be advertised so as to ensure that the position is occupied prior to the vacancy occurring to allow for handover and professional orientation to the position.

37.3 Having regard to workload management issues, the parties agree that a position will be replaced within the maximum time frames specified below:

37.3.1 Base grade staff – commence process to replace staff within three days of resignation, retirement, termination or promotion or within three days of notice given (whichever is sooner) and will be completed within the month. The local
organiser/delegate may request from relevant HR/line manager and be provided a recruitment report to assist monitoring designated timeframes.

37.3.2 **Other than based grade staff:** commence processes within 14 days of resignation, retirement, termination or promotion or within 14 days of notice given (whichever is sooner). Positions will be filled as soon as practical and the parties expect will not take longer than two months. It is recognised that consideration will be given to the time frames for appeal mechanisms for other than base grade staff. The local organiser/delegate may request from relevant HR/line manager and be provided a recruitment report to assist monitoring designated timeframes.

37.4 There is no intention there will be a net reduction of staffing during the life of this Agreement, however the parties recognise that the employer does not maintain fixed establishment numbers.

### 38. ADEQUATE NUMBERS OF STAFF FOR THE WORK REQUIRED

38.1 The relevant Agencies shall ensure that there will be sufficient and adequately trained staff to cover staff on any form of leave including sick leave, annual leave, long service leave and parental leave.

38.2 No employee shall be required to undertake additional (excessive) workload where relief is not provided.

38.3 Within 6 months of the signing of the EA, agencies will have reviewed the effectiveness of existing relief pools and will establish and co-ordinate allied and scientific health professional relief pools (or similar) where they do not exist in accordance of the review.

38.4 The following relieving ratio will be applied to enable adequate staffing of relieving pools and/or relief coverage:

- 38.4.1 for Monday-Friday employed staff 1.25FTE per 1.0FTE position; and
- 38.4.2 to accommodate 7 day service coverage: 1.45FTE per 1.0FTE.

### 39. TOIL AND FLEXI TIME ACCRUALS

39.1 An employee who accrures time off in lieu (TOIL) in accordance with the applicable Award or this Agreement; or Flexi-time with the approval of management to meet workload demands:

- 39.1.1 Cannot lose that entitlement; and
- 39.1.2 Must take the entitlement in accordance with the following:
  - 39.1.2.1 At a time agreed with the employer within 3 months of accrual; or
  - 39.1.2.2 With the agreement of the employer, may accrue up to 10 days TOIL or 10 days of such flexi-time in a financial year before being subject to a direction to take the time; or
  - 39.1.2.3 At a time directed by the employer where the employee has not taken the time within 3 months of accrual or would otherwise carry forward to the next financial year more than 10 days TOIL or 10 days of such flexi-time.
39.1.3 Where an employee has been permitted to accrue TOIL or such flexi-time in excess of 10 days, the employee may apply to the employer to convert such TOIL or flexi-time (as applicable) into a payment at their ordinary rate of pay.

39.1.4 Work units/departments will not be negatively penalised for converting excess TOIL or flexi-time into payment. This includes positions being frozen, vacancies not being filled in a timely manner or reduced number of staff for the required work to compensate for the budget variances occurred due to TOIL or flexi-time payments accrued to meet workload demands.

40. TRANSLATION TO CLASSIFICATIONS ASSESSMENT

40.1 In recognition of the unique differences between health professions and the profession specific knowledge required to classify Allied Health and Scientific positions, all parties agree to the requirement to create a translation classification panel. Membership of the panel will be as follows:

40.1.1 AHP4 and below (excluding peer assessment processes)

- One professional representative (at an AHP3 or above), from an agency other than that from which the application has been lodged
- One Director/Head of Allied Health/senior allied health member from the agency in which the application has been lodged
- One member of the panel must be from the discipline of the applicant.
- One human Resources Representative
- The most senior Allied Health and Scientific representative will be the chairperson.

40.1.2 AHP5

- One professional representation (at an AHP5 or above), from an agency other than that from which the application has been lodged.
- One Director/Head of Allied Health from the LHN/health network/region in which the application has been lodged.
- One human Resources Representative
- Representative from the Allied and Scientific Office, Department from Health and Ageing to enable consistency across government sectors.
- The most senior Allied Health and Scientific representative should be the chairperson.

40.1.3 AHP6

- A panel convened by Workforce Operations (or similar), compromising of representatives from the Allied and Scientific Office, the agency in which the application has arisen, and a workforce classification expert.

40.2 Where an employee makes an application for reclassification to the Chief Executive in writing on a form approved by the Chief Executive, and if that application is acceded to, the operative date for that application will be no earlier than the initial date of lodgement with human resources and no later than three (3) calendar months from the date of lodgement.
40.3 The unions or unions may request from relevant agency information regarding the number of reclassifications submitted, panel composition and outcomes to assist monitoring of the implementation.

41. PROFESSIONAL DEVELOPMENT OFFICERS

41.1 The Department of Health, Department of Communities and Social Inclusion (the employers) and any other government agencies that employed allied health professionals agrees to establish Allied Health Professional Development Officers positions located within their agencies to work in conjunction with the clinical management education management initiative as per Clause 27.

41.2 Objectives:

41.2.1 Increase opportunities for the recruitment and retention of Allied and Scientific Health Professionals

41.2.2 Undertake promotional work designed to maximise the employment of Allied and Scientific Health Professionals in the Public Sector

41.2.3 Liaise and develop relationships with Education providers in South Australia, Interstate and overseas across all Health Professional disciplines in order to maximise recruitment opportunities in the South Australian Public Sector

42. PROFESSIONAL SUPERVISION: (MULTIDISCIPLINARY TEAMS AND SOLE PRACTITIONERS)

42.1 South Australian Government is committed to improving the safety and quality of healthcare through clinical governance and enhanced clinical effectiveness. It recognises the importance of clinical supervision to Health Professionals and Practitioners in the development and sustainability of high quality and safe practice and acknowledges this is one of the essential components to ensure effective clinical governance. All Allied and Scientific Health staff and senior management have a responsibility to ensure that high quality clinical supervision is occurring for all ASH Professionals staff in a culturally safe and respectful manner.

42.2 National registration and accrediting bodies & associations may determine the frequency of supervision for individual professions; however at minimum professional (clinical) supervision (as opposed to line management supervision) is to be provided to health professionals in each profession of no less than one hour per month.

42.3 The development will be provided by a person of the clinician’s choice, as determined by mutual agreement by the employee, the proposed supervisor and management.

42.4 Sole practitioners in rural and remote areas will be offered professional support and expertise of no less than four hours per month according to need.

42.5 The union or unions may request from relevant agency information regarding the implementation of clinical supervision processes.

43. WORK - LIFE BALANCE

43.1 All health professional work units will review working arrangements to ensure that employees have options for flexible working arrangements with particular focus on
developing programs that allow employees to accrue excess time towards a rostered day off.

43.2 The need to facilitate such flexible arrangements must be taken into consideration when staff numbers are reviewed under Clause 38 (Adequate number of staff for work required).

43.3 The Agencies will, where practicable, introduce a system of a 19 Day month for employees across all areas of the State Sector. The Agency will consider proposals from employees who request a 19 day month and all requests will be reasonably considered and if rejected the employer will provide a written response as to the reason for the acceptance or rejection of any proposal. Any dispute regarding the implementation of this provision will be dealt with in accordance with the grievance procedure contained in this agreement.

43.4 Employees shall be able to negotiate any other arrangement by mutual agreement with their employer.

44. LEAVE PROVISIONS

44.1 Employees are entitled to twenty (20) working days for each completed year of service, recreation leave entitlements will accrue from whole month to whole month.

44.2 Part-time employees are entitled to the same period of recreation leave as full time employees, however the number of paid hours of recreation leave are to be calculated on a pro-rata basis according to the actual hours worked.

44.3 Employees entitled to annual recreation leave shall be paid an annual leave loading of 17 1/2 % of the ordinary rate of pay.

44.4 An employee who is required to be regularly rostered for duty over 6 days of the week (including Saturday and/or Sunday) will be granted annual leave at a rate of 2 1/2 working days or 2 11/12 calendar days for each completed month of service (equivalent to 5 weeks leave per service year).

44.4.1 For this Clause “regularly rostered for duty” means working a minimum of seven (7) weekend shifts, either Saturdays and or Sundays.

44.5 Leave will be actively managed to ensure employees can take a significant block of leave each year.

44.6 Any leave granted or taken will be mutually agreed between the employee and the employer.

44.7 Such agreements will be made in writing.

44.8 Medical Scientists – Leave

44.8.1 Clause 7.1.3 of the Medical Scientists (South Australian Public Sector) Award is to be read subject to the following:

44.8.2 An employee who:

- Is a Toxicologist and is classified at MeS3 and above; or
- After the commencement of this clause, becomes classified or is employed within the MeS classification stream at MeS3 and above,
44.8.3 and is not required to perform out of hours work (other than in exceptional or emergency circumstances), is entitled to a grant of recreation leave as applies to Medical Scientists classified MeS2 and, if required to work out of hours in exceptional or emergency circumstances, is entitled to overtime applicable to Medical Scientists classified MeS2.

45. PAID MATERNITY LEAVE AND PAID ADOPTION LEAVE

45.1 Paid maternity leave and paid adoption leave applies in accordance with this clause. This Clause applies to employees who commence an absence on maternity leave or adoption leave on or after the date of approval by the Commission of this Enterprise Agreement.

45.1.1 Subject to this clause, an employee, other than a casual employee, who has completed 12 months continuous service immediately prior to the birth of the child, or immediately prior to taking custody of an adopted child (as applicable), is entitled to: sixteen (16) weeks paid maternity or adoption leave (as applicable) (the “applicable maximum period”). “Adopted child” means a child under 16 years of age.

45.1.2 An employee who, at the time of commencing such paid maternity or adoption leave, has been employed in the SA public sector for not less than three (3) years:

45.1.2.1 Will be entitled to eighteen (18) weeks (the “applicable maximum period”); and

45.1.2.2 If commencing an absence on maternity leave or adoption leave and the has been employed in the SA public sector for not less than four (4) years (including any periods of approved unpaid leave), will instead be entitled to twenty (20) weeks (the “applicable maximum period”).

45.1.3 The following conditions apply to an employee applying for paid maternity leave or paid adoption leave:

45.1.3.1 The total of paid and unpaid maternity/adoption/parental/special leave is not to exceed 104 calendar weeks in relation to the employee’s child. For the purposes of this clause, child includes children of a multiple birth/adoption.

45.1.3.2 An employee will be entitled to the applicable maximum period, paid at the employee’s ordinary rate of pay (including allowances that are expressed as being payable ‘for all purposes’ but otherwise excluding allowances, penalties or other additional payments) from the date maternity/adoption leave commences. The paid maternity/adoption leave is not to be extended by public holidays, rostered days off, programmed days off or any other leave falling within the period of paid leave.

45.1.4 At the time of applying for paid maternity leave or paid adoption leave, the employee may elect in writing:

45.1.4.1 To take the paid leave in 2 periods split into equal proportions during the first 12 months of the commencement of their paid leave; or
45.1.4.2 To take the paid leave at half pay in which case, notwithstanding any other clause of this Enterprise Agreement, the employee will be entitled, during the period of leave, to be paid at half the ordinary rate of pay (including allowances that are expressed as being payable ‘for all purposes’ but otherwise excluding allowances, penalties or other additional payments) from the date maternity/adoption leave commences; or

45.1.4.3 A combination of (a) and (b).

45.1.5 Part time employees will have the same entitlements as full time employees, but paid on a pro-rata basis according to the average number of contracted hours during the immediately preceding 12 months (disregarding any periods of leave).

45.1.6 During periods of paid or unpaid maternity leave, sick leave with pay will not be granted for a normal period of absence for confinement. However, any illness arising from the incidence of the pregnancy may be covered by sick leave to the extent available, subject to the usual provisions relating to production of a medical certificate and the medical certificate indicates that the illness has arisen from the pregnancy.

45.1.7 Where both prospective parents are employees covered by this Enterprise Agreement; or if the other prospective parent is an employee of the same agency as the employee who is taking paid leave in accordance with this clause (i.e. the other prospective parent is not covered by this Enterprise Agreement but is employed by the same agency), the period of paid maternity or adoption leave (as applicable) may be shared by both employees, provided that the total period of paid maternity or adoption leave does not exceed the applicable maximum and that the leave is taken in periods of not less than four weeks and has regard to the operational needs of the agency or agencies. Parents who are employees of the same agency but are covered by different enterprise agreements may only share a period of paid maternity or adoption leave arising under one or other enterprise agreement (i.e. it is not intended that a public sector employee would somehow have access to more than one entitlement to paid maternity or adoption leave in respect of a child/ren).

45.1.8 The entitlements in this clause will be in addition to the federal Paid Parental Leave Act 2010 (Cth) (as amended from time to time).

46. RETURN TO WORK ON A PART TIME BASIS

46.1 Subject to this Clause, an employee is entitled to return to work after maternity or adoption leave on a part time basis, at the employee’s substantive level, until the child’s second birthday. The days and hours for the part time arrangement will be as agreed between the relevant Chief Executive and the employee.

46.1.1 The following conditions apply to an employee applying to return on a part time basis:

46.1.1.1 The employee will provide such request at least 6 weeks prior to the date on which the employee’s maternity or adoption leave is due to expire, and will provide to the Chief Executive such information as may reasonably be required, including the proportion of time sought, and the date of the relevant child’s second birthday.
46.1.1.2 At least 6 weeks prior to the relevant child’s second birthday, the employee will advise the Chief Executive whether the employee will revert to employment on a full time basis or seeks to continue to be employed on a part time basis.

46.1.1.3 An employee’s return to work part time will be on a non-discriminatory basis so as to operate in the same manner as any other employee returning from a period of leave.

46.1.1.4 Effective from 1 January 2013, if an agency (as prescribed in clause 4.2) has less than 100 (FTE) employees, a minimum of 12 weeks will apply instead of the 6 weeks prescribed in this sub-clause.

47. PAID PARENTAL LEAVE

47.1 Parental leave will 18 weeks of paid leave.

47.2 Eligibility requirements remain as per the current award provisions. Employees will be provided with the ability to access Parental Leave payments at double the time at 50% of the salary for that role. Any entitlement gained from this provision will be in addition to any scheme implemented as a result of a National decision.

48. SICK LEAVE

48.1 Statutory Declaration is deemed to have the same status as a medical certificate to demonstrate proof of illness for the purpose of accessing sick leave entitlements.

48.2 An employee Statutory Declaration or a Certificate from a Health Professional shall have the same status as that of a Medical Practitioner for the purposes of accessing sick leave.

49. FAMILY CARER’S LEAVE

49.1 For the purpose of this clause, the following are to be regarded as members of a person’s family: a spouse (including a de facto spouse or a former spouse); a child or step child; a parent or parent in-law; any other member of the person’s household; a grandparent or grandchild; any other person who is dependent on the person’s care.

49.1.1 An employee (other than a casual employee) with responsibilities in relation to a member of the employee’s family who needs the employee’s care and support due to personal injury or for the purposes of caring for a family member who is sick and requires the employee’s care and support or who requires care due to an unexpected emergency, is entitled to up to 10 days (or the equivalent in hours) of their accrued sick leave entitlement in any completed year of continuous service (pro rata for part time employees) to provide care and support for such persons when they are ill.

49.1.2 This access is available if the following conditions are satisfied: the employee must have responsibility for the care of the family member concerned; and the employee produces satisfactory evidence of sickness of the family member, if requested.

49.1.3 The ability to access this leave does not in any way limit an employee’s right to apply for special leave in accordance with arrangements provided elsewhere for this leave.
50. DOMESTIC / RELATIONSHIP VIOLENCE
The parties acknowledge that an employee who is experiencing domestic or relationship violence (actual or threatened) can make reasonable use of, and an agency will provide reasonable access to, existing leave and flexible and safe working arrangements; and that the employer will facilitate an amendment to that effect (including general arrangements for use/access) in an applicable Commissioner’s standard or determination issued under the Public Sector Act 2009.

51. REIMBURSEMENT OF REASONABLE CHILD CARE COSTS
50.1 Where an employee, other than a casual employee, is given less than 24 hours prior notice that the employee is required to work outside of their ordinary hours of work, and consequently the employee utilises paid child care, the agency will reimburse the reasonable child care costs incurred by the employee arising from performing such work, subject to this clause.

50.1.1 The prior period of 24 hours is to be calculated from the time at which the work is to begin.

50.1.2 The work, or the hour/s to be worked, is not part of a regular or systematic pattern of work or hour/s performed by the employee.

50.1.3 The reimbursement will be in respect of the reasonable costs incurred by the employee in respect of the work.

50.1.4 Reimbursement will be made for child care costs in respect of Registered Care or Approved Care after all other sources of reimbursement have been exhausted. Where the child care costs are incurred for child care not in a registered or approved centre, reimbursement will be made in accordance with a child care reimbursement rate, and guidelines, published from time to time by the CPSE or the employee’s agency.

50.1.5 The employee will provide the agency with a Child Benefit Claim Form for either Registered Care or Approved Care, tax invoice/receipt, or other supporting documentation as may from time to time be required detailing the cost incurred, or reimbursement sought, in respect of the work.

50.1.6 For the purposes of this clause, a reference to work is a reference to the work outside the employee’s ordinary hours, or regular or systematic pattern of work or hour/s, for which less than 24 hours prior notice is given.

52. HEALTH PROFESSIONAL PERSONAL UP-GRADE SCHEME (“Professional Excellence”)
52.1 This Scheme aims to recognise and reward the efforts of eligible Health Professional staff that have achieved excellence in skills and competence through post-graduate study, research and/or skill acquisition relevant to their profession and service, through a process of salary advancement.

52.2 The objectives of this scheme are:

52.2.1 To recognise advanced skills, clinical leadership and contribution to the workplace

52.2.2 To assist in the retention of experienced Health Professionals
52.2.3 To provide a mechanism to encourage employees to undertake desirable training to update skills, knowledge and practice in areas of organizational need

52.3 Achievement of recognition of excellence will be assessed based on two concepts:
52.3.1 The contribution the employee has made to professional practice as well as meeting research, teaching or specialist professional needs of the workplace and hence the organisation; and
52.3.2 The extent to which the employee has contributed to their agencies’ business, strategic plans and priorities

52.4 The scheme recognises contribution to the service through:
52.4.1 Professional leadership via specialist or broad generalist knowledge, skills and experience, as applied in their workplace
52.4.2 Further clinical study through possession of relevant post-graduate qualifications, research and publications
52.4.3 The teaching and development of others in the workplace

52.5 *See Schedule 2 - “Health Professional Excellence criteria”.

53. Entitlement: Any employee who is recognised as having achieved the requirements set out in the scheme will be automatically progressed to the “professional excellence classification respective to their classification level”

54. PROJECTS AND REVIEWS
54.1 Demand Management Projects Package
54.1.1 The Demand Management Projects Package will be jointly between the parties:
54.1.1.1 review models of care;
54.1.1.2 review on call arrangements and out of hours service delivery;

54.2 review extended hours of operation; and
54.2.1.1 develop business planning frameworks to provide guidelines for staffing numbers to deliver services incorporating new models of care.

54.2.2 The Demand Management Projects Package also includes funds for all other disciplines to conduct a literature review of best practice staffing and service models for service delivery, productivity and planning at a service level.

54.2.3 The Demand Management Projects Package also includes funds for all other disciplines to conduct a literature review of best practice staffing and service models for service delivery, productivity and planning at a service level.

54.2.4 The framework for projects for other services under the Demand Management Projects Package will be developed in consultation with the unions or unions.

54.3 Ministerial Review: Scope of Practice

54.3.1 A ministerial taskforce, including union representation, will be established to identify ways to address the following issues:

54.4 Ministerial Review: Scope of Practice

54.4.1 A ministerial taskforce, including union representation, will be established to identify ways to address the following issues:

54.4.1.1 advanced scope of practice areas/clinics in key occupational areas for health practitioners;

54.4.1.2 enabling consumers to begin treatments with health practitioners that do not require medical specialist oversight;

54.4.1.3 developing a framework to enable assistants to perform appropriate routine tasks to enable a greater proportion of health practitioners’ time to be on the upper scope of practice end of the roles and duties within the classification level that they are employed, provided that such duties are in accordance with the relevant classification definitions and safe professional practice.

54.5 New Models of Care/Workforce Redesign Projects

54.5.1 The parties are committed to implementing models of care to ensure full scope of practice, advanced/extended scope of practice and use of support staff and integration of health services across the continuum.

54.5.2 The New Models of Care/Workforce Redesign Projects will be linked to Demand Management Projects Package projects specifically targeting emergency, ambulatory, elective surgery, aged care and Districts where there is capital works or high growth and demand.

54.5.3 New Models of Care/Workforce Redesign Project funds will continue to be used to support new models of care with recurrent funding available to:

54.5.3.1 Fund project teams with recurrent funding for appropriate staffing levels at agency level to provide a backfill capability for clinical project officers, and
54.5.3.2 Employ clinicians at the local level to develop and implement the proposed models of care.

54.6 The framework for the management and implementation of New Models of Care/Workforce Redesign Projects will be developed centrally by the Allied and Scientific Health Office in conjunction with the unions.

54.7 Research Package

54.7.1 A Research Package is intended to build research capacity in the health practitioner workforce and facilitate the implementation of evidence based clinical services.

54.7.2 Funding a Research Package will be implemented in the life of this agreement to provide Research Funds to be determined.

54.7.3 The Research Package will be administered by an Allied Health Professional/Professional Group in each relevant agency.

54.8 Relief Pool Review

54.8.1 Within 6 months of the signing of the EA, agencies will have reviewed the effectiveness of existing relief pools and will establish and co-ordinate allied and scientific relief pools (or similar) where they do not exist in accordance of the review.

55. GRIEVANCES AND DISPUTE SETTLING PROCEDURE

These procedures aim to avoid industrial disputes in the agencies covered by this Enterprise Agreement. Where a dispute occurs, it provides a means of settlement based on consultation, cooperation and discussion with the aim of the avoiding interruption to work performance and service delivery.

56. DISPUTE RESOLUTION

56.1 If a dispute relates to a matter arising under this Enterprise Agreement, this clause sets out procedures to settle the dispute, provided that a dispute about workload will be dealt with in accordance with sub-clause i).

56.1.1 An employee who is a party to the dispute may appoint a representative for the purposes of the procedures in this clause.

56.1.2 In the first instance, the parties to the dispute must try to resolve the dispute at the:
(i) Workplace level by discussions between the employee/s and relevant supervisor/s and/or management (‘workplace discussions’); or

(ii) Agency level by discussions between the employee/s and/or their representative and, if applicable, the agency’s workforce management representative (‘agency discussions’), while maintaining the status quo existing immediately prior to the dispute (unless a bona fide health and safety issue is involved).

56.1.3 If workplace or agency discussions (as applicable) do not resolve the dispute, a party to the dispute may refer the matter to the Industrial Relations Commission of South Australia (IRCSA).

56.1.4 The IRCSA may deal with the dispute in two stages:

56.1.5 The IRCSA will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation about the dispute, its resolution and/or the status quo; and

56.1.6 The IRCSA may deal with the dispute in two stages:

(i) The IRCSA will first attempt to resolve the dispute as it considers appropriate, including by mediation, conciliation, expressing an opinion or making a recommendation about the dispute, its resolution and/or the status quo; and

(ii) If the IRCSA is unable to resolve the dispute at the first stage, the IRCSA may then:

- arbitrate the dispute; and
- make determination that is binding on the parties to the dispute.

Note: If the IRCSA arbitrates the dispute, it may also use the powers that are available to it under the Fair Work Act 1994.

56.1.7 A decision that the IRCSA makes when arbitrating a dispute is agreed by the parties as being a determination for the purpose of Div 4 of Part 3 of Chapter 5 of the Fair Work Act 1994. Therefore, an appeal may be made against the decision.

56.1.8 While the parties are trying to resolve the dispute using the procedures in this Clause:

(i) an employee must continue to perform his or her work as he or she would normally unless he or she has a reasonable concern about an imminent risk to his or her health or safety; and

(ii) an employee must comply with a direction given by the employer (or applicable agency) to perform other available work at the same workplace, or at another workplace, unless:

- the work is not safe; or
- applicable occupational health and safety legislation would not permit the work to be performed; or
- the work is not appropriate for the employee to perform; or
• there are other reasonable grounds for the employee to refuse to comply with the direction.

56.1.9 The parties to the dispute agree to be bound by a decision made by the IRCSA in accordance with this clause.

56.1.10 A grievance or dispute concerning workload will be handled as follows:

(i) The employee/s will notify their manager in writing of the workload issue/s.

(ii) The manager should initiate discussion with the employee/s within twenty-four (24) hours.

(iii) Should the matter not be resolved discussion should occur between the employee, employee’s representative, the employee’s manager and the relevant Director.

(iv) If the matter remains unresolved a record of the foregoing discussions shall be forwarded to the Chief Executive who may issue directions as to the issue/s.

57. ENFORCEMENT

If a union or unions reasonably believe that in respect of its members there is a purported breach or non-compliance with this Enterprise Agreement in relation to: an express basis on which this agreement is made; or a parliamentary process that reduces or removes an employment benefit; an existing condition; or a condition prescribed in this agreement, the union or unions may seek redress to the Industrial Relations Commission of South Australia in relation thereto.

58. NO EXTRA CLAIMS

The parties bound by this Agreement undertake that, for the life of this Agreement, they will not make any additional claims relating to any matter included in this Agreement.
SIGNATORIES

This Agreement is made in Adelaide

on this ........................................ of ........................ 2014

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## SCHEDULE 1

### WAGES AND SALARIES – ASH Practitioner

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**Graduates**

*Salary upon appointment for entry level Allied & Scientific Health Professional*

Entry level Allied & Scientific Health Professional:

a) Employees appointed to positions requiring an appropriate discipline-based minimum three year under graduate degree qualification or equivalent will commence at Allied & Scientific Health Professional 1, first increment salary level.

b) Employees appointed to positions requiring an appropriate discipline-based minimum four year under graduate degree qualification or equivalent will commence at the Allied & Scientific Health Professional 1, second increment salary level.

c) Employees who hold a 2 year Masters with a non-allied/scientific health undergraduate degree will be appointed at Allied & Scientific Health Professional 1, third increment salary level.

d) An Allied & Scientific Health Professional who holds a 2 year Masters within the same profession as their allied health undergraduate degree is eligible to be appointed at the Allied & Scientific Health Professional 2, first increment salary level.

*After working as a Graduate for 12 months, employees may be required to provide professional/clinical supervision to undergraduate students on observational placements and to work experience students*
SCHEDULE 2

ALLIED AND SCIENTIFIC HEALTH PRACTITIONER AND PROFESSIONAL CLASSIFICATION STRUCTURE

DEFINITIONS

For the purposes of this Agreement, unless the contrary intention appears:

'Complex professional work' means work which includes various tasks involving different and unrelated processes and methods. It depends on analysis of the subject, phase or issues involved in each assignment and the appropriate course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analysed to discern interrelationships.

'Corporate impact' means a measure of the effect of decisions made or advice required in a position on Agency policies and operations and the achievement of program objectives. Corporate impact is direct in the case of decisions taken, e.g. in determining policy or committing resources, or indirect where advice or recommendations are involved. The effect of advice or recommendations is a measure of the influence of the advice or recommendations upon the decision-maker and the consequences for the organisation of the decision made. Recommendations of a specialised nature, for example, may influence the work of a major function or area of the Agency's operations or have an effect beyond the Agency.

'Critical professional work' is a term used in the sense commonly accepted in technological areas in relation to a critical component, critical issue or critical decision. It means a cornerstone, or fundamental decision, requiring the exercise of sound professional judgment of the effects of a decision within a particular professional discipline or field of work.

'General professional guidance' means direction and guidance given by a senior professional employee on a range of professional assignments. There is discretion in selecting the most appropriate method of completing these, and conformity with directions is measured by satisfactory completion of allocated professional assignments.

'General supervision' means the supervision given by a professional employee to other staff. It consists of the allocation, direction, oversight and coordination of the work of subordinate staff. Professional employees may receive supervision on non-professional administrative matters from non-professional staff.

'Level' means the range of human and budgetary responsibilities undertaken by a Professional Manager Grade 5 as determined by the size of the managed department or unit.

'Managerial complexity' is one of a number of factors which can be used in determining the appropriate grading of Professional Managers, including Department Heads, at Grade 5 of this Agreement. Managerial complexity is largely a qualitative measure and as such would typically be used when quantitative measures indicate a particular position is at the margin between one grade and another. The level of managerial complexity might then be used to determine which grade the position most appropriately fits. Exceptions to this rule might include some positions which, although not large in terms of budget and staff numbers, have state-wide responsibility and may be the ultimate authority/adviser to Government. The factors which together determine managerial complexity are:

- Scope of authority and responsibility;
- Geographical spread of staff/services to be delivered;
- Span of control (numbers of staff reporting directly to the Manager);
- Functional dispersion within the area managed (the number of separate and distinct areas/disciplines managed);
- Level of autonomy/discretion in decision making. This includes the extent to which managerial direction is proved and the extent to which management decisions can be made without reference to a higher authority;
- Professional caseload. The amount of time spent on caseload and the degree of complexity of that caseload;
- Professional responsibility including involvement in activities such as teaching,
- Research, or policy development.

'Normal professional work' includes ongoing professional duties performed in accordance with conventional established professional practice, methods and standards, but excludes professional work of a novel, complex or critical nature.

'Novel professional work' encompasses work requiring a degree of creativity, originality, ingenuity and initiative and of a type not normally undertaken in a department or significant organisational unit within a department. The term may refer to the introduction of a new technology or process used elsewhere.

'Practitioner' means an individual working in a supporting role to the professional services within a team under the supervision of a professional(s).

'Professional discipline' means a branch of a profession.

'Professional development' means continuing education and/or training within a stream or domain that is recognised either by educational institutions, or agencies.

'Professional field of work' means a major subdivision of a professional discipline.

'Professional judgement' means the application of professional knowledge and experience in defining objectives, solving problems, establishing guidelines, reviewing the work of others, interpreting results and providing and assessing advice or recommendations and other matters which have an element of latitude in decision making.

'Professional knowledge' includes knowledge of principles and techniques applicable to the profession. It is obtained during the acquisition of professional qualifications and relevant experience.

'Professional Manager' is a person required to have a sound knowledge of the relevant principles, practices and procedures applicable to a professional discipline or field of work. Professional Managers are responsible for the achievement of particular objectives or completion of a project. This responsibility includes accountability for material, human and financial resources allocated to that objective or project.

'Professional' means an individual, team member or team leader. In their initial years at Professional Employee Grade 1 they apply professional judgment across a limited range of activities. Professionals may perform normal professional work under different types of supervision and guidance. Professional supervision is required, but it may not need to be continuous. As they gain experience at Grade 1 and at the higher levels they carry out a broad range of activities or functions using relevant practices or procedures within a professional discipline or field of work. This role can provide advice to others on aspects of the discipline or field
and can be expected to contribute in an original and innovative manner to activities of the work area. This role includes the supervision of subordinate professional staff and staff from other fields of work.

'Professional Specialist' means a person who has an in-depth knowledge of, and is acknowledged as an authority both by senior management and by professional peers in a professional discipline, field of work or a range of disciplines or fields. An original and continuing contribution to the discipline(s) or field(s) is an essential element of this role.

'Professional Supervision' means supervision given to subordinate professional officers which requires the exercise of professional judgment and consists of:

- Setting guidelines for the work of professional employees;
- Suggesting approaches to the conduct of professional work;
- Solving problems raised by subordinate professional employees;
- Giving (Approving) decisions on solutions proposed by subordinate professional employees;
- Reviewing and sometimes checking the work of other professional employees.

'Work of a professional nature' means the application of professional knowledge initially gained by satisfactorily completing an appropriate course of study at a recognised tertiary institution; experience and judgment in the development, management and use of technology; investigation; survey; analysis; testing; observation; evaluation; applied research; planning; provision and maintenance of facilities and services; diagnosis/prognosis; remediation/treatment; liaison; administration of safety regulations; and education in laboratory, field or other situations.
### ALLIED AND SCIENTIFIC HEALTH PRACTITIONER AND PROFESSIONAL ARTICULATED PATHWAY

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ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 1  
(OPS1= $23,806-$44,379  
TGO-O to 5th year range = $20626-$44,884  
ASO1=$24,314-$44,379)

Employees at this level are subject to close direction and undertake functions requiring the practical application of basic skills and knowledge.

The ASH Practitioner level 1 works under close direction and undertake routine activities which require the application of practical skills and knowledge of health care provision. Problems can be resolved by reference to procedures, well documented methods, and instructions. Work routines are established and there is only limited scope for interpretation. Limited discretion may be available by agreement to vary methods or procedures. Assistance is available when problems occur. These entry-level employees do not have formal qualification and may have completed limited in-house support or training.

Knowledge and Experience

- Demonstrates a narrow level of knowledge and skill in their given domain, with the ability to undertake tasks under the guidance of a more experienced ASH practitioner.

Operational Outcomes

- Works under the guidance of a more experienced ASH practitioner and / or ASH Professional in the domain

ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 2  
(OPS2 range = $47,187-$51075;  
TGO-O 7th-9th year range = $47,632- $50705  
ASO2 $47,187-$51,075)

Positions at ASH Practitioner 2 are those with an active focus on building toward the attainment of acceptable level of knowledge and skill and / or recognition via qualification in their given domain. Requiring a narrow set of knowledge and skills in their given discipline, these positions involve the performance of routine duties under the clinical practice supervision of more experienced ASH practitioners or ASH Professionals in the given domain, with the quality of work output assessed.

Knowledge and Experience

- Demonstrates a level of knowledge and skill in their given domain, with the ability to undertake tasks under the guidance of a more experienced ASH Practitioner or ASH Professional

Knowledge

Positions at ASH Practitioner 2 Level require employees to have:

a) Certificate Two or Three (3) within a relevant clinical or technical field, and / or
b) Demonstrates continuing work toward completion of prerequisite requirements for positions housed under ASH Practitioner 3, and / or

- A qualifications deemed by the employer to be equivalent, and / or
- Demonstrated skills, experience and level of knowledge relevant to the given domain.
Operational Outcomes

- Works under the guidance of a more experienced ASH Practitioner and / or ASH Professional in the domain.
- May continue to pursue prerequisite education and training necessary to build competency in given domain.

ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 3
(equivalent to an TGO1 range = $39,049-$57,093
OPS 3 $54,956- $58,843
ASO3 $54,956-$58,843)

Classification at ASH Practitioner 3 level is reserved for employees who have completed educational or training requirements for positions and demonstrate competence in technical or clinical experience, knowledge and skill in their given domain.

ASH Practitioners working at this level are required to use expertise, experience and technical or clinical skills to apply practices and procedures in the conduct of a range of technical or clinical activities and involve the performance of more complex duties under the general clinical practice supervision of ASH Professionals in the given domain. This allows the employee to develop abilities either as a broadly based practitioner within a single profession, or a particular aspect of a single profession. Activities at this level may be undertaken on an individual basis, or in a small team, and will include a requirement to exercise knowledge of the theory of the domain.

Role Context

Knowledge

Positions at ASH Practitioner 3 Level requires employees to have:

a) Advanced Certificate (minimum Certificate four (4)), Diploma or Associate Diploma from a relevant tertiary provider / institution, or

b) Intermediate membership of the Australian Institute of Medical Scientists, or

c) A qualification(s) deemed by the employer to be equivalent, or

d) Recognised qualifications which relate to the achievement of specialised expertise in a specific discipline and

e) Demonstrated skills, experience and level of knowledge relevant to the given domain.

Skills & Experience

- Demonstrates a level of knowledge, expertise and skill in the given domain, with the ability to apply established methods and procedures across a range of technical or clinical activities.

- Demonstrated ability to undertake more complex tasks under the guidance of a more experienced health practitioner or health professional.

- Demonstrates ability to work in a multidisciplinary team under direction.

- Demonstrates continuing work toward completion of prerequisite requirements for positions housed under ASH Practitioner 4 classification levels.

Accountability
• Accountable and responsible for provision of technical or clinical services under general clinical practice supervision of ASH Professional.

• Required to work under specific clinical practice supervision for more complex tasks, with level of supervision decreasing and accountability increasing commensurate with level of clinical experience.

• Commensurate with level of experience in role, provide clinical education for students with the support of a senior ASH Practitioner

• Commensurate with level of experience in role, provide guidance, peer support and instruction on matters pertaining to routine technical matters to less experienced practitioners

**Operational Outcomes**

• Employees at this level are subject to general direction and undertake a range of functions requiring the practical application of acquired skills and knowledge.

• Employees at this level may be required to provide operational supervision to ASH Practitioner level 1 and 2 employees.

• Works under the guidance of ASH Professional in the domain.

**ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 4**

(equivalent to a TGO2 range = $61,650 - $65,709

OPS4 = $62,806 - $65,709

ASO4 = $62,806 - $65,709)

The ASH Practitioner 4 demonstrates an **high** level of knowledge and skill in their given domain, and undertakes either:

• Operational supervisory responsibilities including development of subordinate staff, performance management, co-ordination of workflow processes, quality of output of the work unit and implementing occupational health and safety guidelines; or

• Proven expertise and competence with demonstrated proficiency to perform complex technical or clinical tasks with minimal clinical practice supervision, and are expected to be an active contributor to their multidisciplinary work unit or technical team.

**Knowledge and Experience**

• Demonstrates a **advanced** level of knowledge and skill in the given domain, with the ability to undertake complex tasks in the domain with minimal clinical practice supervision.

• Demonstrates expertise as a technical or clinical practitioner.

• Demonstrates ability to supervise or manage a practitioner work unit or team, providing guidance to less experienced unit or team members

**Accountability**

The ASH practitioner 4 will exhibit independent judgement and responsibility in undertaking work of all levels in the given domain without the need for direct regular clinical practice supervision including the following:

• Coordination of workflow for given practitioner work unit or team

• Supervision of a practitioner work unit or team, including limited management of staff and resources within prescribed limits
• Providing advice on matters pertaining to complex technical or clinical matters for junior staff members.
• Providing clinical education for students undertaking technical or assistant training.
• Accountability to a Senior ASH Professional within their area.

ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 5
(Equivalent to a TGO3 range = $68,896-$72,723
TGO4 = $74,830-$78,463; & OPS5 $67,365 - $71,766
OPS6 $74,257-$78,463
ASO5 = $70,044-$78,463)

Positions at ASH Practitioner 5 demonstrate advanced technical / clinical knowledge and experience. A requirement of the position is either a tertiary qualification or prior to 2013, extensive operational experience. I.e. employees to hold at least an associate diploma (generally prior to 2000), diploma or advanced diploma or equivalent (post 2000).

Knowledge and Experience
• Demonstrates recognised expertise obtained through extensive professional development and operational experience or tertiary qualification(s), post graduate education or other formal qualification(s)
• Demonstrates well-developed knowledge and skills in complex contemporary practice in given practitioner area.
• Develop standardised methodology and adhere to proven techniques in the provision of technical or clinical services.
• Utilises knowledge and skills in contributing to research and/or development activities of the relevant discipline or service area
• Demonstrates ability to supervise or manage a technical or assistant work unit or team, providing guidance to less experienced unit or team members.

Operational Outcomes
• Significant technical or clinical responsibilities exercised either on an individual basis or as a discreet advanced practitioner within a multi-disciplinary team, or performed as a senior member of a single profession project team with various levels of subordinate complexity.
• Responsible for supervision / management abilities exercised within a multi-discipline environment or in a major single function operation.
• Accountability to Senior ASH Professional within their area.

ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 6
(Equivalent to an TGO5 range = $81,145-$86,121
OPS7 $81,145-$86,121
ASO6$81,145-$86,121)

Positions at ASH Practitioner 6 demonstrate well developed knowledge, skills, experience and clinical leadership within their given discipline, or may provide leadership across two or more areas. The position will be a recognised point of reference at an Agency level, or State-wide level, or within their given Service Area. Duties are performed in a specialist capacity, providing clinical
expertise and utilising expert command of specialised techniques. The position also contributes to the development of technical or clinical competence in their jurisdictional area.

ASH Practitioner 6 positions may exercise managerial responsibilities for a practitioner work site or multiple sites, which may include management across multiple disciplines. Positions at this level would have operational and resource management responsibility, with a leadership role in quality assessment. A requirement of the position is either a tertiary qualification or prior to 2013, extensive operational experience.

**Knowledge and Experience**

- Demonstrates recognised expertise obtained through extensive professional development and operational experience or tertiary qualification(s), post graduate education or other formal qualification(s).
- Demonstrates well-developed knowledge and skills in complex contemporary practice in given technical area or areas
- Where focus is primarily managerial, demonstrates high level management of a technical team, especially in the areas of operational management and resource allocation operating, at either a single site or multiple sites
- Applies high level evidence and judgement in informing and leading service quality and service improvement activities, shaping service delivery and making a contribution to the wider development of technical competence
- Utilises knowledge and skills in contributing to research and/or development activities of the relevant discipline or service area

**Operational Outcomes**

- Responsible for providing expert, independent technical services of a complex nature
- Responsible for providing expert technical or clinical advice within the specific area of expertise to relevant stakeholders regarding standards and service development
- Operational management and resource allocation responsibilities for a technical work unit
- Responsible for the day to day operational management of a technical work unit or work units, including responsibility for quality assessment, performance appraisal and other operational issues, across one or more sites
- Accountable for the administration, direction and control of the asset management and financial management of one or more cost centres
- Provide clinical and technical practice supervision to ASH Practitioner 3 and ASH Practitioner 4 level employees within area(s) of expertise, including performance management
- Leads change through quality and service improvement activities and the development of better practice
- Accountability to Senior ASH Professional within their area.

**ALLIED AND SCIENTIFIC HEALTH PRACTITIONER 7**

( Equivalent to an ASO7 $89,572-$97,230
MAS1-2 = $88,036-$99,133)

Positions at ASH Practitioner level 7 demonstrate expert technical knowledge and skills in their given domain, with a high level of managerial expertise, competence and responsibility across
large and diverse multi-disciplinary technical teams across multiple sites. Management will be strategically-focused across the Agency, with accountabilities focused on leading service delivery in the given technical function. Responsibilities will also include integration of service delivery within the Agency.

Knowledge and Experience

- Demonstrates recognised expertise obtained through extensive professional development or tertiary qualification(s), post graduate education or other formal qualification(s), or, prior to 2013, extensive operational experience.
- Demonstrates significant technical or clinical knowledge, skills and expertise in their specific technical or clinical area.
- Demonstrates ability to supply strategic direction to a technical team operating within the Agency.
- Demonstrates high level management skills across diverse multi-disciplinary technical fields.
- Demonstrates high level management skills in the areas of strategic resource allocation.
- Demonstrates ability to facilitate service integration with professional healthcare groups, including high-level skills in negotiation and stakeholder management.
- Demonstrated ability to evaluate and develop / revise the methodology and techniques and / or the application of high level analytical skills in the attainment and satisfying of technical or clinical objectives.

Operational Outcomes

- Provide authoritative counsel to relevant stakeholders on matters falling within their area of technical or clinical knowledge, expertise and responsibility
- Responsible for the strategic management of large and diverse technical or clinical teams within the Agency
- Responsible for leadership in relation to coordination and integration of overall service delivery of a given technical / clinical function
- Under broad policy control and direction of a Senior ASH Professional.

Allied and Scientific Health Practitioner Competency Progression – Level 1 to 2 Procedure:

In recognition of advanced skills and experience relevant to the ASH Practitioner Level 1 scale, any employees appointed as Level 1 who feel their experience, skills and qualifications will support their progression to Level 2 can apply for reclassification.

Such an application is subject to assessment by a Competency Assessment Panel.

In determining if a Level 1 will progress to Level 2, the Competency Assessment Panel will consider the following:

1. The work level definition of Level 2 as defined has been met; and
2. The Employee’s:
   - Performance;
   - Aptitude;
   - Experience;
   - Initiative;
• Responsibilities

3. The Level 1 has complied with all requirements of their current management-approved Performance Review and Development plan.

The Competency Assessment Panel will include 2 work area specific ASH Practitioner representatives (at a minimum level of an ASH Practitioner Level 2) and ASH Professional Management representative.

Should an ASH Practitioner 1 be assessed as not meeting the criteria for progression, the ASH Practitioner 1 will be eligible to apply for progression at such time as the ASH Practitioner 1 believes they have met the criteria for progression.

__________________________________________________

ALLIED AND SCIENTIFIC HEALTH PROFESSIONAL GRADE 1 (AHP/MeS1)

All ASH Professional 1 work is subject to professional supervision. As experience is gained, the contribution and the level of professional judgment increases and professional supervision decreases, until a wide range of professional tasks is capable of being performed under general professional guidance. It is expected that independent professional judgment will be exercised, when required, particularly in recognising and solving problems and managing cases where principles, procedures, techniques and methods require expansion, adaptation or modification. ASH Professionals are required to have sound theoretical professional knowledge gained through satisfactory completion of an appropriate course of study at a recognised tertiary institution.

Knowledge and Experience

• The application of expertise and competence to perform standard or routine diagnostic/research/therapeutic duties, including participation in problem definition, planning, execution, analysis and reporting.

• The scope and complexity of duties within the diagnostic/research/therapeutic environment will increase with experience to give an evolving level of operational competence.

• Application of professional knowledge.

Operational Outcomes

To contribute to the operational objectives of the work group, a position at this level may include a combination of the following inputs:

• The execution, analysis and interpretation of findings as they relate to elements of the work.

• The selection and adoption of methods and processes within imposed constraints

• The application of procedures, methods and standards which are generally well established and straightforward.

• The exercise of professional judgment within prescribed areas

• Discussing techniques, procedures with consumers on straightforward matters

• The undertaking of assignments of limited scope and complexity, comprising, in some situations, a minor phase of a broader or complex assignment
The provision of reports on progress of project activities (with experience)

The carriage of straightforward projects (with experience)

**Working Environment**

Under the direct supervision of a responsible senior professional, ASH Professionals at this level may operate individually, as a member of a project team, within a work group, or as a recent graduate. Operations will be under a level of professional direction which may decrease as experience increases. The work involves any or all of the following:

- The normal professional work of an organisational unit
- Normal professional work where it is isolated from immediate professional supervision, for example, because of remoteness of the functional work area;
- Difficult or novel, complex or critical professional work under professional supervision;
- Research carried out under professional supervision and which may be expected to contribute to advances in the techniques used;

**COMPETENCY PROGRESSION BARRIER (GRADE 1 Years 5 – GRADE 2 Year 1)**

**Competency Progression**

An ASH Professional may, after reaching the classification Grade 1 Year 5, apply to their Department Manager for personal progression to Grade 2, Year 1. This application must address the criteria as stipulated in A (Competency Criteria). A panel consisting of the Departmental Manager and a relevant senior ASH Professional from the same discipline will assess the application. If the ASH Professional demonstrates they meet the requirements as stipulated in A (Competency Criteria) they will be progressed from Grade 1 Year 5 to Grade 2, Year 1 on their next anniversary date.

**Accelerated Competency Progression**

An ASH Professional 1 may apply, or at the discretion of their Manager, for accelerated progression to the classification of Grade 2, Year 1. This application must address the criteria as stipulated in A: (Competency Criteria). A panel consisting of their Manager or their delegate, and a senior ASH Professional from the same discipline will assess the application. This panel will make a recommendation to the delegated Manager who may approve this accelerated progression.

**A: Competency Criteria-**

The ASH Professional concerned must demonstrate detailed knowledge of standard professional tasks and professional expertise in one or more areas of the profession as shown by (for example):

- Professional contribution relevant to the profession at a local level;
- Evidence of recognition by peers, industry or other consumer groups for knowledge and skill in a specific clinical or work area, which may be demonstrated by:
  - original in-service presentations; or
  - active involvement in conferences or seminars; and
  - ability to perform more complex cases.
ALLIED AND SCIENTIFIC PROFESSIONAL GRADE 2 (AHP/MeS2)

Under broad supervision/direction an ASH Professional 2 performs any standard professional task and tasks of increasing complexity. There is minimal corporate impact at this level as professional advice is always reviewed by higher authority.

ASH Professionals at this grade can provide advice to others on aspects of the profession or field and can be expected to contribute in an original and innovative manner to activities of the work area.

Knowledge and Experience

- Knowledge and experience will encompass a combination of professional expertise, competence and experience to perform any standard professional task within the discipline including problem definition, planning, execution, analysis and reporting.
- Tasks undertaken may either be broad in scope or focussed in one professional area with a higher level of knowledge in a particular discipline or field.
- They will exercise independent professional judgment to resolve standard professional problems.

Operational Outcomes

To contribute to the operational objectives of the work group, a position at this level may include a combination of the following inputs:

- Selection and application, based on professional judgement, of new and existing methods and techniques towards an end result.
- Will demonstrate an in-depth knowledge in their field of work.
- Apply diagnostic/research/therapeutic principles and methods to the achievement of work objectives that may be broad or complex. Elements may include problem definition and clarification, execution, analysis, interpretation, adaptation and recording of findings, and contributing to information publication and/or dissemination to meet specific communication or educational objectives.
- Contributions to the development of new techniques and methodology
- The undertaking of complex activities under reducing professional direction
- The acceptance of professional responsibility for standards of the work undertaken
- The progressive attainment of greater knowledge and experience under reducing professional direction
- The training of other staff
- May be responsible for the direction of ASH Practitioners
- May be responsible for the mentoring of ASH Practitioners, ASH Professional 1s and undergraduate students

To satisfy the objectives of the work group, a position at this level may comprise:

- Demonstrating a level of participation in educational programs within their establishment where applicable. These educational programs may include their professional peers, other ASH Professionals, consumers and their carers and the public in a field relevant to their specialty.
- Participating in the development of techniques within their field or specialty.
• Participating in problem solving by displaying judgment, initiative and independence.

Working Environment

Positions at this level will operate under general supervision, as either a member of multi-disciplinary teams, or independently. These officers may provide clinical mentoring to students on placement, advice may be sought regarding complex or unusual matters.

ALLIED AND SCIENTIFIC HEALTH PROFESSIONAL GRADE 3 (AHP3/MeS3)

Under broad policy control and direction of a Senior Professional or Senior Professional Specialist an ASH Professional 3 performs novel or complex professional work, and / or performs a range of supervisory duties with general professional guidance.

Professional Specialist / Clinical Educator / Researcher

Persons at this grade require substantial or higher knowledge in a particular professional discipline or field and exercise independent professional judgment to resolve complex problems or issues. Specialists at this level will work under general guidance only, will have suitable clinical expertise and be able to demonstrate a high level of competency, autonomy and a consistently high standard of practice. Professional Specialists may act as a resource person within their area of expertise. They may guide the work of ASH Professional 2 or below.

Professional Specialist and Supervisor

Persons at this level demonstrate professional independence and competence to resolve problems and directly influence organisational attitudes and professional outcomes within the framework of the Agency’s operational program. Communication with others will be as a key professional within the Agency, eg: as a member of committees or working parties or policy implementation groups. Reporting to a more senior professional, the work includes the formulation of professional advice and may involve provision of such advice to the wider community. Normally there is limited corporate impact at this level as advice is often reviewed by higher authority. The work includes the role of team/project leader requiring the co-ordination of the work of a number of professionals and/or other staff. The staff co-ordinated need not necessarily be in the same discipline as the leader. Persons at this level may oversee the operations of a unit comprising professional and/or technical staff engaged in field, laboratory, clinical, production or operational work and which may be organised on a geographical or functional basis, i.e. a section or team leader.

Knowledge and Experience

• Professional independence and competence
• The analysis of situations and identification of resources, opportunities and needs to develop and/or progress the objectives of the work group.
• Proven expertise and capability
• Demonstrate a broad, authoritative knowledge of the subject area

Operational Outcomes

To contribute to the operational objectives of the work group, a position at this level may include a combination of the following inputs:

• This is the first level which will have formal supervisory responsibility for other ASH Professionals and ASH Practitioners.
• Responsible, without supervision from a more senior professional in the discipline for diagnostic/research/therapeutic projects, either as an individual, or as a leader of a work group.

• The development and promulgation of information for management

• The undertaking of projects or tests of a complex nature with limited or no professional supervision

• Contribute to the development of broad program directions through participation as a member of relevant committees, working parties etc., and through provision of reports to management

• Contribute to the promulgation of information regarding current developments in the relevant discipline.

To satisfy work group operations, a position at this level may include a combination of the following inputs:

• Contribute to the identification and development of programs or investigations within the framework of organisational objectives and priorities

• The determination of quality standards and/or outcomes of their work unit

• The undertaking of work, including projects with significant scope and/or complexity

• The contributions to the development of operational policy

• The undertaking of professional duties of an innovative or novel nature without professional direction

Working Environment

A position at this level may operate as a specialist professional, a clinician with responsibility for complex duties, or as a leader of work unit. In general, positions at this level possess professional responsibility for the outcomes of their work unit with limited professional supervision. Persons at this level are expected to have wide experience in their professional field.

They perform a variety of tasks of a novel or complex nature, either individually or as a leader or member of a team. Direction is provided in terms of a clear statement of overall objectives with limited direction as to work priorities. Where a professional at this level works as a member of a team he/she should have skills and the experience necessary to perform all the tasks undertaken by the team or to have knowledge and professional judgment to seek and utilise specialist advice when it is required.

An ASH Professional 3 may also be designated as the Educator/Tutor.

This position would be responsible to the Department Manager for the identification, provision and delivery of continuing education for ASH Professionals with both clinical and general management components.

ALLIED AND SCIENTIFIC HEALTH PROFESSIONAL GRADE 4 (AHP4/MeS4)

Under broad policy control and direction is a Professional Manager; Team Leader or a Senior Professional Specialist / Clinician, within a major department or specialised work unit.

The work may contribute to and operationalise Agency policies for the work area. It requires an understanding of the wider policy and strategic context. Professional advice generally has consequences beyond the immediate work area and is normally only reviewed for policy and general approach. The work has moderate corporate impact. The work is performed under broad
direction in terms of objectives, policies and priorities. Programs, projects, assignments or other work is decided by higher level management but at this level authority is given on how to achieve end results within limits of available resources. Decisions at this level have direct consequences on the achievement of results for the function or group of activities for which the person is responsible. Persons at this level are expected to have extensive experience in their professional field and to perform a range of tasks in the absence of general professional guidance.

A Professional Manager occupies a position which is specifically designated as such and provides support and assistance to the Head of Department and is responsible for the management of an organisational element in the absence of the Head of Department. Such positions would generally be established only in large or more complex organisational elements.

Senior Professional Specialists / Clinical Educators / Researchers at this level exercise a high degree of independent professional judgment in the resolution of more novel, complex and critical problems or issues. They are required to contribute to authoritative professional or policy advice which draws on in-depth knowledge in a profession or discipline. Analysis, design and interpretation of results of research or investigations represent authoritative professional conclusions.

A Senior Professional Specialist at this level operates in the absence of general professional guidance and is expected to apply significant professional knowledge and professional judgment in one or more professional disciplines or fields in relation to more novel, complex and critical work. The Senior Professional need not necessarily be supported by other professionals.

Knowledge and Experience

- Professional independence and competence
- Local recognition as an authority within an area of their discipline
- Demonstrate the ability to analyse complex and sensitive situations to appropriately identify resources, opportunities and needs to develop and/or progress the objectives of the organisation and scientific developments.
- Comprehensive knowledge within the professional discipline and broad exposure to other professional disciplines
- The application of professional judgement based on current knowledge and experience in the development and adoption of new or improved products, methods or practices.

Operational Outcomes

To satisfy work group operations, a position at this level may include a combination of the following inputs:

- The management of complex projects involving a number of personnel from either the discipline or a variety of professional disciplines and backgrounds/organisations
- The provision of a professional contribution to corporate objectives and policy
- The provision of consultancy services to industry, government or the public as an expert in a particular field
- Implementing and interpreting policy directives to satisfy the demands of professional and executive programs
- Ensuring management/authorities are aware of current developments in the discipline

To satisfy the objectives of the work group, a position at this level may comprise:
• The initiation, formulation and conduct of significant programs and investigations within the framework of (major work group) organisational objectives and priorities
• The undertaking of the more demanding evaluations with professional independence
• The achievement of diagnostic/research/therapeutic goals through significant participation in external funding applications, the publication of research data and the presentation of findings in appropriate forums
• The determination of operational procedure and quality standards and/or outcomes for their work unit
• Operation as a specialist with authority in a relevant field that impacts upon the agency
• May have Agency influence and reputation including invitations to speak at recognised forums and conferences.

Working Environment

Position classified at this level will generally have a high profile within the discipline and will operate within broad guidelines to achieve specific objectives with professional independence.

Positions at this level may make a contribution to the development of program directions and policies. The position may be involved in the assessment and review of the standards and work of other professional personnel/external consultants in a particular discipline. Outcomes achieved may include inputs to the corporate program planning process, providing services and expert consultation to other agencies or industry, satisfying agency objectives and priorities.

ALLIED AND SCIENTIFIC HEALTH PROFESSIONAL GRADE 5 (AHP5/MeS5)

Under broad policy control and direction is: a Senior Professional Manager; or a Senior Professional Specialist.

The work requires a high degree of independence in the determination of overall strategies, priorities, work standards and the allocation of resources. Judgments made at this level form the basis of advice to senior levels within a department and are often critical to the achievement of overall objectives of a departmental program or organisational unit. Work is monitored against broad objectives and has a high corporate impact. Direction is given on the Agency’s policies and objectives and to ensure co-ordination with other major work units.

A Leading Professional Specialist at this level operates in accordance with broad objectives and is expected to apply unusually significant professional knowledge and professional judgment in one or more disciplines or fields directly relevant to the work area and in relation to most novel, complex or critical work.

A Senior Professional Manager including a Head of Department at this level leads and directs an organisational element or team or professionals and other staff requiring considerable co-ordination, and has significant responsibility for day to day operational management of human, physical and financial resources under the control of the position. The management role may require professional leadership over subordinate staff including supervisors. This involves setting standards for and evaluating performance, interpreting policy relevant to the work area; and may involve resolving more complex professional problems.

Guidelines

Typical features of positions classified at this level may include but are not limited to:

• Responsibility for human and physical resources;
• Responsibility (usually) for a range of staff, who are predominantly professional but may include some technical, administrative or operational staff;

• Responsibility for their allocated financial resources;

• Managerial complexity (as defined) is usually significant.

**Leading Professional Specialist**

The **Leading Professional Specialist** has a requirement for developing and advancing the knowledge and professional skills of other staff within the team. The work requires the exercise of a high degree of independence in the determination of overall priorities and strategies and has a significant corporate impact. Judgments made may form the basis of conclusive and authoritative advice to regional management and are often critical to the achievement of regional objectives. Persons at this level will often have a national reputation in their specialty. The work requires constant adaptation of existing principals to new and unusual problems and involves frequent changes in policy, program or technological requirements, complex or ground breaking research.

**Knowledge and Experience**

• Appropriate analytical, conceptual and problem solving skills demonstrated by a high degree of originality in resolving particularly complex issues arising from new policies, initiatives, systems and techniques; major research projects; and/or the performance of highly complex clinical activities;

• A requirement for high levels of expertise and experience to determine professional objectives and priorities within the framework of an agency’s corporate goals.

• Recognition as a leading authority within a professional discipline

• Work/studies relating to their specialty published in books or journals

• At least eight years of relevant post qualification experience;

• Contribution to the development and mentoring of other ASH Professionals.

**Operational Outcomes**

To satisfy the Agency’s objectives and/or corporate goals, a position at this level may include any of the following inputs:

• Operation as a specialist with authority in a field where the requirements are very complex and of major importance to the agency

• The determination of operational standards/objectives within an agency

• The provision of authoritative and specialist consultancy services on aspects of policy development

• The achievement of specific and significant programs and goals

• The provision of highly specialised services or advice to Government agencies

• The provision of specialised services or advice to industry where the end product is of major importance

• Contribution to the development and mentoring of other ASH Professionals.

• The contribution of specialised diagnostic/research/therapeutic knowledge to, and participation in, internal and external teaching programs at undergraduate and postgraduate level
To provide services to other agencies and/or private industry, and to other bodies, a position at this level **may** include any of the following inputs:

- Invitations to present or contribute to recognised state and national forums and conferences;
- Preparation and review of authoritative publications;
- Participation in approved working parties and consultancies;
- Teaching and lecturing in their specialty;
- Recognised as a point of reference by peers;
- Acknowledgment of expertise in legal and regulatory aspects of the specialty.

**Working Environment**

Positions at this level have critical impacts to the agency or the industry, and may have an influence at a State or National level. Decisions made at this level will generally be recognised as authoritative.

Work performed may be singular in scope or may encompass a series of conceptually related complex and non-routine diagnostic/research/therapeutic activities. Program (or subsidiary project) outcomes are likely to have a critical impact on diagnostic/research/therapeutic knowledge and/or contribute to the development and/or adoption of new or improved products, methods or practices within the agency, industry or discipline. Complex, non-routine situations that call for the application of advanced problem solving abilities, and may require the application of multi-disciplinary skills/knowledge, and which may also require novel or innovative methods. Programs are conducted with professional independence, either on an individual basis or as a program leader.

**ALLIED AND SCIENTIFIC HEALTH PROFESSIONAL GRADE 6 (AHP6/MeS6)**

**Senior Professional Manager**

The work involves executive management of a major work area in an agency involving a very wide variety of activities associated with the strategic development, co-ordination and implementation of policies. Only broad Government objectives govern the position within which significant flexibility exists for developing policies, strategies and tactics to achieve objectives working as part of the Divisional or Department Executive team. Direction would be from the Divisional/Department Executive and limited only to issues which have impact upon other external operational policy areas. Work at this level has significant corporate impact within the agency.

A **Senior Professional Manager** including a **Head of Department** at this level directs and co-ordinates a major function or work area involving a considerable variety of activities and organised on a geographical (including state-wide) or functional basis. Relative to other senior professional employee positions, **Senior Professional Managers** at this level have total responsibility for the human, physical and financial resources under their control (as determined by Executive) and the work may also include extensive coordination of projects involving unusually large numbers of professional and other staff engaged in field, laboratory, clinical, production or construction work. They direct professional and other staff working in different fields.

**Guidelines**

Typical features of positions classified at this level may include but are not limited to:

- Responsibility for human, physical and financial resources;
- Responsible for staff, who are predominantly professional but may include some technical, administrative or operational staff;
- Significant budget responsibility
- Managerial complexity (as defined) is usually extensive and strategic in nature.

**Principal Professional Specialist**

A Principle Professional Specialist at this level is expected to have an extensive depth of knowledge in his/her discipline or field of significance to the Department. Persons at this level often have a national and international reputation in their specialty. There is a requirement for a high degree of originality and analytical and conceptual skills in the resolution of particularly complex professional or policy issues.

The work requires expert knowledge in a professional range of fields and in most cases a comprehensive knowledge of relevant legislation and policies. The work requires constant adaptation of existing principles to new and unusual problems and involves frequent changes in policy, program or technological requirements. The Principle Professional Specialist may have an influence and contribute to the development and advancement of knowledge and professional skills at a national level and / or international level.

The work requires exercising of a high degree of independence in the determination of overall priorities and strategies and has a critical corporate impact.

Judgements made at this level will be significant to the achievement of Government objectives.

**Knowledge and Experience**

- Outstanding analytical, conceptual and problem solving skills demonstrated by a high degree of originality in resolving particularly complex issues arising from new policies, initiatives, systems and techniques; major research projects and/or the performance of highly complex clinical activities;
- Requirement for high levels of expertise and experience to promote and determine complex and significant professional objectives and priorities within the framework of an agency’s corporate objectives and industry directions.
- May be recognised as a national or international leading authority within a professional discipline with the ability to foster excellence in the diagnostic and/or research and/or therapeutic functions of the agency and relevant discipline community.
- Extensive refereed publications in nationally and / or internationally recognised journals
- May have a PhD qualification(s) and could be expected to have extensive relevant post qualification experience, beyond that required for Grade 5;
- Collaborated with recognised national, and possibly international, organisations on projects that impact on national, or possibly international, health outcomes

Professional/therapeutic expertise exercised is such that decisions made at this level will generally be recognised as authoritative and activities, research and/or diagnostic programs conducted are not subject to professional review.

**Operational Outcomes**

To satisfy the Government’s objectives and/or agency’s corporate goals, a position at this level will include the following features:
• Operation as a specialist with authority in a field where the requirements are very complex and of major importance to the agency
• The initiation and/or management of complex and high level innovative programs and major research activities.
• Determine strategic directions and operational standards/objectives within the organisation and industry.
• Provision of clinical authoritative and specialist consultancy services on aspects of innovative scientific research and development, where outcomes are of major importance on an international scale.
• Contribution to the development and mentoring of other ASH Professionals.

To provide services to other agencies and/or private industry, and to other bodies, a position at this level may include any of the following inputs:

• Invitations to lead or present at national or international forums and conferences;
• Preparation of authoritative national or international publications;
• Participation in national or international working parties and consultancies;
• Teaching and lecturing nationally or internationally in their specialty;
• Recognised nationally as a point of reference by peers;
• Acknowledgement of expertise in legal and regulatory aspects of the specialty.
• Be sought by a range of relevant and recognised bodies and/or individuals as a leading national and international consultant.
• Have a critical impact on scientific and research initiatives and activities at the National and International level.
• Attract National and International recognition to the employing organisation.
• Contribute to tertiary curricula development and delivery.

Working Environment

Ensure the provision of leadership in the initiation, promotion, implementation and evaluation of leading edge innovative and relevant national and international functions, both as an individual and in the management of others.

May be recognised internationally as a leading expert in a complex field of diagnostic / research / therapeutic services. Undertake and manage individual and/or project activities with professional independence and not subject to review. Positions at this level have critical and significant impacts on the organisation and at the international level.

Peer Review Panel

Upon receipt of an application from an employee who occupies a position classified as a Grade 5 Senior Professional Specialist, a recommendation on the appropriate upgrading to Grade 6 will be made by a Peer Review Panel. This Peer Review Panel will consist of three members: two management nominees and a nominee from the relevant union. The Peer Review Panel will forward recommendations to the Head of Agency, or delegate, for approval.

Employees who are unsuccessful in achieving placement at a higher grade through this process may reapply after 12 months. The following criterion is to be used by the Peer Review Panel in
determining the Reclassification of professional staff classified as Grade 6 Senior Professional Specialists in accordance with the Grade 6 Classification standards prescribed in this Clause.

ALLIED AND SCIENTIFIC HEALTH PROFESSIONALS EXCELLENCE CRITERIA

The concept of “Allied and Scientific Health Professional Excellence” recognises that, within the field of work undertaken by ASH Professionals, there is scope for individuals to perform at a higher level than that demanded by responsibilities of their positions. Allied and Scientific Health Professional Excellence is not payable for increased organisational management responsibilities, routine services or research and teaching components inherent in a position, for such constitutes grounds for reclassification of both the position and the position increment.

Allied and Scientific Health Professional Excellence is defined as that level of performance which exceeds the acceptable level of diagnostic/therapeutic competence for the respective classification levels.

For the salary to be granted, it must be demonstrated that the level of performance is significantly greater than the acceptable level of “competence” for the position.

In determining the significance of “excellence”, the following factors are to be considered:

- Qualifications;
- Refereed Papers;
- Committee membership(s);
- Peak Professional Body Membership(s);
- Consultancy / Advisory Status;
- Research grants received;
- Teaching (by invitation outside the organisation);
- Speaking invitations; and
- Any other relevant factors.
PROFESSIONAL DEVELOPMENT OFFICERS

Objectives

- Increase opportunities for the recruitment and retention of ASH Professionals.
- Undertake promotional work designed to maximise the employment of ASH Professionals in the SA Public Sector
- Liaise and develop relationships with Education providers in South Australia, Interstate and Overseas across all ASH Professionals disciplines in order to maximise recruitment opportunities in the South Australian Public Sector

Primary Tasks:

1. Assist the Senior Allied Health Advisor in the development of programs and procedures designed to assist in the recruitment of ASH Professionals in South Australia;
2. Design programs and initiatives designed to maximise opportunities for specified allied health professionals groups where identified workforce problems exist into the South Australian Public Sector;
3. Act as a liaison between State, Interstate and (where appropriate) international education providers in order to identify and maximise recruitment of new graduates into the South Australian Public Sector workforce;
4. Develop promotional materials to assist in recruitment and retention of allied health professionals into the South Australian Public Sector;
5. Identify workforce needs and priorities, and develop initiatives in collaboration with key stakeholders, including unions and professional bodies to ensure workforce capacity matches services delivery needs;
6. Identify workforce planning needs from both professional managers and professional employees and work in conjunction with managers to implement programs in identified areas to address workforce needs;
7. Be the Agency Liaison person for allied health professionals seeking information regarding employment in the Public Sector;
8. Disseminate information obtained by the Department of Health and Human Services to relevant ASH Professional employees in a way that supports ongoing professional development and maximise workforce retention.

Scope of Work Performed:

- Responsible for providing advice to the Senior Allied Health Advisor in relation to recruitment and retention issues for health professional;
- Representing the Agency and State in negotiations with external stakeholders including educational institutions, professional bodies, private sector, consumers and other Government Departments;
- The occupant will work with a high degree of autonomy under the broad direction of the Senior Allied Health Advisor.
### APPENDIX 2

**SOUTH AUSTRALIAN RURAL AND REMOTE ZONES**

**RURAL AND REMOTE SERVICE INCENTIVE PAYMENTS**

#### Zone 2 & 3

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<td>Hawker</td>
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## APPENDIX 3

### MANAGEMENT ALLOWANCE

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<th>Category</th>
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<th>First full pay period to commence on or after 1 September 2015</th>
<th>First full pay period to commence on or after 1 September 2016</th>
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