

Health Professionals, Medical Scientists and Support Services (Victoria) State Reference Public Sector Award 20XX

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Part 1—Application and Operation

1. Title

This award is the *Health Professionals, Medical Scientists and Support Services (Victoria) State Reference Public Sector Modern Award 2018*.

2. Commencement and transitional

2.1 This award commences on [insert date].

2.2 The monetary obligations imposed on employers by this award may be absorbed into overaward payments. Nothing in this award requires an employer to maintain or increase any overaward payment.

2.3 The making of this award is not intended to result in a reduction in the take-home pay of employees covered by the award. On application by or on behalf of an employee who suffers a reduction in take-home pay as a result of the making of this award, the Fair Work Commission may make any order it considers appropriate to remedy the situation.

3. Definitions and interpretation

3.1 In this award, unless the contrary intention appears:

Act means the *Fair Work Act 2009* (Cth)

Adult apprentice means an apprentice who is 21 years of age or over at the commencement of their apprenticeship

Allowable period of absence means five weeks in addition to the total period of paid annual, long service or personal leave which the employee actually receives on termination or for which she/he is paid in lieu

Apprentice means an employee who is bound by a contract of training registered with the appropriate State or Territory training authority

Defined benefit member has the meaning given by the *Superannuation Guarantee (Administration) Act 1992* (Cth)

Employee means a State reference public sector employee within the meaning of Schedule 6A of the *Fair Work (Transitional Provisions) and Consequential Amendments Act 2009*

Employer means a State reference public sector employer within the meaning of Schedule 6A of the *Fair Work (Transitional Provisions) and Consequential Amendments Act 2009*

Exempt public sector superannuation scheme has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth) or successor

HASA Employees means the employees employed in the classifications as defined in Schedule A

Health Professionals means employees employed in the classifications as defined in Schedule B

Medical Scientists means the employees employed in the classifications as defined in Schedule C

MySuper product has the meaning given by the *Superannuation Industry (Supervision) Act 1993* (Cth) or successor

NES means the National Employment Standards as contained in the *Fair Work Act 2009* (Cth)

Salary means the wage or salary rate, including all on-going progression payments, which an employee receives in the normal course of the employee's duty; provided that Salary does not include any payment for overtime, shiftwork, standby, travelling allowance, incidental expenses or any payment of a temporary character

Shiftworker is an employee who is regularly rostered to work the ordinary hours as defined in clause 19.2.

Standard rate means:

- (a) For HASA Employees the minimum wage for Wage/Skill Group 5; and
- (b) For Health Professionals the minimum wage for UG 1 Grade 1 year 2 (except for shift and Change of Shift allowance); and
- (c) For Medical Scientists the minimum wage for Grade 1 year 1 (except on call allowance).

State reference employer means an employer that is a national system employer only because of s.30D of the *Fair Work Act 2009* (Cth)

State reference public sector employer means a state reference employer that is a State public sector employer as defined in s.30A of the *Fair Work Act 2009* (Cth) who is not a constitutional corporation

Union means a union which can represent the industrial interests of the employee(s) concerned and has one or more members employed by the employer and, where appropriate, includes the relevant national union official or nominated delegate

Victorian Referral means the *Fair Work (Commonwealth Powers) Act 2009* (Vic) and any legislation that amends, repeals or replaces that legislation.

- 3.2** Where this award refers to a condition of employment provided for in the NES, the NES definition applies.

4. Coverage

4.1 This State reference public sector award covers:

- (a) Employers in Victoria who are State reference public sector employers (as defined in clause 3) and who employ HASA Employees, Health Professionals and/or Medical Scientists, principally engaged in the duties comprehended by the classifications listed in Schedule A, Schedule B and Schedule C, and
- (b) Employees of State reference public sector employers (as defined) in Victoria in the classifications listed in Schedule A, Schedule B and Schedule C to the exclusion of any other modern award, and
- (c) The Health Services Union.

4.2 The award does not cover employers and employees who are covered by the *Health Professionals and Support Services Award 2010* because the employers are constitutional corporations.

4.3 The award does not cover an employee excluded from award coverage by the Act.

4.4 The award does not cover employees who are covered by a modern enterprise award, or an enterprise instrument (within the meaning of the *Fair Work (Transitional Provisions and Consequential Amendments) Act 2009* (Cth)), or employers in relation to those employees.

4.5 Where an employer is covered by more than one award, an employee of that employer is covered by the award classification which is most appropriate to the work performed by the employee and to the environment in which the employee normally performs the work.

5. Access to the award and the National Employment Standards

The employer must ensure that copies of this award and the NES are available to all employees to whom they apply either on a noticeboard which is conveniently located at or near the workplace or through electronic means, whichever makes them more accessible.

6. The National Employment Standards and this award

The NES and this award contain the minimum conditions of employment for employees covered by this award.

7. Award flexibility

7.1 Notwithstanding any other provision of this award, an employer and an individual employee may agree to vary the application of certain terms of this award to meet the genuine individual needs of the employer and the individual employee. The terms the employer and the individual employee may agree to vary the application of are those concerning:

- (a) arrangements for when work is performed;
- (b) overtime rates;

- (c) penalty rates;
- (d) allowances; and
- (e) leave loading.

7.2 The employer and the individual employee must have genuinely made the agreement without coercion or duress. An agreement under this clause can only be entered into after the individual employee has commenced employment with the employer.

7.3 The agreement between the employer and the individual employee must:

- (a) be confined to a variation in the application of one or more of the terms listed in clause 7.1; and
- (b) result in the employee being better off overall at the time the agreement is made than the employee would have been if no individual flexibility agreement had been agreed to.

7.4 The agreement between the employer and the individual employee must also:

- (a) be in writing, name the parties to the agreement and be signed by the employer and the individual employee and, if the employee is under 18 years of age, the employee's parent or guardian;
- (b) state each term of this award that the employer and the individual employee have agreed to vary;
- (c) detail how the application of each term has been varied by agreement between the employer and the individual employee;
- (d) detail how the agreement results in the individual employee being better off overall in relation to the individual employee's terms and conditions of employment; and
- (e) state the date the agreement commences to operate.

7.5 The employer must give the individual employee a copy of the agreement and keep the agreement as a time and wages record.

7.6 Except as provided in clause 7.4(a) the agreement must not require the approval or consent of a person other than the employer and the individual employee.

7.7 An employer seeking to enter into an agreement must provide a written proposal to the employee. Where the employee's understanding of written English is limited the employer must take measures, including translation into an appropriate language, to ensure the employee understands the proposal.

7.8 The agreement may be terminated:

- (a) by the employer or the individual employee giving 13 weeks' notice of termination, in writing, to the other party and the agreement ceasing to operate at the end of the notice period; or
- (b) at any time, by written agreement between the employer and the individual employee.

Note: If any of the requirements of s.144(4), which are reflected in the requirements of this clause, are not met then the agreement may be terminated by either the employee or the employer, giving written notice of not more than 28 days (see s.145 of the *Fair Work Act 2009* (Cth)).

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

Part 2—Consultation and Dispute Resolution

8. Consultation

8.1 Consultation regarding major workplace change

(a) Employer to notify

- (i)** Where an employer has made a definite decision to introduce major changes in production, program, organisation, structure or technology that are likely to have significant effects on employees, the employer must notify the employees who may be affected by the proposed changes and their representatives, if any.
- (ii)** Significant effects include termination of employment; major changes in the composition, operation or size of the employer's workforce or in the skills required; the elimination or diminution of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs. Provided that where this award makes provision for alteration of any of these matters an alteration is deemed not to have significant effect.

(b) Employer to discuss change

- (i)** The employer must discuss with the employees affected and their representatives, if any, the introduction of the changes referred to in clause 8.1(a), the effects the changes are likely to have on employees and measures to avert or mitigate the adverse effects of such changes on employees and must give prompt consideration to matters raised by the employees and/or their representatives in relation to the changes.
- (ii)** The discussions must commence as early as practicable after a definite decision has been made by the employer to make the changes referred to in clause 8.1(a).
- (iii)** For the purposes of such discussion, the employer must provide in writing to the employees concerned and their representatives, if any, all relevant information about the changes including the nature of the changes proposed, the expected effects of the changes on employees and any other matters likely to affect employees provided that no employer is required to disclose confidential information the disclosure of which would be contrary to the employer's interests.

8.2 Consultation about changes to rosters or hours of work

- (a) Where an employer proposes to change an employee's regular roster or ordinary hours of work, the employer must consult with the employee or employees affected and their representatives, if any, about the proposed change.
- (b) The employer must:
 - (i) provide to the employee or employees affected and their representatives, if any, information about the proposed change (for example, information about the nature of the change to the employee's regular roster or ordinary hours of work and when that change is proposed to commence);
 - (ii) invite the employee or employees affected and their representatives, if any, to give their views about the impact of the proposed change (including any impact in relation to their family or caring responsibilities); and
 - (iii) give consideration to any views about the impact of the proposed change that are given by the employee or employees concerned and/or their representatives.
- (c) The requirement to consult under this clause does not apply where an employee has irregular, sporadic or unpredictable working hours.
- (d) These provisions are to be read in conjunction with other award provisions concerning the scheduling of work and notice requirements.

9. Dispute resolution

- 9.1** In the event of a dispute about a matter under this award, or a dispute in relation to the NES, in the first instance the parties must attempt to resolve the matter at the workplace by discussions between the employee or the employees concerned and the relevant supervisor. If such discussions do not resolve the dispute, the parties will endeavour to resolve the dispute in a timely manner by discussions between the employee or employees concerned and more senior levels of management as appropriate.
- 9.2** If a dispute about a matter arising under this award or a dispute in relation to the NES is unable to be resolved at the workplace, and all appropriate steps under clause 9.1 have been taken, a party to the dispute may refer the dispute to the Fair Work Commission.
- 9.3** The parties may agree on the process to be utilised by the Fair Work Commission including mediation, conciliation and consent arbitration.
- 9.4** Where the matter in dispute remains unresolved, the Fair Work Commission may exercise any method of dispute resolution permitted by the Act that it considers appropriate to ensure the settlement of the dispute.
- 9.5** An employer or employee may appoint another person, organisation or association to accompany and/or represent them for the purposes of this clause.
- 9.6** While the dispute resolution procedure is being conducted, work must continue in accordance with this award and the Act. Subject to applicable occupational health and safety legislation, an employee must not unreasonably fail to comply with a direction

by the Employer to perform work, whether at the same or another workplace that is safe and appropriate for the employee to perform.

9.7 Settlement of disputes—training leave

- (a) A union representative, or other employee selected by the union, shall be entitled to, and the employer shall grant, up to five days' leave with pay each calendar year, non-cumulative, to attend courses conducted by an accredited training provider and, approved by the union or TUTA (Inc) on the following conditions:
- (i) the scope, content and level of the courses are directed to the enhancement of the operation of the settlement of dispute/dispute settlement procedure/s;
 - (ii) that two weeks' period of notice is provided to the employer;
 - (iii) the taking of leave is arranged having regard to the operational requirements of the employer;
 - (iv) the union representative, or other union nominee, taking such leave shall be paid "full pay";
 - **Full pay** is the award rate of pay for normal rostered hours plus experience/service payments plus allowances which are deemed to be part of pay for all purposes, but excluding shiftwork, overtime and other allowances.
 - leave of absence granted pursuant to this clause shall count as service for all purposes of this award.
- (b) Notwithstanding clause 9.7(a), leave of absence in accordance with the clause in excess of five days and up to ten days may be granted in that year and in the subsequent year not exceeding ten days.
- (c) Leave of absence in accordance with this clause may include any necessary travelling time in normal hours immediately before or after the course.

Part 3—Types of Employment and Termination of Employment

10. Types of employment

10.1 Employment categories

- (a) Employees under this award will be employed in one of the following categories:
- (i) full-time;
 - (ii) part-time; or
 - (iii) casual.
- (b) At the time of engagement an employer will inform each employee whether they are employed on a full-time, part-time or casual basis. An employer may direct

an employee to carry out such duties that are within the limits of the employee's skill, competence and training, consistent with the respective classification.

10.2 Full-time employment

A full-time employee is one who is engaged to work 38 hours per week or an average of 38 hours per week pursuant to clause 18—Ordinary hours of work.

10.3 Part-time employment

- (a) A part-time employee is an employee who is engaged to work less than the full-time hours of an average of 38 hours per week and who has reasonably predictable hours of work.
- (b) Before commencing employment, the employer and employee will agree in writing on a regular pattern of work including the number of hours to be worked each week, the days of the week the employee will work and the starting and finishing times each day.
- (c) The terms of the agreement may be varied by agreement and recorded in writing.
- (d) The terms of this award will apply on a pro rata basis to part-time employees on the basis that the ordinary weekly hours for full-time employees are 38.

10.4 Casual employment

- (a) A casual employee is an employee engaged as such on an hourly basis, other than as a part-time or full-time employee to work up to and including 38 ordinary hours per week.
- (b) A casual employee will be paid per hour calculated at the rate of 1/38th of the weekly rate appropriate to the employee's classification. In addition, a loading of **25%** of that rate will be paid instead of the paid leave entitlements of full-time employees.
- (c) The minimum period of engagement of a casual employee is three hours.
- (d) A casual employee will be paid shift and weekend premiums calculated on the ordinary rate of pay excluding the casual loading with the casual loading component then added to the penalty rate of pay.

11. Termination of employment

11.1 Notice of termination is provided for in the NES.

11.2 In order to terminate the employment of a Health Professional or Medical Scientist the employer must give to the employee 4 weeks' notice of termination.

11.3 In order to terminate the employment of a HASA Employee, the employer must give the minimum period of notice based on the employee's period of continuous service with the employer up to the end of the day the notice is given, as follows:

Period of continuous service	Period of notice
Not more than 1 year	1 week
More than 1 year but not more than 3 years	2 weeks

More than 3 years but not more than 5 years	3 weeks
More than 5 years	4 weeks

11.4 Employees given notice under either clause 11.2 or 11.3 who are over 45 years of age at the time of the giving of the notice with not less than two years' continuous service, are entitled to an additional week's notice.

11.5 Notice of termination by an employee

(a) The notice of termination required to be given by an employee is the same as that required of an employer except that there is no requirement on the employee to give additional notice based on the age of the employee concerned.

(b) If an employee fails to give the required notice the employer may withhold from any monies due to the employee on termination under this award or the NES, an amount not exceeding the amount the employee would have been paid under this award in respect of the period of notice required by this clause less any period of notice actually given by the employee.

11.6 Job search entitlement

(a) Where an employer has given notice of termination to an employee, an employee must be allowed up to one day's time off without loss of pay for the purpose of seeking other employment.

(b) The time off is to be taken at times that are convenient to the employee after consultation with the employer.

Part 4—Minimum Wages and Related Matters

12. Classifications

12.1 All employees covered by this award must be classified according to the structure and definitions set out in Schedule A, Schedule B or Schedule C—Classification Definitions. Employers must advise their employees in writing of their classification upon commencement and of any subsequent changes to their classification.

12.2 Minimum weekly wages for HASA Employees (Schedule A)

(a) **Food Services, General Services & Technical, Clinical and Personal Care**

Level	Weekly rate \$
Wage/Skill Group 1	810.40
Wage/Skill Group 2	830.40
Wage/Skill Group 3	843.50
Wage/Skill Group 4	850.50
Wage/Skill Group 5	863.70
Wage/Skill Group 6	873.00

Level	Weekly rate \$
Wage/Skill Group 7	887.70
Wage/Skill Group 8	899.70
Wage/Skill Group 9	915.70
Wage/Skill Group 10	950.40
Wage/Skill Group 11	983.70

(i) For the purpose of determining the ordinary time rate of pay for employees classified in clause 12.2(a), the following amounts shall be added to the prescribed rates:

- After one year's experience: **\$5.30**
- After two years' experience: **\$10.93**

(ii) For the purpose of determining the ordinary time rate of pay for employees classified in this clause and who have successfully completed an apprenticeship in any state or territory of Australia or have been issued with a Tradespersons Certificate under the *Industrial Training Act 1975* (Vic), the following amounts shall be added to the prescribed rates:

- After one year's experience: **\$7.68**
- After two years' experience: **\$13.88**

(b) Dental Technicians

Grade/ Level	Weekly rate \$
Dental technician level I	900.80
Dental technician level II	979.10
Foreperson dental technician	1084.30
Dental laboratory manager	1198.70

(i) **Experience payment**

- All dental technicians shall be entitled to experience pay of **\$8.90** per week during the second year of experience as a dental technician and **\$21.38** per week during the third and subsequent years of experience as a licensed dental technician.

(c) Dental Apprentices

Year of apprenticeship	% of Wage/Skill Group 4 rate for apprentices who have not completed year 12	% of Wage/Skill Group 4 rate for apprentices who have completed year 12
1st year	50	55
2nd year	60	65
3rd year	75	75

Year of apprenticeship	% of Wage/Skill Group 4 rate for apprentices who have not completed year 12	% of Wage/Skill Group 4 rate for apprentices who have completed year 12
4th year	95	95

(d) Dental Nurses

Grade Level	Weekly rate \$
Dental nurse level I	480.60
Dental nurse level II	546.60
Dental nurse level III	891.50
Dental nurse level IV	910.50
Dental nurse level V	920.60
Dental nurse level VI	935.10
Deputy superintending dental nurse	1,034.30
Advanced dental technician	1,074.70

(i) Experience payments

- With the exception of employees classified as dental nurse level I and dental nurse level II, all dental nurses shall be entitled to experience pay of **\$5.44** per week during the second year of experience as a dental nurse; and
- **\$11.29** per week during the third and subsequent years of experience as a dental nurse.

12.3 Minimum weekly wages for Health Professional Employees

(a) Classification, grading and appointment criteria for Health Professionals are contained in Schedule B

(b) UG1 classifications

UG1 classifications	Weekly rate \$
1st year of experience after qualification	889.50
2nd year of experience after qualification	937.50
3rd year of experience after qualification	978.60
4th year of experience after qualification	1030.30
5th year of experience after qualification	1069.70
6th year of experience after qualification	1109.40
Grade 2	
1st year of experience at this level	1109.40
2nd year of experience at this level	1156.80

UG1 classifications	Weekly rate \$
3rd year of experience at this level	1202.50
4th year of experience at this level	1252.30
Grade 3	
1st year of experience at this level	1307.70
2nd year of experience at this level	1345.60
3rd year of experience at this level	1375.30
4th year of experience at this level	1438.40

(c) **Chief Rates**

	Weekly rate \$
Deputy chief medical record administrator	
Grade 1 as defined	1307.70
Grade 2 as defined	1345.60
Deputy chief G 1 (MIT, NMT & cardiac tech only)	
1st year of experience at this level	1307.70
2nd year of experience at this level	1345.60
Deputy chief G 2 (MIT, NMT & cardiac tech only)	
1st year of experience at this level	1345.60
2nd year of experience at this level	1375.30
3rd year of experience at this level	1438.40
All other Chief G 1 (except Medical Record Administrator Chief Grade 1, Recreation Therapist, Music Therapist and Research Technologist) and all other Deputy Chief (except Music Therapist, Research Technologist, Medical Librarian and Recreation Therapist)	
1st year of experience at this level	1307.70
2nd year of experience at this level	1345.60
3rd year of experience at this level	1375.30
Medical record admin chief G 1 and RTT G 2a	
1st year of experience at this level	1307.70
2nd year of experience at this level	1345.60
Medical record administrator chief G 2	
1st year of experience at this level	1345.60
2nd year of experience at this level	1375.30

	Weekly rate \$
Medical record administrator chief G 3	
1st year of experience at this level	1438.40
2nd year of experience at this level	1493.20
RTT grade 2(a)	
1st year of experience at this level	1307.70
2nd year of experience at this level	1345.60
RTT grade 2(b)	
1st year of experience at this level	1375.30
2nd year of experience at this level	1438.40
RTT grade 2(c)	1493.20
All other Chief G 2 (except Medical Record Administrator, Music Therapist, Research Technologist and Recreation Therapist)	
1st year of experience at this level	1438.40
2nd year of experience at this level	1493.20
All chief G 3 (except Medical Record Administrator, Music Therapist, Research Technologist, Medical Librarian, Podiatrist, Medical Photographer/Illustrator and Recreation Therapist)	1591.50
All Chief Grade 4 (except Music Therapist, Research Technologist, Medical Librarian, Podiatrist, Medical Photographer/Illustrator, Recreation Therapist and Medical Record Administrator)	1700.00
All Chief G 5 (except Music Therapist, Research Technologist, Medical Librarian, Podiatrist, Medical Photographer/Illustrator, Nuclear Medicine Technologist, Speech Pathologist, Recreation Therapist, Medical Record Administrator and Orthoptist) and RTT G 4	1973.40
RTT grade 5	2047.20

(d) UG3 classifications Medical laboratory technician

	Weekly rate \$
Grade 1 qualified	
1st year of experience after qualification	807.50
2nd year of experience after qualification	838.40
3rd year of experience after qualification	866.60
4th year of experience after qualification	886.90

	Weekly rate \$
5th year of experience after qualification	909.80
6th year of experience after qualification	932.90
7th year of experience after qualification	955.70
8th year of experience after qualification	978.60
Grade 2	
1st year of experience at this level	978.60
2nd year of experience at this level	1009.00
3rd year of experience at this level	1039.40
4th year of experience at this level	1068.40
Medical technician/renal dialysis technician	
1st year of experience	807.50
2nd year of experience	838.40
3rd year of experience	849.60
4th year of experience	860.90
5th year of experience	877.00
6th year of experience	894.10

(e) **Child psychotherapy**

	Weekly rate \$
Child psychotherapy Level 1	
1st year of experience	882.00
2nd year of experience	914.80
3rd year of experience	954.40
4th year of experience	992.20
5th year of experience	1032.20
6th year of experience	1069.90
7th year of experience	1112.40
Child psychotherapy Level 2	
1st year of experience	1170.30
2nd year of experience	1183.70
3rd year of experience	1227.30
4th year of experience	1259.20
Child psychotherapy Level 3	
1st year of experience	1314.70

	Weekly rate \$
2nd year of experience	1354.30
3rd year of experience	1395.30
Child psychotherapy Level 4	
1st year of experience	1441.30
2nd year of experience	1485.90
3rd year of experience	1545.10

(f) Welfare workers

	Weekly rate \$
Unqualified	
1st year of experience	805.50
2nd year of experience	832.70
3rd year of experience and thereafter	862.50

	Weekly rate \$
Qualified welfare worker class I	
1st year of experience	792.90
2nd year of experience	831.20
3rd year of experience	846.00
4th year of experience	869.50
5th year of experience	889.50
6th year of experience	918.20
7th year of experience and thereafter	937.70
Class II	
1st year of experience	889.50
2nd year of experience	918.20
3rd year of experience	937.10
4th year of experience and thereafter	967.80
Class III	
1st year of experience	967.80
2nd year of experience	996.20
3rd year of experience and thereafter	1019.60
Class IV	
1st year of experience	1042.30
2nd year of experience	1068.00
3rd year of experience	1089.50

(g) Community development workers

	Weekly rate \$
Community development workers Class I	
1st year of experience	851.60
2nd year of experience	877.50
3rd year of experience	906.20
4th year of experience	934.60
Class II(a)	
1st year of experience	877.50
2nd year of experience	906.20
3rd year of experience	934.60
4th year of experience	963.40

	Weekly rate \$
5th year of experience	994.80
6th year of experience	1025.10
7th year of experience	1038.20
8th year of experience	1081.50
9th year of experience	1111.90
10th year of experience	1139.50
Class II(b)	
1st year of experience	1081.50
2nd year of experience	1111.90
3rd year of experience	1139.50
4th year of experience	1169.80
5th year of experience	1198.20
6th year of experience	1228.80
Class III	
1st year of experience	1169.80
2nd year of experience	1198.20
3rd year of experience and thereafter	1228.80

(h) Client adviser/rehabilitation consultant

	Weekly rate \$
Grade 1 qualified	
On commencement/appointment	1078.00
2nd year of experience after qualification	1095.40
3rd year of experience after qualification	1114.70
4th year of experience after qualification	1157.50
5th year of experience after qualification	1177.60
6th year of experience after qualification	1197.30
Grade 2	
1st year of experience at this level	1251.30
2nd year of experience at this level	1276.60
3rd year of experience at this level	1302.00
Grade 3 senior clinician	
1st year of experience at this level	1364.90
2nd year of experience at this level	1389.60

	Weekly rate \$
3rd year of experience at this level	1414.70
Grade 4 principal	
1st year of experience at this level	1520.00
2nd year of experience at this level	1563.60
3rd year of experience at this level	1607.30

(i) Progression through pay points

Progression for all classifications for which there is more than one wage point shall be by annual increments, having regard to the acquisition and utilisation of skills and knowledge through experience in the employees practice setting(s) over such period.

12.4 Minimum weekly wages for Medical Scientists

(a) Classification, grading and appointment criteria for Health Professionals are contained in Schedule C.

(b) Audiologist

	Weekly rate \$
Grade I	
1st year of experience after qualification	867.50
2nd year of experience after qualification	915.50
3rd year of experience after qualification	956.50
4th year of experience after qualification	1008.20
5th year of experience after qualification	1047.60
6th year of experience after qualification and thereafter	1087.40
Grade II	
On appointment	1087.40
2nd year after appointment	1134.60
3rd year after appointment	1180.40
4th year after appointment and thereafter	1230.20
Grade III	
On appointment	1285.50
2nd year after appointment	1323.60
3rd year after appointment	1353.10
4th year after appointment and thereafter	1416.30

(c) **Clinical Perfusionists**

	Weekly rate \$
Grade 1	
1st year of experience after qualification	867.50
2nd year of experience after qualification	915.50
3rd year of experience after qualification	956.50
4th year of experience after qualification	1008.20
5th year of experience after qualification	1047.60
6th year of experience after qualification and thereafter	1087.40
Grade 2	
1st year of experience after certification	1134.60
2nd year of experience after certification	1180.40
3rd year of experience after certification	1230.20
4th year of experience after certification	1285.50
5th year of experience after certification	1323.60
6th year of experience after certification	1353.10
7th year of experience after certification and thereafter	1416.30
Grade 3	
On appointment	1471.10
2nd year after appointment	1538.30
3rd year after appointment and thereafter	1631.90

(d) **Dietician**

Classification of Departments of Nutrition and Dietetics are contained in Schedule C

	Weekly rate \$
Grade 1	
1st year of experience after qualification	878.30
2nd year of experience after qualification	903.60
3rd year of experience after qualification	942.50
4th year of experience after qualification	988.00
5th year of experience after qualification	1040.70
6th year of experience after qualification and thereafter	1090.50
Grade 2	
1st year	1122.10

	Weekly rate \$
2nd year	1152.00
3rd year	1181.90
4th year and thereafter	1211.60
Grade 3	
1st year	1253.30
2nd year	1289.90
3rd year	1326.30
4th year and thereafter	1360.80
Grade 4	
1st year	1431.20
2nd year	1473.60
3rd year	1516.10
4th year and thereafter	1558.50

(e) **Medical Scientist**

Guidelines for merit reclassification of Medical Scientists are contained in Schedule C

	Weekly rate \$
Grade I	
1st year of experience after qualification	867.50
2nd year of experience after qualification	915.50
3rd year of experience after qualification	956.50
4th year of experience after qualification	1008.20
5th year of experience after qualification	1047.60
6th year of experience after qualification and thereafter	1087.40
Grade II	
On appointment	1087.40
2nd year after appointment	1134.60
3rd year after appointment	1180.40
4th year after appointment and thereafter	1230.20
Grade III	
On appointment	1285.50
2nd year after appointment	1323.60
3rd year after appointment	1353.10

	Weekly rate \$
4th year after appointment and thereafter	1416.30
Grade IV	
On appointment and during 2nd year after appointment	1471.10
During 3rd and 4th years after appointment	1538.30
Thereafter	1631.90
Grade V	1967.10
Principal Scientist	1829.70
Deputy Director (Scientist)	1829.70
Director (Scientist)	2025.20

(f) Pharmacists

Pharmacy Groups are contained in Schedule C

	Weekly rate \$
Grade I	
First year of experience after registration	915.50
Second year	956.50
Third year	1008.20
Fourth year	1047.60
Fifth year and thereafter	1087.40
Pharmacist grade 2	
On appointment	1087.40
Second year	1134.60
Third year	1180.40
Fourth year and thereafter	1230.20
Pharmacist In Charge	
On appointment	1285.50
2nd year	1323.60
3rd year and thereafter	1353.10
Group 2	1443.90
Group 1B	1471.10
Group 1A	1538.30

(g) Psychologists

	Weekly rate \$
Grade I	
1st year	855.40
2nd year	887.90
3rd year	927.10
4th year	964.30
5th year	1004.10
6th year	1041.30
7th year	1083.40
Grade II	
1st year	1140.70
2nd year	1168.90
3rd year	1197.20
4th year	1229.30
Grade III	
1st year	1283.90
2nd year	1327.10
3rd year	1363.80
Grade IV	
1st year	1419.10
2nd year	1463.70
3rd year	1523.00

(i) Progression through pay points

Progression for all classifications for which there is more than one wage point shall be by annual increments, having regard to the acquisition and utilisation of skills and knowledge through experience in an employee's practice setting(s) over such period.

12.5 Supported wage system

See Schedule D

12.6 National training wage

See Schedule E

13. Allowances

13.1 Adjustment of expense related allowances

- (a) At the time of any adjustment to the standard rate, each expense related allowance will be increased by the relevant adjustment factor. The relevant adjustment factor for this purpose is the percentage movement in the applicable index figure most recently published by the Australian Bureau of Statistics since the allowance was last adjusted.
- (b) The applicable index figure is the index figure published by the Australian Bureau of Statistics for the Eight Capitals Consumer Price Index (Cat No. 6401.0), as follows:

Allowance	Applicable Consumer Price Index figure
Meal allowance	Take away and fast foods sub-group
Clothing and equipment allowance	Clothing and footwear group
Tool allowance	Tools and equipment for house and garden component of the household appliances, utensils and tools sub-group
Vehicle allowance	Private motoring sub-group

13.2 Blood check allowance

Any employee exposed to radiation hazards in the course of their work will be entitled to a blood count as often as is considered necessary and will be reimbursed for any out of pocket expenses arising from such test.

13.3 Clothing and equipment

- (a) Employees required by the employer to wear uniforms will be supplied with an adequate number of uniforms appropriate to the occupation free of cost to employees. Such items are to remain the property of the employer and be laundered and maintained by such employer free of cost to the employee.
- (b) Instead of the provision of such uniforms, the employer may, by agreement with the employee, pay such employee a uniform allowance at the rate of **\$1.23** per shift or part thereof on duty or **\$6.24** per week, whichever is the lesser amount. Where such employee's uniforms are not laundered by or at the expense of the employer, the employee will be paid a laundry allowance of **\$0.32** per shift or part thereof on duty or **\$1.49** per week, whichever is the lesser amount.
- (c) The uniform allowance but not the laundry allowance shall be paid during all absences on leave, except absences on long service leave and absence on sick leave beyond 21 days. Where, prior to the taking of leave, an employee was paid a uniform allowance other than at the weekly rate, the rate to be paid during absence on leave shall be the average of the allowance paid during the four weeks immediately preceding the taking of leave.
- (d) Where an employer requires an employee to wear rubber gloves, special clothing or where safety equipment is required for the work performed by an employee, the employer must reimburse the employee for the cost of purchasing such

special clothing or safety equipment, except where such clothing or equipment is provided by the employer.

13.4 Damaged clothing allowance

- (a) Where an employee, in the course of their employment suffers any damage to or soiling of clothing or other personal effects (excluding female hosiery), the employer will be liable for the replacement, repair or cleaning of such clothing or personal effects provided immediate notification is given of such damage or soiling.
- (b) This clause will not apply where the damage or soiling is caused by the negligence of the employee.

13.5 Heat allowance

- (a) Where work continues for more than two hours in temperatures exceeding 46 degrees Celsius employees will be entitled to 20 minutes rest after every two hours work without deduction of pay.
- (b) It will be the responsibility of the employer to ascertain the temperature.
- (c) Where an employee works for more than one hour in the shade in places where the temperature is raised by artificial means and:
 - (i) exceeds 40 degrees Celsius but does not exceed 46 degrees Celsius—**0.05%** of the standard rate per hour or part thereof.
 - (ii) exceeds 46 degrees Celsius—**0.06%** of standard rate per hour or part thereof.

13.6 Meal allowances

- (a) An employee will be supplied with an adequate meal where an employer has adequate cooking and dining facilities or be paid a meal allowance of **\$13.29** in addition to any overtime payment as follows:
 - (i) when required to work after the usual finishing hour of work beyond one hour or, in the case of shiftworkers, when the overtime work on any shift exceeds one hour.
 - (ii) Provided that where such overtime work exceeds four hours a further meal allowance of **\$11.98** will be paid.
- (b) Clause 13.6(a) will not apply when an employee could reasonably return home for a meal within the meal break.
- (c) On request meal allowance will be paid on the same day as overtime is worked.

13.7 Nauseous work allowance

- (a) An allowance of **0.05%** of the standard rate per hour or part thereof will be paid to an employee in any classification if they are engaged in handling linen of a nauseous nature other than linen sealed in airtight containers and/or for work which is of an unusually dirty or offensive nature having regard to the duty normally performed by such employee in such classification. Any employee who

is entitled to be paid this allowance will be paid a minimum sum of **0.27%** of the standard rate for work performed in any week.

13.8 Qualified interpreters – HASA Employees only

(a) In addition to any amount payable under the salary and allowance clauses of this award, any person employed as an interpreter (qualified) and who is accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) shall receive the following additional payment per week:

(b) **Interpreter/Translator Grade 1 (NAATI Accreditation level 2)**

	Per week \$
In their second year	8.10
In their third year	28.13
In their fourth year	48.49

(c) **Interpreter/Translator Grade 2 (NAATI Accreditation Level 3)**

	Per week \$
In their first year	79.66
In their second year	101.61
In their third year	123.76
In their fourth year	146.88

13.9 Occasional interpreting allowance

An employee not employed as a full-time interpreter who is required to perform interpreting duties will receive an additional **0.11%** of the standard rate on each occasion with a maximum additional payment of **1.27%** of the standard rate per week.

13.10 On call allowance

(a) An employee required by the employer to be on call will receive the following additional amounts for each 24 hour period or part thereof:

- (i) between rostered shifts or ordinary hours Monday to Friday inclusive—**2.35%** of the standard rate;
- (ii) between rostered shifts or ordinary hours on a Saturday—**3.54%** of the standard rate; or
- (iii) between rostered shifts or ordinary hours on a Sunday, public holiday or any day when the employee is not rostered to work—**4.13%** of the standard rate.

(b) For the purpose of this clause the whole of the on call period is calculated according to the day on which the major portion of the on call period falls.

13.11 Telephone allowance

Where the employer requires an employee to install and/or maintain a telephone for the purpose of being on call, the employer will refund the installation costs and the subsequent rental charges on production of receipted accounts.

13.12 Tool allowance

A tool allowance of **\$11.45** per week for the supply and maintenance of tools will be paid to chefs and cooks who are not provided with all necessary tools by the employer.

13.13 Travelling, transport and fares

- (a) An employee required and authorised to use their own motor vehicle in the course of their duties will be paid an allowance of not less than **\$0.78** per kilometre.
- (b) When an employee is involved in travelling on duty, if the employer cannot provide the appropriate transport, all reasonably incurred expenses in respect to fares, meals and accommodation will be met by the employer on production of receipted account(s) or other evidence acceptable to the employer.
- (c) Provided further that the employee will not be entitled to reimbursement for expenses referred to in clause 13.13(b), which exceed the mode of transport, meals or the standard of accommodation agreed with the employer, for these purposes.

13.14 Seniors – HASA Employees

Any HASA Employee who is appointed as a Senior shall have their classification preceded by the word *Senior* and shall be paid an allowance of **10%** to be calculated upon the employee's weekly rate of pay in clause 12 in addition to any other allowance to which the employee is entitled.

13.15 Sole allowance – Health Professional

A Health Professional who is the only person employed in one of the below listed classifications shall be paid, in addition to their appropriate rate, an allowance per week at the rate of **5%** of the weekly wage of a UG1 grade 1, first year of experience:

- (a) Medical Imaging Technologist
- (b) Radiation Therapy Technologist
- (c) Nuclear Medicine Technologist
- (d) Physiotherapist
- (e) Occupational Therapist
- (f) Speech Pathologist
- (g) Photographer or Illustrator
- (h) Orthoptist
- (i) Podiatrist

- (j) Orthotist/Prosthetist
- (k) Child Psychotherapist
- (l) Medical Librarian
- (m) Medical Record Administrator
- (n) Music Therapist
- (o) Recreation Therapist
- (p) Social Worker
- (q) Cardiac Technologist

13.16 Higher qualifications—Health Professional

- (a) An employee employed as a Health Professional who holds an additional post graduate qualification which is of direct relevance to the employee's current position or functional work area, shall be paid an allowance of **7.5%** of the UGI grade 1, year 3 rate in clause 12.3.
- (b) A health professional who holds a doctorate which is of direct relevance to the employee's current position or functional work area shall be paid an allowance of **10%** of the UG1 grade 1, year 3 rate in clause 12.3.

13.17 Higher qualifications—Medical Scientist

- (a) An employee employed as a Medical Scientist who holds a Masters or the Graduate Diploma in Health Administration (see Schedule C) or any other recognised equivalent Degree or Diploma from a tertiary institution will be paid an allowance of **6.5%** of the "Audiologist Grade I, 1st year of experience" weekly rate in clause 12.3(h)(i).
- (b) An employee employed as a Medical Scientist who holds a Doctorate (see Schedule C) will be paid an allowance of **10%** of the Audiologist Grade I, 1st year of experience" weekly rate in clause 12.3(h)(i).
- (c) Such allowances shall not be cumulative in the case of multiple higher qualifications.

14. Higher duties

14.1 A HASA Employee who is engaged in any duties carrying a higher wage rate than the classification in which they are ordinarily employed in any one day or shift will be paid at the higher wage rate for:

- (a) the time so worked for one hour or less; or
- (b) a full day or shift where the time so worked exceeds one hour.

14.2 An employee classified as a Health Professional or a Medical Scientist who is authorised to assume the duties of another employee on a higher classification under this award for a period of five or more consecutive working days will be paid for the

period for which they assumed such duties at not less than the minimum rate prescribed for the classification applying to the employee so relieved.

15. Payment of wages

15.1 Frequency of payment

Wages will be paid weekly or fortnightly or, by agreement between the employer and the majority of employees, monthly.

15.2 Method of payment

Wages will be paid by cash, cheque or electronic funds transfer, as determined by the employer, into the bank or financial institution account nominated by the employee.

15.3 When notice of termination of employment has been given by an employee or an employee's services have been terminated by an employer, payment of all wages and other monies owing to an employee shall be made to the employee, unless otherwise agreed between the parties.

16. Accident pay

16.1 Accident make-up pay in accordance with clause 16.2 shall not apply:

- (a) in respect of any injury during the first five normal working days of incapacity;
- (b) to any incapacity occurring during the first two weeks of employment unless that incapacity continues beyond the first three weeks;
- (c) during any period when the employee fails to comply with the requirements of the Act with regard to examination by a legally qualified medical practitioner;
- (d) where the injury for which the employee is receiving weekly compensation payments is a pre-existing injury which work has contributed to by way of recurrence, aggravation, acceleration, exacerbation or deterioration and the employee failed to disclose the injury on engagement following a request to do so by the employer in circumstances where the employee knew or ought to have known about the nature of the injury;
- (e) where in accordance with the *Workplace Injury Rehabilitation and Compensation Act 2014* (Vic) (**the WIRC Act**) a medical practitioner provides information to an employer of an employee's fitness for work or specifies work for which an employee has a capacity and that work is made available by an employer but not commenced by an employee;
- (f) when the claim has been commuted or redeemed in accordance with the Act;
- (g) in respect of any period of annual leave, long service leave or for any paid public holiday.

16.2 Maximum payment

- (a) The maximum period or aggregate of periods of accident make-up pay to be made by an employer will be a total of 39 weeks for any one injury.

- (b) Accident make-up pay means a weekly payment of an amount representing the difference between the total amount of compensation paid in accordance with the WIRC Act as amended for the week in question and the total 38 hour weekly rate and weekly overaward payment for a day employee which would have been payable under this part for the employee's normal classification of work for the week in question if she/he had been performing her/his normal duties provided that such latter rate shall exclude additional remuneration by way of shift premiums, overtime payments, special rates or other similar payments.

16.3 Reduction of compensation

Where an employee receives a weekly payment under this clause and subsequently that payment is reduced pursuant to the WIRC Act, that reduction will not render the employer liable to increase the amount of accident pay in respect of that injury.

16.4 Cessation of employment

- (a) An entitlement to accident make-up pay ceases on termination of the employee's employment, except where such termination:
 - (b) is by the employer other than for reason of the employee's serious and wilful misconduct; or
 - (c) arises from a declaration of bankruptcy or liquidation of the employer, in which case the employee's entitlement shall be referred to the Fair Work Commission to determine.
 - (d) a declaration of bankruptcy or liquidation of the employer, in which case the employee's entitlement shall be referred to the Fair Work Commission to determine.

17. Superannuation

17.1 Superannuation legislation

- (a) Superannuation legislation, including the *Superannuation Guarantee (Administration) Act 1992* (Cth), the *Superannuation Guarantee Charge Act 1992* (Cth), the *Superannuation Industry (Supervision) Act 1993* (Cth) and the *Superannuation (Resolution of Complaints) Act 1993* (Cth), deals with the superannuation rights and obligations of employers and employees. Under superannuation legislation individual employees generally have the opportunity to choose their own superannuation fund. If an employee does not choose a superannuation fund, any superannuation fund nominated in the award covering the employee applies.
- (b) The rights and obligations in these clauses supplement those in superannuation legislation.

17.2 Employer contributions

- (a) An employer must make such superannuation contributions to a superannuation fund for the benefit of an employee as will avoid the employer being required to pay the superannuation guarantee charge under superannuation legislation with respect to that employee.

17.3 Voluntary employee contributions

- (a) Subject to the governing rules of the relevant superannuation fund, an employee may, in writing, authorise their employer to pay on behalf of the employee a specified amount from the post-taxation wages of the employee into the same superannuation fund as the employer makes the superannuation contributions provided for in clause 17.2.
- (b) An employee may adjust the amount the employee has authorised their employer to pay from the wages of the employee from the first of the month following the giving of three months' written notice to their employer.
- (c) The employer must pay the amount authorised under clauses 17.3(a) or (b) no later than 28 days after the end of the month in which the deduction authorised under clauses 17.3(a) or (b) was made.

17.4 Superannuation fund

Unless, to comply with superannuation legislation, the employer is required to make the superannuation contributions provided for in clause 17.2 to another superannuation fund that is chosen by the employee, the employer must make the superannuation contributions provided for in clause 17.2 and pay the amount authorised under clauses 17.3(a) or (b) to one of the following superannuation funds or its successor:

- (a) First State Super;
- (b) Health Employees Superannuation Trust of Australia (HESTA);
- (c) any superannuation fund to which the employer was making superannuation contributions for the benefit of its employees before 12 September 2008, provided the superannuation fund is an eligible choice fund and is a fund that offers a MySuper product or is an exempt public sector superannuation scheme; or
- (d) a superannuation fund or scheme of which the employee is a defined benefit member.

Part 5—Hours of Work and Related Matters

18. Ordinary hours of work

18.1 The hours for an ordinary week's work shall be 38, or be an average 38 per week in a fortnight or in a four week period or by mutual agreement, a five week period in the case of an employee working ten hour shifts and shall be paid either:

- (a) in a week of five days in shifts of not more than eight hours each; or
- (b) by mutual agreement in a week of four days in shifts of not more than ten hours each; or
- (c) by mutual agreement, provided that the length of any ordinary shift shall not exceed ten hours; or

- (d) in 76 hours per fortnight to be worked as not more than ten days of not more than eight hours each; or
 - (e) in 152 hours per four week period to be worked as nineteen days each of eight hours.
- 18.2** Subject to the roster provision in clause 20—Rostering, not more than 50 ordinary hours be worked in any week.
- 18.3** With the exception of a meal interval and one additional break, the work of each shift shall be continuous.
- 19. Span of hours**
- 19.1** Unless otherwise stated, the ordinary hours of work for an employee will be worked between 6.00 am and 6.00 pm Monday to Friday.
- 19.2** A shiftworker is an employee who is regularly rostered to work their ordinary hours of work outside the ordinary hours of work as defined in clause 19.1.
- 20. Rostering**
- 20.1** The ordinary hours of work for each employee will be displayed on a roster of at least 14 days duration in a place conveniently accessible to employees. The roster will be posted at least two weeks before the commencement of the roster period.
- 20.2** Seven days' notice will be given of a change in a roster. However, a roster may be altered at any time to enable the functions of the hospital, facility or organisation to be carried on where another employee is absent from duty on account of illness or in an emergency.
- 20.3** Unless the employer otherwise agrees, an employee desiring a roster change will give seven days' notice except where the employee is ill or in an emergency.
- 20.4** Where an employer requires a HASA Employee or Medical Scientist without seven days' notice and outside the excepted circumstances prescribed in clause 20.2, to perform ordinary duty at other times than those previously rostered, that employee shall be paid in accordance with the hours worked, with the addition of a daily allowance equal to **2.5%** of the standard rate per week.
- (a) Provided that a part-time employee who agrees to work shift(s) in addition to those already rostered will not be entitled to the above specified allowance for the additional shift(s) worked.
- 20.5** For Health Professionals a roster shall only be altered on account of illness or an emergency.
- 20.6** Notwithstanding any other provision of this part, this clause shall not apply to casual employees.

21. Saturday and Sunday work

- 21.1** Where an employee is rostered to work ordinary hours between midnight Friday and midnight Sunday, the employee will be paid a loading of **50%** of their ordinary rate of pay for the hours worked during this period.
- 21.2** Provided that work in excess of the prescribed rostered hours shall be paid a loading of **100%** for the excess period.

22. Breaks

22.1 Meal breaks

- (a) An employee who works in excess of five hours will be entitled to an unpaid meal break of not less than 30 minutes and not more than 60 minutes.
- (b) The time of taking the meal break may be varied by agreement between the employer and employee.

22.2 Tea breaks

- (a) Every employee will be entitled to a paid 10 minute tea break in each four hours worked at a time to be agreed between the employer and employee.
- (b) Subject to agreement between the employer and employee, such breaks may alternatively be taken as one 20 minute tea break.
- (c) Tea breaks will count as time worked.

23. Overtime

- 23.1** An employer may require any employee to work reasonable overtime at the appropriate overtime rate.
- 23.2** Only authorised overtime shall be paid for and the following rates of overtime shall apply:

23.3 Overtime rates

- (a) An employee who works outside their ordinary hours on any day will be paid at the rate of:
- (i) Monday to Saturday (inclusive)—time and a half for the first two hours and double time thereafter;
- (ii) Sunday and Public Holidays—double time; and
- (b) Overtime penalties as prescribed in clause 23 do not apply to Scientist—Director or Deputy Director.
- (c) Overtime rates under this clause will be in substitution for and not cumulative upon the weekend premiums and public holiday penalties prescribed in clause 21—Saturday and Sunday work and clause 26—Public holidays.

(d) Part-time employees

All time worked by part-time employees in excess of the rostered daily ordinary full-time hours will be overtime and will be paid as prescribed in clause 23.3(a).

23.4 Time off instead of payment for overtime

By agreement between the employer and employee, an employee may take time off instead of receiving payment for overtime at a mutually agreed time.

23.5 Medical Scientists and Health Professionals

Overtime worked by Medical scientists and health professionals is taken as time off during ordinary hours will be taken at the ordinary time rate, that is, an hour for each hour worked.

23.6 Health and Allied Service Staff

A Health and allied service employee may take one hour of time off for each hour of overtime plus a period of time equivalent to the overtime penalty incurred.

23.7 Rest period after overtime

- (a) When overtime work is necessary, it will, wherever reasonably practicable, be so arranged that employees have at least 10 consecutive hours off duty between the work of successive days or shifts, including overtime.
- (b) An employee, other than a casual employee, who works so much overtime between the termination of their ordinary work on one day and the commencement of their ordinary work on the next day, that they have not had at least 10 consecutive hours off duty between those times, will be released after completion of such overtime, until they have had 10 consecutive hours off duty without loss of pay for ordinary working time occurring during such absence.
- (c) If, on the instruction of the employer, an employee resumes or continues to work without having had 10 consecutive hours off duty, they will be paid at the rate of double time until released from duty for such period. The employee will then be entitled to be absent until they have had 10 consecutive hours off duty without loss of pay for rostered ordinary hours occurring during the absence.

23.8 Rest break during overtime

An employee working overtime will take a paid rest break of 20 minutes after each four hours of overtime worked if required to continue to work after the break.

23.9 Recall to work when on call

An employee, who is required to be on call and who is recalled to work, will be paid for a minimum of three hours' work at the appropriate overtime rate.

23.10 Recall to work when not on call

- (a) An employee who is not required to be on call and who is recalled to work after leaving the employer's premises will be paid for a minimum of three hours' work at the appropriate overtime rate.

- (b) The time spent travelling to and from the place of duty will be deemed to be time worked. Except that, where an employee is recalled within three hours of their rostered commencement time, and the employee remains at work, only the time spent in travelling to work will be included with the actual time worked for the purposes of the overtime payment.
- (c) An employee who is recalled to work will not be obliged to work for three hours if the work for which the employee was recalled is completed within a shorter period.
- (d) If an employee is recalled to work, the employee will be provided with transport to and from their home or will be refunded the cost of such transport.

24. Shiftwork

24.1 Shift penalties

- (a) The relevant standard rate for the purposes of this clause shall be:
 - (i) for a HASA Employee is the weekly rate for Wage/Skill Group 5;
 - (ii) for a Health Professional is the weekly rate applicable to first year of experience after qualifications for that employee;
 - (iii) for a Medical Scientists is the weekly rate for a Scientist Grade I, 1st year of experience after qualification;
- (b) In addition to any other rates prescribed elsewhere in this part of this award an employee whose rostered hours of ordinary duty finish between 6.00 pm and 8.00 am or commence between 6.00 pm and 6.30 am shall be paid an amount equal to **2.5%** of the standard rate per rostered period of duty.
 - (i) Provided that in the case of an employee working on any rostered hours of ordinary duty, finishing on the day after commencing duty or commencing after midnight and before 5.00 am the employee shall be paid an amount equal to **4%** of the rate for the standard rate per rostered period of duty for any such period of duty, and
 - (ii) Provided further that in the case of an employee permanently working on any rostered hours of ordinary duty, finishing on the day after commencing duty or commencing after midnight and before 5.00 am the employee shall be paid an amount equal to **5%** of the standard rate per rostered period of duty for any such period of duty.
 - (iii) Permanently working shall mean working for any period in excess of four consecutive weeks.

24.2 The shift penalties prescribed in clause 24.1 are to be paid on all days of the week, including public holidays, and are in addition to the extra payments prescribed in clause 21—Saturday and Sunday work and clause 26—Public holidays.

24.3 Change of Shift Allowance

- (a) Provided further that in the case of an employee who changes from working on one shift to working on another shift the time of commencement of which differs

by four hours or more than from that of the first the employee shall be paid an amount equal to **4%** of the relevant standard rate on the occasion of each such change in addition to any amount payable under the preceding provisions of this clause.

- (b) Notwithstanding the provisions of clause 24.3(a) the change of shift allowance is not payable where an employer agrees to a request in writing made on behalf of one or more of his/her employees for changes in shifts.
- (c) The allowances payable pursuant to this clause shall be calculated to the nearest five cents, portions of a cent being disregarded.

Part 6—Leave and Public Holidays

25. Annual leave

25.1 Annual leave is provided for in the NES. This clause contains additional provisions.

25.2 Quantum of leave – Shiftworker

- (a) The NES provides that an employee who is defined as a shiftworker under this clause is entitled to an additional weeks' annual leave on the same terms and conditions.
- (b) For the purpose of the NES a shiftworker is an employee who is rostered to work four [4] or more hours on ten [10] or more weekends during the year.

25.3 Annual leave loading

- (a) In addition to their ordinary pay, an employee, other than a shiftworker, will be paid an annual leave loading of **17.5%** of their ordinary rate of pay.
- (b) Shiftworkers, in addition to their ordinary pay, will be paid the higher of:
 - (i) an annual leave loading of **17.5%** of their ordinary rate of pay; or
 - (ii) the weekend and shift penalties the employee would have received had they not been on leave during the relevant period.

25.4 Leave in advance

- (a) An employer may allow an employee to take annual leave either wholly or partly in advance of an entitlement accruing.
- (b) Where annual leave has been taken in advance and the employment of the employee is terminated before completing the required amount of service to account for the leave, the employer is entitled to deduct the amount of leave in advance which is still owing from any remuneration payable to the employee upon termination of employment.

26. Public holidays

26.1 Public holidays are provided for in the NES. This clause contains additional provisions.

26.2 Substitution

- (a) An employer and the employees may, by agreement, substitute another day for a public holiday. Where there is no agreement, the employer may substitute another day but not so as to give an employee less time off work than the employee would have had if the employee had received the public holiday.

26.3 Payment for working on a public holiday

- (a) Any employee required to work on a public holiday will be paid double time and a half for all time worked.

26.4 Accrued days off on public holidays

- (a) Where an employee's accrued day off falls on a public holiday, another day, determined by the employer, will be taken instead within the same four or five week work cycle, where practical.

27. Personal/carer's leave and compassionate leave

27.1 Personal/carer's leave and compassionate leave are provided for in the NES. This clause contains additional information in relation to personal/carer's leave only. Clause 27 is inclusive of and is not in addition to the NES entitlement to paid personal/carer's leave.

27.2 An employee is entitled to the following amount of paid personal leave:

- (a) During the first year of service—eight hours for each month of service.
- (b) During the second, third and fourth year of service—112 hours in each year.
- (c) Thereafter—168 hours in each year.

27.3 An employee is entitled to take any amount of accrued personal leave in any year as carer's leave.

27.4 Accrual of personal leave

The balance of personal leave entitlements which have not been taken in any year, shall be cumulative from year to year., provided that, where a business is transmitted from one public employer (the transmittor) on or after 2 September 1980, to another employer (the transmittee) an employee who worked with the transmittor and who continues in the service of the transmittee the amount of accumulated sick leave will be transferred to the transmittee for the use of the employee.

27.5 Portability of Personal/Carer's Leave

- (a) Where an employee is and has been in the service of a:
 - (i) registered and subsidised institution under the *Hospitals and Charities Act 1958*, or the *Health Services Act 1988*; or

- (ii) the Fairfield Hospital Board; or
- (iii) the Cancer Institute Board; or
- (iv) the Victorian Bush Nursing Association (Incorporated) ; or
- (v) a Bush Nursing institution; or
- (vi) a Statutory Authority

moves to:

- (vii) another institution registered and subsidised under the *Hospitals and Charities Act 1958*, or the *Health Services Act 1988*; or
- (viii) the Fairfield Hospital Board; or
- (ix) the Cancer Institute Board; or
- (x) the Victorian Bush Nursing Association (Incorporated) ; or
- (xi) a Bush Nursing institution; or
- (xii) a Statutory Authority;

accumulated Personal/Carer's Leave to his or her credit up to a maximum of 180 working days shall be credited to such employee in the employee's new employment.

- (b) The new employer may require an employee to produce a written statement from the employee's previous employing Institution specifying the amount of accumulated personal leave standing to the credit of such employee at the time of leaving that previous employment.
- (c) Provided that in respect of any period of absence which is less than an employee's "allowable period of absence" (as defined) between an engagement with one of the employers at clause 27.5(a) and another, continuity of service shall be deemed to be unbroken. Any period in excess of the allowable period of absence shall operate so as to exclude the employee from any benefit under this subclause.
- (d) Provided further that where any employee for the sole purpose of undertaking a course of study related to nursing is with the written approval of the employer absent without pay for up to but not exceeding 52 weeks, such absence shall not be deemed to have broken continuity of service but shall not be counted in aggregating service for the purpose of establishing entitlement to Personal/Carer's Leave portability.

27.6 Personal/carer's leave to attend appointment

Where an employee is absent from duty on account of a disability or required to attend a chiropodist/podiatrist, chiropractor, dentist, optometrist, osteopath, physiotherapist or psychologist, the employee shall be granted out of sick leave entitlements leave of absence for a period not exceeding five working days in aggregate in any sick leave year.

27.7 Evidence supporting claim

- (a) In the event of an employee becoming sick and:
 - (i) certified as such by a registered medical practitioner or health practitioner approved by the employer; or
 - (ii) on the production of a Statutory Declaration signed by the employee with respect to absences on three occasions in any one year such occasions not exceeding three consecutive working days),the employee shall be entitled to personal leave on full pay.
- (b) Provided that any employee may be absent through sickness for one day without furnishing evidence of such sickness as provided in 27.7, on not more than three occasions in any one year of service.

27.8 Compassionate leave

- (a) An HASA Employee is entitled to two days' paid leave on each occasion if a member of the employee's immediate family or household within Australia dies/is seriously ill or, outside Australia, dies.
- (b) Medical Scientists and Health Professionals may access four days' paid leave on each occasion if a member of the employee's immediate family or household within Australia dies/is serious ill or, outside Australia, dies.
- (c) Health Professionals are entitled to two additional days of compassionate leave per occasion in addition to the above entitlement.
- (d) Medical Scientists are entitled to two additional days of compassionate leave per annum in addition to the above entitlement.
- (e) An employee is entitled to use unpaid leave up to four days on each occasion when a member of the employee's immediate family or household in Australia dies/is seriously ill or outside Australia, dies. An employee may take additional unpaid bereavement leave by agreement with the employer.
- (f) Proof of death must be provided to the satisfaction of the employer, if requested.

28. Community service leave

Community service leave is provided for in the NES. The provisions of this clause apply in addition to the NES.

28.1 Jury service

An employee who has been summoned for jury service and who has attended court, whether or not the employee has actually served on a jury, is entitled to be reimbursed by the employee's employer an amount equal to the difference between the amount of remuneration paid under the *Juries Act 2000* (Vic) and the amount that the employee could reasonably expect to have received from the employer as earnings for that period had the employee not been performing jury service.

28.2 An employee must:

- (a) notify the employee's employer as soon as possible of the date on which the employee is required to attend for jury service; and
- (b) give the employee's employer written details of—
 - (i) the date on which the employee attended for jury service; and
 - (ii) the duration of the period of jury service; and
 - (iii) any remuneration paid to the employee under section 51; and
 - (iv) give the employee's employer any other information as directed by the Juries Commissioner.

28.3 The employer must pay the employee's full period of absence because of jury duty under the *Juries Act 2000* (Vic).

29. Cultural and ceremonial leave

29.1 The employer may approve attendance during working hours by an employee of Aboriginal or Torres Strait Islander descent at any cultural community meetings, except the Annual General Meetings of community organisations at which the election of office bearers will occur.

29.2 The employer may grant an employee of Aboriginal or Torres Strait Islander descent accrued annual or other leave to attend the Annual General Meetings of community organisations at which the election of office bearers will occur.

29.3 An employee who is legitimately required by Aboriginal or Torres Strait Islander tradition to be absent from work for ceremonial purposes will be entitled to up to ten working days' unpaid leave in any one year, with the approval of the employer.

29.4 Ceremonial leave granted under this clause is in addition to compassionate leave granted under this award.

30. Parental leave

Parental leave is provided for in the NES. This clause contains additional provisions

30.1 Paid parental leave

In addition to the entitlements of any Commonwealth scheme providing for paid parental leave an employee, other than a casual employee, who has an entitlement to unpaid parental leave shall be entitled as follows:

- (a) In the case of the primary care giver, 10 weeks' paid leave,
- (b) In the case of the non-primary care giver, 1 week's paid leave.
- (c) Leave available is summarised in the following table:

Type of leave	Paid leave	Unpaid leave	Total combined paid and unpaid leave
Parental leave	10 weeks	42 weeks if primary care giver	52 weeks
Partner leave	1 week	51 weeks if primary care giver	52 weeks
Adoption leave – primary care giver	10 weeks	42 weeks	52 weeks
Adoption leave – secondary care giver	1 week	2 weeks	3 weeks

30.2 Pre-natal appointments

An employee who is required to attend pre-natal appointments or parenting classes where such appointments or classes are only available or can only be attended during the ordinary rostered shift of an employee, may access his or her personal/carer's leave credit on production of satisfactory evidence of attendance at such appointment or class. The employee must give the employer prior notice of the employee's intention to take such leave.

30.3 Paid special maternity leave and other leave

An employee is also entitled to leave as follows:

- (a) Where the pregnancy terminates during the first 20 weeks, the employee is entitled to access any paid and/or unpaid personal leave entitlements in accordance with the relevant personal leave provisions.
- (b) Where the pregnancy terminates at or after the completion of 20 weeks gestation or the employee gives birth but the baby subsequently dies, the employee is entitled to paid special maternity leave not exceeding the amount of paid maternity leave available under clause 30.1 and, thereafter, to unpaid special maternity leave. Paid partner/paternity leave will also apply in these circumstances.
- (c) If an employee takes leave for a reason outlined in clauses 30.3(a) or (b), the employer may require the employee to provide evidence that would satisfy a reasonable person or a certificate from a registered medical practitioner. The employee will give notice to the employer as soon as practicable, advising the employer of the period or the expected period of the leave under this provision.

30.4 Transfer to a safe job

- (a) Where an employee is pregnant and provides evidence that would satisfy a reasonable person that she is fit for work but it is inadvisable for her to continue in her present position during a stated period because of illness or risks arising out of the pregnancy or hazards connected with the work assigned to the employee, the employee will, if the employer deems it practicable, be transferred to a safe job with no other change to the employee's terms and conditions of employment until the commencement of parental leave. The employer may require the evidence referred to above to be a medical certificate.

- (b) If the employer does not think it to be reasonably practicable to transfer the employee to a safe job, the employee may take paid no safe job leave, or the employer may require the employee to take paid no safe job leave immediately for a period which ends at the earliest of either:
 - (i) when the employee is certified unfit to work during the six week period before the expected date of birth by a registered medical practitioner, or
 - (ii) when the employee's pregnancy results in the birth of a living child or when the employee's pregnancy ends otherwise than with the birth of a living child.
- (c) The entitlement to no safe job leave is in addition to any other leave entitlement the employee has.

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Schedule A—Health and Allied Support Employees

A.1 LEVEL 1

A.1.1 An employee at this level:

- Works within established routines, methods and procedures.
- Has minimal responsibility, accountability or discretion.
- Works under direct or routine supervision, either individually or in a team.
- No previous experience or training is required.

A.1.2 Indicative tasks performed at this level are:

(a) General services

Cleaning; attending to a lift, car park or incinerator; basic laundry work and the sorting and packing of linen. Assisting a gardener; basic maintenance work; basic sewing; General Orderly/Porterage/Courier functions in hospitals or other health services.

- Laundryhand
- Incinerator Attendant
- Carpark Attendant
- Sorter/Packer of Linen
- Lift Attendant
- Hospital Orderly or Cleaner
- Seamsperson
- Assistant Gardener
- Maintenance/Handyperson (Unqualified)
- All other employees not elsewhere provided for

(b) Technical, clinical and personal care

The operation of automatic photographic processing machines; the cleaning, washing and preparation of equipment and chemicals within a laboratory and the cleaning and washing of surgical equipment within a Central or Theatre Sterilising Unit. The feeding and basic care of animals within animal houses.

Direct assistance with technical, clinical and personal care duties under supervision and direction. A Recording Technician operating a ECG/EEG or similar recording equipment. The handling, transporting of client/patients and the preparation of beds. Communication and liaison with clients/patients and directly assisting social work/welfare workers. An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her first year of employment as such.

- CSSD Attendant
- Laboratory Assistant Grade 1
- Darkroom Processor
- Animal House Attendant
- Orthotic Technician 1
- Nursing Attendant
- Theatre Attendant
- Recording Attendant (including EEG & ECG)
- Social Work/Welfare Aide

(c) Food services

Basic food preparation; the cooking of basic meals; cleaning of food preparation and consumption areas and cooking equipment and utensils and the serving and delivery of meals.

- Food and Domestic Services Assistant
- Other Cook

A.2 LEVEL 2

A.2.1 An employee at this level:

- Works within established routines, methods and procedures.
- Has limited responsibility, accountability or discretion.
- May work under limited supervision, either individually or in a team.
- Possesses communication skills.
- Requires on-the-job training and/or specific skills training or experience.

A.2.2 Indicative tasks performed at this level are:

(a) General services

A window or other specialist cleaner; a laundry worker performing work on his or her own; gardening work requiring no formal qualifications; general housekeeping functions; basic stores work; sewing of a more advanced nature requiring the cutting and fitting of garments.

- Cleaner cleaning windows
- Housekeeper
- Storeperson
- Laundry Operator

- Gardener (non-trade)
- Seamsperson who cuts and fits

(b) Technical, clinical and personal care

An unqualified Instrument Technician within a Central or Theatre Sterilising Unit involved in the packaging or sterilisation of medical instruments. Assistant to an Allied Health Assistant (Qualified), therapist or physiotherapist or similar. An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her second year of employment as such.

- Instrument Technician Grade 1
- Orthotic Technician 2
- Allied Health Assistant (Unqualified)
- Red Cross Aide

A.3 LEVEL 3

A.3.1 An employee at this level:

- Is capable of prioritising work within established routines, methods and procedures.
- Is responsible for work performed with a limited level of accountability or discretion.
- Works under limited supervision, either individually or in a team.
- Possesses sound communication skills.
- Requires specific on-the-job training and/or relevant skills training or experience.

A.3.2 Indicative tasks performed at this level are:

(a) General services

Hospital Attendant work, including patrol functions; stores work by a storeperson working alone; driving small vehicles (1.25 tonnes or less) within and between establishments.

- Hospital Attendant
- Storeperson employed alone
- Driver 1.25 Tonne or less

(b) Food services

A person responsible for the conduct of a diet kitchen; an unqualified (non-trade) cook employed as a sole cook in a kitchen or an unqualified (non-trade) cook providing specialist cooking functions.

- Dietary Supervisor
- Cook Employed Alone
- Diet Cook

- Sweets Cook
- Pastry Cook (Other)

(c) Technical, clinical and personal care

Skilled work within a laboratory, including the taking of blood samples. An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her third year of employment as such.

- Laboratory Assistant Grade 2
- Orthotic Technician 3

A.4 LEVEL 4

A.4.1 An employee at this level:

- Is capable of prioritising work within established routines, methods and procedures. (non admin/clerical).
- Is responsible for work performed with a medium level of accountability or discretion. (non admin/clerical).
- Works under limited supervision, either individually or in a team. (non admin/clerical).
- Possesses sound communication and/or arithmetic skills. (non admin/clerical).
- Requires specific on-the-job training and/or relevant skills training or experience. (non admin/clerical).

An admin/clerical employee who undertakes a range of basic clerical functions within established routines, methods and procedures. No or limited experience and training are required.

A.4.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

Work in all facets of a multi-sectional laboratory, including the taking of blood samples. An employee under general supervision who is involved in the setting up, cleaning of and maintenance of equipment in theatre and the positioning of patients in theatre.

- Theatre Technician Grade 1
- Laboratory Assistant Grade 3

(b) Food services

An employee whose primary function is to liaise with patients and staff to obtain appropriate meal requirements of patients, and to tally and collate the overall results.

- Food Monitor

A.5 LEVEL 5

A.5.1 An employee at this level:

- Is capable of prioritising work within established policies, guidelines and procedures.
- Is responsible for work performed with a medium level of accountability or discretion.
- Works under limited supervision, either individually or in a team.
- Possesses good communication, interpersonal and/or arithmetic skills.
- Requires specific on-the-job training, may require formal qualifications and/or relevant skills training or experience.

A.5.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

A qualified Allied Health Assistant or unqualified Trades Instructor involved in the care, instruction or development and rehabilitation of clients.

- Allied Health Assistant (Qualified)
- Instructor Trades (Unqualified)
- Senior Red Cross Aide

(b) General services

An employee performing dedicated security functions; an employee performing transport related functions, including drivers of intermediate sized vehicles (1.25 tonnes to 3 tonnes); ambulance drivers or assistants without first aid certificates or similar relevant training.

- Security Officer Grade 1
- Driver 1.25 Tonne to 3 Tonne
- Other Motor Ambulance Driver or Assistant

A.6 LEVEL 6

A.6.1 An employee at this level:

- Is capable of prioritising work and exercising discretion within established policies, guidelines and procedures.
- Is responsible for work performed with a medium level of accountability.
- Works under limited supervision, either individually or in a team.
- Requires a basic knowledge of medical terminology and/or a working knowledge of health insurance schemes. (admin/clerical).
- Possesses well developed communication, interpersonal and/or arithmetic skills.

- Requires substantial on-the-job training, may require formal qualifications and/or relevant skills training or experience.

A.6.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

An Orthotic Technician involved in the manufacture and fitting of orthotic devices in his or her fourth year of employment as such; a first aid attendant employed in commercial or industrial undertakings; an Instrument Technician with a minimum of one year's experience employed within a CSSD/TSSU section having successfully completed the CSSD Certificate course conducted by the Mayfield Centre or equivalent; a Pathology Technician (not working solely as such) assisting the Pathologist, including the preparation of equipment and work involved in the post mortem of patients.

- Orthotic Technician 4
- Pathology Technician Grade 1
- First Aid Attendant (in commercial or industrial undertakings)
- Instrument Technician Grade 2

(b) General services

An employee performing transport related functions, including drivers of non-articulated vehicles over three tonnes; ambulance drivers or assistants possessing first aid certificates or similar relevant training.

- Driver over three Tonne
- Motor Ambulance Driver or Assistant who is required to hold a St John First Aid Certificate.

A.7 LEVEL 7

A.7.1 An employee at this level:

- Is capable of prioritising work and exercising discretion within established policies, guidelines and procedures.
- Is responsible for work performed with a substantial level of accountability.
- Works either individually or in a team.
- Requires a basic knowledge of medical terminology and/or a working knowledge of health insurance schemes. (admin/clerical).
- May require regular computer related duties, where those duties are an essential part of the function of the position and where the level of skill involved is multi-function administrative or batch processing.
- Possesses well developed communication, interpersonal and/or arithmetic skills.
- Requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

A.7.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

A Theatre Technician having successfully completed the Theatre Attendants course conducted by the Mayfield Centre or equivalent qualifications who is required to perform duties under minimum supervision and guidance; an Instrument Technician with a minimum of three years' experience employed within a CSSD/TSSU section having successfully completed the CSSD Certificate course conducted by the Mayfield Centre or equivalent and is competent in all facets of a CSSD/TSSU Department or unit and who assists in the supervision and/or training of new staff. A Pathology Collector Grade 1 engaged in collecting pathology specimens.

- Theatre Technician Grade 2
- Instrument Technician Grade 3
- Pathology Collector Grade 1

(b) Admin/clerical

An admin/clerical employee whose duties involve regular computer related duties of a multi-functional or batch processing nature. A person employed within a library who is undertaking studies to qualify as a library technician.

All classifications as per admin/clerical grades 1 and 2 (wage levels 4 and 6) with computer use.

- Computer Clerk
- Library Technician in Training
- General Clerk
- Typist
- Library Clerk
- Receptionist
- Ward Clerk
- In/Out Patient Clerk
- Stenographer
- Casualty Clerk
- Medical Records Clerk
- Audio Typist
- Business Machine Operator
- Patient Fees Clerk
- Pay Clerk

(c) General services

A handyperson with Trade qualifications performing general maintenance duties; a printer with Trade qualifications performing general printing or related duties; a gardener with Trade qualifications performing general gardening duties; a storeperson who is required to regularly access computers in the course of his or her employment; a dedicated Security Officer required to regularly access computers in the course of her or his employment and/or has been provided with relevant training; an employee performing transport related functions, including drivers of articulated vehicles.

- Maintenance/Handyperson (Trade)
- Printer (Trade)
- Gardener (Trade)
- Storeperson (Advanced)
- Driver articulated 12-13 Tonnes
- Security Officer Grade 2

(d) Food services

- A Cook or Butcher with relevant qualifications.
- Second Cook Grade D
- Trade Cook
- Butcher
- Pastry Cook

A.8 LEVEL 8

A.8.1 An employee at this level:

- Is capable of functioning semi autonomously, and prioritising his or her own work within established policies, guidelines and procedures.
- Is responsible for work performed with a substantial level of accountability.
- Works either individually or in a team.
- Requires a comprehensive knowledge of medical terminology and/or a working knowledge of health insurance schemes. (admin/clerical).
- May require basic computer knowledge or be required to use a computer on a regular basis.
- Possesses administrative skills and problem solving abilities.
- Possesses well developed communication, interpersonal and/or arithmetic skills.
- Requires substantial on-the-job training, may require formal qualifications at trade or certificate level and/or relevant skills training or experience.

A.8.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

A Pharmacy Technician assisting the Pharmacist and requiring a working knowledge of pharmaceutical products; an Orthotic Technician involved in the manufacture and fitting of orthotic devices after his or her fourth year of employment as such.

- Orthotic Technician 5
- Pharmacy Technician Grade 1

(b) Admin/clerical services

A person undertaking medical audio-typing or stenography or secretarial functions. Provision of Interpreting services by an unqualified Interpreter or assisting a qualified Interpreter in the performance of his or her work.

- Medical Audio Typist
- Secretary
- Medical Stenographer
- Interpreter (Unqualified)

(c) Food Services

- A Cook or Chef with relevant qualifications.
- Chef Grade D
- Second Cook Grade C

A.9 LEVEL 9

A.9.1 An employee at this level:

- Is capable of functioning with a high level of autonomy, and prioritising his or her own work within established policies, guidelines and procedures.
- Is responsible for work performed with a substantial level of accountability and responsibility.
- Works either individually or in a team.
- May require comprehensive computer knowledge or be required to use a computer on a regular basis.
- Possesses administrative skills and problem solving abilities.
- Possesses well developed communication, interpersonal and/or arithmetic skills.
- May require formal qualifications at post-trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

A.9.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

A qualified Anaesthetic Technician who is responsible for the checking and general maintenance of specialist equipment used by the Anaesthetist; a Pharmacy Technician undertaking work involving a detailed knowledge of pharmaceutical products. A Pathology Technician working solely as such, assisting the Pathologist and required at times to work independently, including the preparation of equipment and work involved in the post mortem of patients.. A Pathology Collector engaged in collecting pathology specimens, with additional responsibilities, qualifications or experience.

- Anaesthetic Technician
- Pharmacy Technician Grade 2
- Pathology Technician Grade 2
- Pathology Collector Grade 2

(b) Admin/clerical services

A qualified Library Technician working under the direction of a Senior Library Technician or Librarian; a computer clerk required as a normal consequence of his or her position to perform more complex computer related duties that are outside the normal operating parameters of a dedicated software system (eg. accessing the operating system, configuration or installing programs) or required to perform more advanced, responsible or complex functions within a dedicated software system (eg. basic system maintenance or administration, security back-ups etc.); a Pay Clerk with a working knowledge of relevant industrial awards.

- Computer Clerk (Advanced)
- Library Technician
- Pay Clerk (Advanced)

(c) General services

A Maintenance/Handyperson, Printer or Gardener with post-trade qualifications or specialisation and who is required to work autonomously.

- Maintenance/Handyperson (Advanced)
- Printer (Advanced)
- Gardener (Advanced)

(d) Food Services

- A Cook or Chef with relevant qualifications.
- Second Cook Grade B
- Chef Grade C

A.10 LEVEL 10

A.10.1 An employee at this level:

- Is capable of functioning autonomously, and prioritising his or her own work within established policies, guidelines and procedures.
- Is responsible for work performed with a substantial level of accountability and responsibility.
- Works either individually or in a team.
- May require comprehensive computer knowledge or be required to use a computer on a regular basis.
- Possesses administrative skills and problem solving abilities.
- Possesses well developed communication, interpersonal and/or arithmetic skills
- Will most likely require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

A.10.2 Indicative tasks performed at this level are:

(a) Technical, clinical and personal care

- An Instructor Trades in his or her first year of employment.
- Instructor Trades (Qualified) Yr 1

(b) Food services

- A Cook or Chef with relevant qualifications.
- Chef B
- Second Cook A

A.11 LEVEL 11

A.11.1 An employee at this level:

- Is capable of functioning autonomously, and prioritising his or her own work and the work of others within established policies, guidelines and procedures.
- Is responsible for work performed with a substantial level of accountability and responsibility.
- May supervise the work of others, including work allocation, rostering and guidance.
- Works either individually or in a team.
- May require comprehensive computer knowledge or be required to use a computer on a regular basis.
- Possesses developed administrative skills and problem solving abilities.
- Possesses well developed communication, interpersonal and/or arithmetic skills.
- May require formal qualifications at trade or Advanced Certificate or Associate Diploma level and/or relevant skills training or experience.

A.11.2 Indicative tasks performed at this level are:

(a) Admin/clerical services

Provision of personal secretarial support; a qualified Interpreter with NAATI accreditation; supervision, work allocation and rostering and/or guidance of staff.

- Private Secretary
- Clerical Supervisor
- Interpreter (Qualified)

(b) General services

Supervision, work allocation, on-the-job training and rostering and/or guidance of staff.

- Gardener Superintendent
- General Services Supervisor

(c) Food services

• A Cook or Chef with relevant qualifications; supervision, work allocation and rostering and/or guidance of staff.

- Chef Grade A
- Food Services Supervisor

(d) Technical, clinical and personal care

• An Instructor Trades (Qualified) in his or her second year of employment. Supervision, work allocation and rostering and/or guidance of staff.

- Instructor Trades (Qualified) Yr 2 and after
- Technical, Therapy and Personal Care Supervisor

A.12 CLASSIFICATION DEFINITIONS

A.12.1 Technical, clinical and personal care

(a) Allied Health Assistant (Unqualified)

Means a person appointed as such, who is primarily required to perform work of a general nature under the supervision and direction of a Therapist (includes speech, physio and occupational therapy) or Allied Health Assistant (Qualified). Such a person may work under limited supervision, either individually or in a team.

(b) Allied Health Assistant (Qualified)

Means a person appointed as such, who has successfully completed either the Allied Health Assistants course conducted by the Mayfield Centre, State Enrolled Nurse course or the Red Cross Handcraft Instructors course conducted by the Red Cross (or who has obtained equivalent qualifications thereto); who under direction and supervision directly assists the Therapist (includes speech,

physio and occupational therapy) in carrying out therapeutic procedures and activities and who works at a level beyond that of an Allied Health Assistant (Unqualified).

(c) Anaesthetic Technician

Means a person who has satisfactorily completed the theatre attendants course conducted by the Mayfield Centre (or has obtained qualifications equivalent thereto) and has satisfactorily completed the Anaesthetic Technicians course conducted by the Australian Society of Anaesthetic and Operating Theatre Technicians or a relevant Associate Diploma of Applied Science. And in addition to the duties of a Theatre Technician Grade II is responsible for the preparation, checking and general maintenance of specialist equipment used by the Anaesthetist.

(d) Instructor Trades (Qualified)

Means a person appointed as such, who has obtained a relevant Trade Certificate and who has had at least three years trade experience, which may include in-house experience, and who under the direction and supervision of the Therapist, assists in arranging and supervising training projects for patients referred to the workshop for therapeutic and/or assessment purposes who instructs patients in the use, care and maintenance of tools and equipment who under direction from a Therapist carries out reports and assessments of patients and who assists the Therapist in the design, adaptation and construction of the special equipment and aides.

(e) Instructor Trades (Unqualified)

Means a person appointed as such, who under the direction and supervision of the Therapist is required to perform work of a general nature and who is responsible for the general tidiness of the workshop and for safe workshop practice with patients and who performs other duties as directed by the Instructor and Therapist.

(f) Laboratory Assistant Grade 1

An employee whose prime duties and responsibilities do not require a technical knowledge in any specific area whose duties include cleaning, washing and preparation of equipment, chemicals and similar duties.

(g) Laboratory Assistant Grade 2

(i) An employee who in addition to duties of a Grade 1 is capable of and required to undertake skilled work in a skilled area of a laboratory, which may include the taking of blood samples.

(ii) Where an employee's sole area of work is the taking of blood samples but not on a rotation basis through other areas of the laboratory Grade 2 shall apply.

(h) Laboratory Assistant Grade 3

An employee with technical skills capable of and required to work in all facets of a multi-sectional laboratory as necessary, including the taking of blood samples.

(i) Nursing Attendant

Means a person employed in attending to the comforts and needs of sick, disabled, aged or infirm persons.

(j) Pathology Collector in Training.

Means a person who is a State Enrolled Nurse (or has obtained qualifications equivalent thereto) employed as a Pathology Collector in Training under the general supervision of a Registered General Nurse or equivalent and who is being trained and is receiving detailed instructions of the work to be performed and is acquiring skills in all aspects of specimen collection, containerisation, labelling, transporting and storage; patient/client identification and well being; related clerical work; and/or requires supervision on the work to be performed. A Pathology Collector in Training is supervised at all times by a person qualified in all aspects of pathology collection.

A Pathology Collector in Training will remain on this classification for a period of up to three months whilst training is undertaken and will be paid a rate equivalent to 95 per cent of the appropriate rate for Pathology Collector Grade 1, plus appropriate experience payments.

(k) Pathology Collector Grade 1

Means a person who is a State Enrolled Nurse (or has obtained qualifications equivalent thereto) employed as a Pathology Collector under the general supervision of a Registered General Nurse or equivalent and is engaged in collecting pathology specimens and performing procedures in accordance with practice instructions; the care, storage and processing of all such pathology specimens; the timely dispatch of pathology specimens to the laboratory; the accurate recording of information relating to patients/clients and specimens in accordance with practice instructions; operating VDU's; attending to the well being of patients; liaising with referrers/referees; receiving payments of accounts.

(l) Pathology Collector Grade 2

Means a person who is a State Enrolled Nurse (or has obtained qualifications equivalent thereto) is employed to perform the duties of a Grade 1 Pathology Collector and who under the general supervision of a Registered General Nurse or equivalent, undertakes additional responsibility via the supervision of staff at a collection centre or who has additional qualifications or experience as recognised by the employer.

In relation to the definition of Pathology Collector in Training or Pathology Collector Grades one or two any dispute arising out of the meaning of equivalent qualifications will be determined by the Commission with reference to the views of the Health Industry Training Board.

All Pathology Collectors employed prior to 25 February 1992 who are not State Enrolled Nurses or do not hold equivalent qualifications will be classified as per Pathology Collector Grade 1.

(m) Pathology Technician Grade 1

Is a person who assists the Pathologist, including the preparation of equipment and work involved in the post mortem of patients.

(n) Pathology Technician Grade 2

Is a Pathology Technician working solely as such, assisting the Pathologist and required at times to work independently, including the preparation of equipment and work involved in the post mortem of patients.

(o) Pharmacy Technician Grade 1

Means a person working under the personal supervision of a pharmacist, assisting with the preparation and dispensing of drugs, stock control and replenishment, tablet packing, assisting in the manufacture of pharmaceutical's and basic clerical functions.

(p) Pharmacy Technician Grade 2

Means a person appointed as such who has at least three years' experience as a Pharmacy Technician Grade 1 and has satisfactorily completed the Pharmacy Technician's course conducted by the Pharmacy Board of Victoria, (or equivalent qualifications thereto) and who is required to perform work of a technical nature under the personal supervision of the Pharmacist.

(q) Technical, Therapy and Personal Care Supervisor

Is a person appointed as such performing work which involves the supervision of staff within the Technical, Clinical and Personal Care stream of this award, or the supervision of staff within a Technical, Therapy and Personal Care related department or section (but excluding Pathology Collectors).

Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

(r) Theatre Technician Grade 1

Means a person who is not necessarily required to possess any relevant qualifications who is required to perform work of a general nature under direct supervision such as setting up, cleaning and maintaining equipment and assisting with the positioning of patients in theatre.

(s) Theatre Technician Grade 2

Means a person who has had at least three years' experience as a Theatre Technician Grade 1 (or other equivalent experience) who has satisfactorily completed the theatre attendants course conducted by the Mayfield Centre (or who has obtained qualifications equivalent thereto) and who in addition to performing the duties of a Theatre Technician Grade 1 is required to perform duties under minimum supervision and guidance, and who directly assists the anaesthetist and other medical and theatre staff.

In relation to the definition of the Theatre Technician Grade 2 any dispute arising out of the meaning of equivalent experience or equivalent qualifications will be determined by the Commission in conjunction with the Mayfield Centre.

(t) CSSD Attendant

Means a person employed solely to perform washing and cleaning of medical equipment with a Central or Theatre Sterilising and Supply Department or Unit.

(u) Instrument Technician Grade 1

Means an unqualified employee within a Central or Theatre Sterilising and Supply Department or Unit involved in the packaging or sterilisation of medical equipment.

(v) Instrument Technician Grade 2

Means an employee as per Instrument Technician Grade 1 but who has a minimum of one year's experience and has successfully completed the CSSD Certificate Course conducted by the Mayfield Centre (or equivalent).

(w) Instrument Technician Grade 3

Means an employee as per Instrument Technician Grade 2 but who has a minimum of three years' experience, is competent in all facets of the department or unit, and who assists in the supervision and/or training of new staff.

A.12.2 Clerical/administrative stream definitions

(a) Clerical Supervisor

Is a person appointed as such performing work which involves the supervision of staff within the Admin/Clerical Stream of this award or the supervision of staff within an Administrative/Clerical Services related department or section. Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

(b) Computer Clerk

Means clerical employees in the following classifications where their employment involves regular computer related duties, where those duties are an essential part of the function of the position and where the level of skill involved is *multi-function administrative or batch processing*: General Clerk, Typist, Switchboard Operator, Receptionist, Ward Clerk, Inpatients/Outpatients Clerk, Business Machine Operator, Patients' Fee Clerk, Stenographer (Other), Audio Typist (Other), Medical Records Clerk, Casualty Clerk and Pay Clerk.

(c) Computer Clerk Advanced

Means an employee required to perform more complex computer related duties that are outside the normal operating parameters of a dedicated software system (e.g. accessing the operating system, configuration or installing programs) or is required to perform advanced, responsible or complex functions within a dedicated software system (e.g. basic system maintenance or administration, security back-ups etc.)

(d) Interpreter (Unqualified)

Is a person who is employed to perform interpreting functions and/or assist qualified Interpreters.

(e) Interpreter (Qualified)

Is a person who is employed to perform interpreting functions and who has received accreditation from the National Accreditation Authority for Translators and Interpreters.

(f) Library Clerk

Is a person appointed as such who in addition to general clerical duties performs specific library related functions and works under the supervision and direction of a Library Technician or Librarian.

(g) Library Technician

(i) Is a person appointed as such who has successfully undertaken the Certificate of Applied Social Science (Library Technician) or a course of study which qualifies them for admission to Library Technician membership of the Library Association of Australia.

(ii) Such a person will work under the general direction of a senior Library Technician or a Librarian and maintains library systems for the acquisition, accessioning, circulation, selected cataloguing and care of library material and/or under routine direction assists with the provision of reference and information services to library users.

(h) Library Technician in Training

Is a person appointed as such who is currently undertaking the Certificate of Applied Social Science (Library Technician), or a course of study which qualifies them for admission to Library Technician membership of the Library Association of Australia.

(i) Pay Clerk

Is a person appointed as such who assists the pay officer or other responsible person to calculate time sheets and other relevant duties in the process of preparing payments to staff.

(j) Pay Clerk Advanced

Is a person who in addition to the duties of a *Pay Clerk* will be required to possess a working knowledge of relevant Industrial awards, regulations and Acts, handles complex payroll and award interpretation inquiries and be capable of functioning semi-autonomously, prioritising their own work within established policies, guidelines and procedures.

(k) Private Secretary

Is a person who in addition to the possessing and using secretarial skills, (e.g. word processing, stenography, reception and typing) provides services at the senior management level including attending to organisational matters: diaries,

meetings, agendas, taking of minutes, liaising with other departments or divisions and involvement with routine correspondence.

A.12.3 General services stream definitions

(a) Gardener Advanced

Means a *Gardener Trade* who holds post-trade qualifications and is capable of, and required to work autonomously and is required to prioritise his or her own work with a substantial level of accountability and responsibility.

(b) Gardener (non-trade)

Means an employee engaged in the pruning or trimming of plants or trees; or in budding, propagating, planting or plotting; or like garden related functions.

(c) Gardener Superintendent

Means a *Gardener Trade* who is responsible for the supervision, work allocation, on the job training, rostering and/or guidance of gardening staff.

(d) Gardener Trade

Means a tradesperson gardener who has satisfactorily completed the approved apprenticeship course in gardening or who has been issued with an approved trade certificate.

(e) General Services Supervisor

Is a person appointed as such performing work which involves the supervision of staff within the general services stream of this award or the supervision of staff within a general services related department or section. Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

(f) Handyperson Advanced

Is a *Handyperson Trade* who holds post-trade qualifications and is capable of, and required to work autonomously, and is required to prioritise their own work with a substantial level of accountability and responsibility.

(g) Handyperson Trade

Means a person employed as a handyperson who has satisfactorily qualified as a tradesperson under the *Industrial Training Act 1975* or holds an equivalent qualification acceptable to the employer.

(h) Hospital Attendant

Means an employee appointed as such and who, as part of his or her ordinary duties, is required to perform a patrol function.

(i) Laundry Operator

Means a person employed as a sole employee in a laundry performing the full range of duties relating to the operation of a laundry.

(j) Printer Advanced

Is a Printer Trade who holds appropriate post-trade qualifications; and who is required to work autonomously and prioritise his or her own work with a substantial level of accountability and responsibility.

(k) Printer Trade

Means a person employed as a printer who has satisfactorily qualified as a tradesperson under the *Industrial Training Act 1975* or holds an equivalent qualification acceptable to the employer.

(l) Security Officer Grade 1

Means an employee performing a dedicated security function involving the security of patients, staff or the facilities.

(m) Security Officer Grade 2

An employee as per Security Officer Grade 1 who is required to regularly access computers in the course of his or her employment and/or has been provided with relevant training.

(n) Window Cleaner

Means a person cleaning external windows where any part of the window to be cleaned is more than four and a half metres (4.5 metres) from the ground or balcony. Provided that the window is cleaned from the outside of the building.

(o) Storeperson Advanced

Is a person employed as a storeperson or storeperson alone who is required to regularly access computers in the course of his or her employment.

A.12.4 Food services stream definitions

(a) Chef

Means a person employed as such in a hospital who may be required by the employer to supervise staff, give any necessary instruction in all the branches of cooking, preparation of food service staff rosters, assist in the planning of meals, assist in the pricing of meals for departmental budgets, assist in the requisitioning and purchasing of all stores and to assist where necessary in the preparation and supervision of the plating of meals.

(i) Chef Grade A

A chef employed in a hospital with more than 300 beds or a kitchen providing more than 2,000 meals on a daily average.

(ii) Chef Grade B

A chef employed in a hospital with 200 or more beds but less than 300 beds or a kitchen providing more than 1,000 meals but less than 2,000 meals on a daily average.

(iii) Chef Grade C

A chef employed in a hospital with more than 100 beds but less than 200 beds or a kitchen providing more than 500 meals but less than 1,000 meals on a daily average.

(iv) Chef Grade D

A chef employed in a hospital with less than 100 beds or a kitchen providing less than 500 meals on a daily average.

(b) Cook Employed Alone

Means a person employed as a sole cook who does not hold trade qualifications.

(c) Dietary Supervisor

Means a person not being a qualified Dietitian but responsible for the conduct of a Diet Kitchen.

(d) Diet Cook

Means an unqualified cook who produces meals for specific dietary requirements and/or other specialist meals.

(e) Food Monitor

An employee responsible to a catering and/or dietary department whose primary function is to liaise with patients and staff to obtain appropriate meal requirements of patients, and to tally and collate the overall results for the catering and/or dietary department.

Notwithstanding the provisions of clause 14—Higher duties, when the above duties are incidental to other duties performed, higher duties rates shall only apply when the above duties are performed for two hours or more in any day.

(f) Food Services Supervisor

Is a person appointed as such performing work which involves the supervision of staff within the food services stream of this award or the supervision of staff within a food services related department or section. Such a person would be responsible for administrative duties such as work allocation, training, rostering and guidance of fifteen or more staff and may assist in the recruitment of staff.

(g) Other Cook

Means a person who does not hold trade qualifications, who is employed as a cook by a hospital where other cooks are employed.

(h) Second Cook

Means a person employed as such in a hospital who assists the Chef in the discharge of his or her duties and whenever necessary relieves the Chef during any absence.

(i) Second Cook Grade A

A second cook employed in a hospital with more than 300 beds or a kitchen providing more than 2,000 meals on a daily average.

(j) Second Cook Grade B

A second cook employed in a hospital with 200 or more beds but less than 300 beds or a kitchen providing more than 1,000 meals but less than 2,000 meals on a daily average.

(k) Second Cook Grade C

A second cook employed in a hospital with more than 100 beds but less than 200 beds or a kitchen providing more than 500 meals but less than 1,000 meals on a daily average.

(l) Second Cook Grade D

A second cook employed in a hospital with less than 100 beds or a kitchen providing less than 500 meals on a daily average.

(m) Sweets Cook

Means an unqualified cook who specialises in producing sweets or desserts.

(n) Trade Cook

Means a cook qualified as a tradesperson under the *Industrial Training Act 1975* or holding an equivalent qualification acceptable to the employer.

(o) Hospital Gradings for Chef and Second Cook Classifications

(i) Grade A

A hospital with more than 300 beds or a kitchen providing more than 2,000 meals on a daily average.

(ii) Grade B

A hospital with 200 or more beds but less than 300 beds or a kitchen providing more than 1,000 meals but less than 2,000 meals on a daily average.

(iii) Grade C

A hospital with more than 100 beds but less than 200 beds or a kitchen providing more than 500 meals but less than 1,000 meals on a daily average.

(iv) Grade D

A hospital with less than 100 beds or a kitchen providing less than 500 meals on a daily average.

(v) Hospital beds and daily average meals produced are taken from hospital annual returns to the Health Department Victoria, or other relevant materials, as of 30 June of the preceding year.

A.12.5 Dental Nurse definitions

(a) Dental nurse level I:

An employee who is either undertaking the first year of an accredited training programme, or equivalent programme, or during the first twelve months of employment not in an accredited or equivalent training programme.

(b) Dental nurse level II:

An employee who is either undertaking the second year of an accredited training programme or an equivalent training programme, or an untrained employee with twelve months of employment not in an accredited or equivalent training programme.

(c) Dental nurse level III:

An employee who has completed an accredited post-secondary course or equivalent post-secondary course in dental nursing.

(d) Dental nurse level IV:

An employee who is designated as senior staff dental nurse.

(e) Dental nurse level V:

An employee who is either a charge nurse in a department with less than five dental nurses or who assists a charge nurse in a department with five or more dental nurses.

(f) Dental nurse level VI:

An employee who is a charge nurse in charge of a department with five or more dental nurses.

(g) Deputy superintending dental nurse:

An employee who is a qualified dental nurse and who deputises for the superintending dental nurse responsible for the dental nursing service (including the training of dental nurses) at the Royal Dental Hospital of Melbourne.

(h) Superintending dental nurse:

An employee who is a qualified dental nurse who has been appointed the principal dental nursing officer responsible for the dental nursing service (including the training of dental nurses) at the Royal Dental Hospital of Melbourne.

Schedule B—Health Professionals

B.1 Classification definitions—UG1 definitions (alphabetical order)

B.1.1 Cardiac technology

(a) Cardiac Technologist Grade 1 (Qualified)

An employee employed as such who holds an appropriate Bachelor of Science Degree, Bachelor of Applied Science Degree or equivalent.

(b) Cardiac Technologist Grade 2

A Cardiac Technologist who is required to undertake additional responsibilities for example:

- (i)** teaching Cardiac Technology students and supervising Cardiology staff; or
- (ii)** being required to perform work which requires special knowledge or depth of experience, in for example, echocardiography, electrophysiology, cardiac catheterisation, holtermonitor interpretation.

(c) Cardiac Technologist Grade 3

A Cardiac Technologist with at least 7 years' post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance.

Parameters for this position would include some of the following: consultative role, lecturing in their clinical speciality, teaching undergraduate and/or post graduate students and providing education to staff from other disciplines.

B.1.2 Exercise Physiologist

(a) Exercise Physiologist Grade 1 (qualified)

An employee employed as such who holds an appropriate Bachelor of Science Degree, Bachelor of Applied Science Degree, Bachelor of Exercise and Sports Science Degree or equivalent.

(b) Exercise Physiologist Grade 2

An Exercise Physiologist with additional responsibilities, for example: supervision of exercise physiology/human movement students; or

- (i)** teaching and / or supervision of staff; or
- (ii)** employed on work which requires special knowledge or depth of experience.

B.1.3 Health Information Management

(a) Health Information Manager Grade 1 (Qualified)

An employee employed as such whose qualification makes him or her eligible to be a full member of the Health Information Management Association of Australia Limited.

(b) Health Information Manager Grade 2

A Health Information Manager who is required to undertake additional responsibilities, for example:

- (i)** responsibility for clinical trial/data management at recognised trials including national and international trials; or
- (ii)** being required to take charge of a department where no other Health Information Manager is employed; or
- (iii)** being required to perform work which requires special knowledge and depth of experience; or
- (iv)** holding an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

(c) Health Information Manager Grade 3

A Health Information Manager with at least 7 years post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance. Areas of specialty may include casemix analysis and clinical costing, specialised information technology software development and/or application, provision and/or supervision of services across a number of different (geographically or by service type) facilities, coordination of a Clinical Trials service and/or Quality Assurance project work.

Parameters for this position may include some of the following: consultative role, specialised project work, lecturing in their clinical speciality, teaching undergraduate and/or post graduate students, and providing supervision and education to other Health Information Managers and staff from other disciplines.

B.1.4 Health Information Manager Chief Positions

(a) Chief HIM Grade 1

An employee in charge of 1-5 full-time health information managers and/or other employees totalling at least 6 in number.

(b) Chief HIM Grade 2

An employee in charge of 6-14 full-time health information managers and/or other employees totalling at least 15 in number.

(c) Chief HIM Grade 3

An employee in charge of 15-24 full-time health information managers and/or other employees totalling at least 26 in number.

(d) Chief HIM Grade 4

An employee in charge of 25-39 full-time health information managers and/or other employees totalling at least 28 in number.

(e) Chief HIM Grade 5

An employee in charge of 40 and over full-time health information managers and/or other employees totalling at least 46 in number.

B.1.5 Library

(a) Medical Librarian

An employee employed as such who is eligible for professional membership of the Library Association of Australia and who has obtained either a Registration Certificate of the Library Association of Australia; a Royal Melbourne Institute of Technology or College of Advanced Education degree or diploma in Librarianship; a Graduate Diploma in Librarianship; or the equivalent recognised by the Library Association of Australia.

(b) Medical Librarian Grade 2

A Medical Librarian who is required to undertake additional responsibilities or complexities, for example:

- (i)** a Librarian in a teaching hospital with university clinical Departments on site; or
- (ii)** a Librarian, who is required to apply specialised knowledge, and to be in charge of one or more of the following areas:
 - (iii)** computerised information retrieval; or
 - (iv)** inter library loans; or
 - (v)** another such area recognised by the employer.

B.1.6 Medical Imaging Technology

(a) Medical Imaging Technology Intern

An employee employed in a centre accredited by the Australian Institute of Radiography, who has obtained a Bachelor of Applied Science (Medical Radiations) or its equivalent and is in the process of attaining a Statement of Accreditation from the Australian Institute of Radiography.

(b) Medical Imaging Technologist Grade 1 (Qualified)

An employee who has obtained a Bachelor of Applied Science (Medical Radiations) or its equivalent and who is eligible to hold a Statement of Accreditation of the Australian Institute of Radiography.

(c) Medical Imaging Technologist Grade 2

A Medical Imaging Technologist who is required to undertake additional responsibilities and/or who has additional experience who demonstrates a degree of competence and ability to work independently and without supervision which reflects a level of continuing education and/or practical expertise. Parameters for this position would include one or more of the following:

- (i) a Medical Imaging Technologist who is required to supervise other Medical Imaging Staff and teach Medical Imaging students; or
- (ii) a Medical Imaging Technologist who is required to supervise a section of the department; or
- (iii) a Medical Imaging Technologist who can demonstrate extensive knowledge, experience and competence in any of the specialist modalities or areas of additional responsibilities such as ultrasound, computed tomography, digital subtraction angiography, cardiac angiography, mammography, magnetic resonance imaging, clinical teaching or quality assurance activities; or
- (iv) a Medical Technologist who has 12 months' clinical experience in ultrasound and who has successfully completed at least half of the postgraduate qualification in ultrasound.

(d) Medical Imaging Technologist Grade 3, or Tutor (department of less than 25)

A Medical Imaging Technologist, with at least 7 years' post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance.

Parameters for this position would include some of the following: consultative role, lecturing or publication in their clinical speciality, teaching undergraduate and/or post graduate students and providing education to staff from other disciplines.

(e) Medical Imaging Technologist Grade 4

A Medical Imaging Technologist in a large or multi-campus department, with at least 10 years' postgraduate experience, who is required to undertake significant educational, administrative and managerial responsibilities, and is at a supervisory level, either in one or more specific branches of the profession which require extensive specialised knowledge and performance, or over multiple diagnostic units in the same modality. Other responsibilities would include management of the department's clinical teaching or research program, quality assurance program or imaging specific computer systems.

(f) Medical Imaging Technologist Grade 4, Tutor (department of 25 or more)

A Medical Imaging Technologist in a large or multi-campus department, with at least 10 years' postgraduate experience, who is required to undertake significant educational, administrative and managerial responsibilities, and is at a supervisory level, either in one or more specific branches of the profession which

require extensive specialised knowledge and performance, or over multiple diagnostic units in the same modality. Other responsibilities would include management of the department's clinical teaching or research program, quality assurance program or imaging specific computer systems.

(g) Deputy Chief Medical Imaging Technologist

A qualified Medical Imaging Technologist who is required to assist and to deputise for the Chief Medical Imaging Technologist:

- (i) Grade 1—Where the Chief is classified at Grade 2
- (ii) Grade 2—Where the Chief is classified at Grade 3
- (iii) Grade 3—Where the Chief is classified at Grade 4
- (iv) Grade 4—Where the Chief is classified at Grade 5

B.1.7 Music Therapy

(a) Music Therapist Grade 1 (Qualified)

An employee employed as such with a tertiary degree or an equivalent qualification in the field of music therapy or such course recognised by the Australian Music Therapy Association as being equivalent.

(b) Music Therapist Grade 2

A Music Therapist who is required to undertake additional responsibilities, for example:

- (i) teaching Music Therapy students;
- (ii) being required to take charge of a Music Therapy section of the therapy department; or
- (iii) holding an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

B.1.8 Nuclear Medicine Technology

(a) Nuclear Medicine Technology Intern

An employee employed in a centre accredited by the Australian and New Zealand Society of Nuclear Medicine, who has obtained a Bachelor of Applied Science in Medical Radiations (Nuclear Medicine Technology) or its equivalent and is in the process of attaining a Statement of Accreditation from the Australian and New Zealand Society of Nuclear Medicine.

(b) Nuclear Medicine Technologist (Qualified)

An employee who has obtained a Bachelor of Applied Science in Medical Radiations (Nuclear Medicine Technology) or its equivalent and who is eligible for Accreditation by the Australian and New Zealand Society of Nuclear Medicine.

(c) Nuclear Medicine Technologist Grade 2

A Nuclear Medicine Technologist who is required to undertake additional responsibilities which requires special knowledge or depth of experience.

(d) Nuclear Medicine Technologist Grade 3

A Nuclear Medicine Technologist with at least 7 years' post graduate experience, possessing extensive knowledge in one or more specific branches of the profession, with a proven record in teaching and/or research, and working in an area that requires high levels of specialised knowledge and performance.

Parameters for this position would include some of the following: consultative role, lecturing or publication in their clinical speciality, teaching undergraduate and/or post graduate students and providing education to staff from other disciplines.

(e) Nuclear Medicine Technologist Grade 4

A Nuclear Medicine Technologist in an amalgamated or multi-campus department, with at least 10 years' postgraduate experience, who is required to perform significant educational, administrative and managerial responsibilities and is at a supervisory level in one or more specific branches of the profession which requires extensive specialised knowledge and performance. Other responsibilities would include management of the department's clinical teaching or research program, quality assurance program or imaging specific computer systems.

B.1.9 Occupational Therapy

(a) Occupational Therapist Grade 1 (Qualified)

An employee employed as such who holds a Bachelor of Applied Science (Occupational Therapy) or equivalent or who is a graduate of an Occupational Therapy Training Centre recognised by both or either of the Australian Association of Occupational Therapists Victoria and the World Federation of Occupational Therapists.

(b) Occupational Therapist Grade 2

An Occupational Therapist who is required to undertake additional responsibilities, for example:

- (i)** teaching Occupational Therapy students; or
- (ii)** is required to take charge of a section of the Occupational Therapy Department; or
- (iii)** holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

B.1.10 Orthoptics

(a) Orthoptist Grade 1 (Qualified)

An employee employed as such holding a qualification recognised by the Orthoptic Board of Australia.

(b) Orthoptist Grade 2

An Orthoptist who is required to undertake additional responsibilities, for example:

- (i) teaching Orthoptic students; or
- (ii) perform work which requires special knowledge and depth of experience; or
- (iii) is required to take charge of a section of the Orthoptic Department.

B.1.11 Orthotics/Prosthetics

(a) Orthotist/Prosthetist Grade 1 (Qualified)

An employee who holds the Diploma in Applied Science (Prosthetics and Orthotics) or its equivalent recognised (including those qualifications previously recognised) by the Australian Orthotic and Prosthetic Association.

(b) Orthotist/Prosthetist Grade 2

An Orthotist/Prosthetist who is required to undertake additional responsibilities, for example:

- (i) teaching Orthotist/Prosthetics students; or
- (ii) required to perform work which requires special knowledge and depth of experience in any one or more of the following: scoliosis, cerebral palsy, spinal cord injuries, plastic surgery, or is part of an amputee clinical team; or
- (iii) is required to supervise a section of the Orthotic/Prosthetic Department.

(c) Chief

An employee immediately responsible to the Medical Director for the organisation of the department.

(d) Grade 1

An employee in charge of 1 to 3 full-time professionals.

(e) Grade 2

An employee in charge of 4 to 8 full-time professionals.

(f) Grade 3

An employee in charge of 9 to 14 full-time professionals.

B.1.12 Photography or Illustration

(a) Medical Photographer or Illustrator

An employee employed as such possessing a Diploma or Degree in Photography or Art or equivalent as recognised by the Australian Institute of Medical and Biological Illustration.

(b) Medical Photographer/Illustrator Grade 2

A Medical Photographer/Illustrator who is required to undertake additional responsibilities, for example:

- (i) teaching and supervising staff; or
- (ii) perform work which requires special knowledge or depth of experience.

B.1.13 Physiotherapy

(a) Physiotherapist Grade 1 (Qualified)

An employee employed as such holding a Degree or Diploma approved by the Physiotherapy Registration Board of Victoria for registration.

(b) Physiotherapist Grade 2

A Physiotherapist who is required to undertake additional responsibilities, for example:

- (i) teaching Physiotherapy students; or
- (ii) perform work which requires special knowledge and depth of experience in any one or more of the following: neurosurgery, surgical thoracic, plastic surgery, cerebral palsy, traumatic spinal cord lesions; or
- (iii) is required to take charge of a section of the Physiotherapy Department; or
- (iv) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

B.1.14 Podiatry

(a) Podiatrist Grade 1 (Qualified)

An employee employed as such holding a Degree or Diploma approved by the Podiatrists Registration Board of Victoria for registration.

(b) Podiatrist Grade 2

A Podiatrist is required to undertake additional responsibilities, for example:

- (i) teaching Podiatry students; or
- (ii) perform work which requires special knowledge or depth of experience in any one or more of the following: diabetes mellitus peripheral vascular disease, cerebro-vascular accident, arthroses, orthotic/prosthetic therapy, nail surgery and local anaesthesia; or
- (iii) is required to take charge of a Section or Annexe of the Podiatry Department .
- (iv) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

B.1.15 Radiation Therapy Technology

(a) Intern

A person employed in a centre accredited by the Australian Institute of Radiography, who has obtained a Bachelor of Applied Science (Radiation Therapy) or its equivalent and is in the process of attaining a Statement of Accreditation for the Australian Institute of Radiography.

(b) Radiation Therapy Technologist Grade 1 (Qualified)

An employee who has obtained a Bachelor of Applied Science (Radiation Therapy) or its equivalent and who is eligible to hold a Statement of Accreditation of the Australian Institute of Radiography and is engaged in therapeutic duties.

(c) Radiation Therapy Technologist Grade 2

A qualified radiation therapy technologist who is required to undertake additional responsibilities such as a major tutoring role or a role requiring specialised knowledge in computer technology, simulation or brachytherapy.

(d) Radiation Therapy Technologist Grade 2(a)

Second in charge of Treatment Unit—A qualified radiation therapy technologist who is required to undertake responsibility additional to that of the grade 1 radiation therapy technologist.

(e) Radiation Therapy Technologist Grade 2(b)

In charge of a Treatment Unit—A qualified radiation therapy technologist who is required to take charge of a Treatment Unit (MVT, DXRT, SXRT), peripheral unit, or planning sub-unit.

(f) Radiation Therapy Technologist Grade 2(c)

(i) required to take charge of a departmental unit—A qualified radiation therapy technologist who is required to take charge of a treatment, planning or peripheral unit; or

(ii) Major Administrative role—A qualified radiation therapy technologist who is required to undertake significant administrative or educational responsibilities.

(g) Radiation Therapy Technologist Grade 3

Major Administrative role – A qualified radiation therapy technologist who is required to undertake significant administrative or educational responsibilities.

(h) Grade 4 Assistant Radiation Therapy Manager Level 1

Note: Peter MacCallum cannot use this classification

A state registered radiation therapist who is required to efficiently and effectively lead, manage and provide direction to a Section or substantial operational area of the radiation therapy service.

(i) Grade 4 Assistant Radiation Therapy Manager Level 2

A state registered radiation therapist who is required to efficiently and effectively lead, manage and provide direction to a Section or substantial operational area in a large multi campus radiotherapy service, or a satellite centre of the radiation therapy service.

(j) Grade 5 Deputy Radiation Therapy Manager Level 1

A state registered radiation therapist who is required to provide management assistance and operational support to the Radiation Therapy Manager in ensuring the efficient and effective development and delivery of a high quality radiation therapy service.

(k) Grade 5 Deputy Radiation Therapy Manager Level 2

Note: Peter MacCallum only

A state registered radiation therapist required to provide management assistance and operational support to the Radiation Therapy Manager in ensuring the efficient and effective development and delivery of a high quality radiation therapy service in a large multi-campus radiotherapy service.

(l) Grade 6 Radiation Therapy Manager Level 1

A state registered radiation therapist who is responsible for the effective and efficient management, operation, development and delivery of a high quality radiation therapy service.

(m) Grade 6 Radiation Therapy Manager Level 2

Note: Peter MacCallum only

A state registered radiation therapist who is responsible for the effective and efficient management, operation, development and delivery of a high quality radiation therapy service in a large multi campus radiotherapy service.

B.1.16 Recreation Therapy

(a) Recreation Therapist Grade 1 (Qualified)

An employee employed as such with a degree or equivalent in Recreation or Physical Education or equivalent.

(b) Recreation Therapist Grade 2

A Recreation Therapist required to undertake additional responsibilities, for example:

- (i)** teaching Recreation Therapy students; or
- (ii)** required to take charge of a recreation therapy section of the therapy department; or
- (iii)** holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

B.1.17 Social Work

(a) Social Worker Grade 1 (Qualified)

An employee employed as such whose qualifications make him or her eligible for membership of the Australian Association of Social Workers and who is formally employed as a Social Worker.

(b) Social Worker Grade 2

A Social Worker who is required to undertake additional responsibilities, for example:

- (i)** teaching Social Work students; or
- (ii)** is required to perform work which requires special knowledge and depth of experience in any one or more of the following:
 - individual and family and/or group practice; or
 - program development and management; or
 - research evaluation;
- (iii)** is required to take charge of a section of the Social Work Department.

B.1.18 Sonographer

(a) Student Sonographer Grade 1

An employee who has obtained a Bachelor of Applied Science (Medical Radiations) or its equivalent, and is undertaking a Degree or Postgraduate qualification in Sonography recognised by the Australian Sonographer Accreditation Registry (ASAR) in one or more of following specialties:

- Cardiac Sonography,
- General Sonography,
- Vascular Sonography; or
- Any other type of Sonography

and has been admitted to the Register of Accredited Student Sonographers by the Australian Sonographer Accreditation Registry.

(b) Trainee Sonographer Grade 2

An employee who has successfully completed at least half of a post-graduate degree or qualification in Sonography recognised by the Australian Sonographer Accreditation Registry (ASAR), and has completed 12 calendar months clinical experience.

(c) Sonographer Grade 3

An employee who has successfully completed a Degree or Postgraduate qualification in Sonography recognised by the Australian Sonographer Accreditation Registry (ASAR) and is eligible for admission to the Register of

Accredited Medical Sonographers by the Australian Sonographer Accreditation Registry.

(d) Sonographer Grade 4

A Sonographer in a large or multi-campus department, who is required to undertake significant educational, administrative and managerial responsibilities, that is at a supervisory level.

(e) Sonographer Grade 4, Tutor

A Sonographer in a large or multi-campus department, who is required to undertake significant educational, administrative and managerial responsibilities, is at a supervisory level, and whose other responsibilities include management of the department's clinical teaching or research program, or quality assurance program.

(f) Medical Imaging Technologists undertaking a Postgraduate Sonography qualification

An employee who is classified or is eligible to be classified as a Medical Imaging Technologist under this award who commences a Postgraduate Sonography qualification shall continue to be classified and paid as a Medical Imaging Technologist under this award until they have completed their Postgraduate Sonography qualification, except where they would be entitled to a higher rate of pay under a Sonography classification, in which case they will be classified and paid as a Sonographer under this award. Once the employee has completed their Postgraduate Sonography qualification, they will be classified at and paid no less than as a Sonography Grade 3.

(g) Higher Qualifications Allowance

A postgraduate Sonography qualification is an additional post graduate qualification and shall attract the Higher Qualifications Allowance, for those employees who have as a base qualification a Bachelor of Applied Science (Medical Radiations), or equivalent base qualification accepted by an employer.

A Sonographer who received the Higher Qualification Allowance prior to the approval of the variation to the award will continue to receive the Higher Qualification Allowance.

B.1.19 Speech Pathology

(a) Speech Pathologist Grade 1 (Qualified)

An employee employed as such holding a Bachelor of Applied Science in Speech Pathology or an equivalent qualification as recognised by Speech Pathology Australia.

(b) Speech Pathologist Grade 2

A Speech Pathologist who is required to undertake additional responsibilities, for example:

- (i) supervising Speech Pathology students; or

- (ii) is required to take charge of a section of the Speech Pathology Department;
or
- (iii) holds an equivalent position at a smaller establishment, such as a day hospital/centre, nursing home or community health centre.

B.1.20 Play Therapist

(a) Play Therapist Grade 1 (qualified)

Any person who holds a Bachelors degree in Early Childhood Studies, Bachelor of Teaching (Primary) or other Bachelor qualification as recognised by the Australasian Association of Hospital Play Therapists.

(b) Play Therapist Grade 2

A Play Therapist appointed to the grade with additional responsibilities, including:

- (i) supervising Play Therapy staff (qualified and/or unqualified);
- (ii) supervising/teaching of play therapist students;
- (iii) is in charge of a section of the Play Therapy Department, or holds an equivalent position at a small establishment, such as a day hospital/centre, nursing home or community health service;
- (iv) performs work which requires special knowledge and depth of experience;
- (v) client and group program supervision and/or evaluation;
- (vi) research/case studies;

B.1.21 General Definitions

(a) Senior Clinician (Grade 3)

A Physiotherapist, Occupational Therapist, Speech Pathologist, Social Worker, Podiatrist, Prosthetist and Orthotist, Orthoptist, Medical Photographer and/or Illustrator, Medical Librarian, Music Therapist, Exercise Physiologist, Play Therapist and Recreation Therapist with at least 7 years' experience, possessing specific knowledge in a branch of the profession and working in an area that requires high levels of specialist knowledge as recognised by the employer.

A Senior Clinician, Grade 3, may also be required to undertake administrative work and/or manage/supervise staff.

Parameters of this position would include some of the following: consultative role, lecturing in their clinical speciality, teaching under graduates and/or post-graduate students and providing education to staff from other disciplines.

In addition to other descriptors, a Grade 3, Senior Clinician, however characterised in a community health or similar setting can manage multidisciplinary and/or discipline specific health professional staff and/or other staff.

(b) Grade 4 Allied Health

A Physiotherapist, Cardiac Technologist, Health Information Manager, Occupational Therapist, Speech Pathologist or Social Worker with at least 10 years' postgraduate experience, who holds significant educational, administrative and managerial responsibilities as designated by the employer and is at a supervisory level in one or more of the specific branches of the discipline which require extensive specialised knowledge and performance. Other responsibilities would include management of the department's clinical teaching, research program or quality assurance programme. This role may manage/supervise staff within a program and may report to a Chief/Director/Manager of Allied Health or similar, however characterised, as required by the organisation.

An employer is not obliged to employ to the Grade 4 Allied Health classification unless the work described by this classification is required by the employer to be undertaken by the employee.

(c) Allied Health Grade 4/Clinical Educator (Department of 25 or more)

A Physiotherapist, Cardiac Technologist, Health Information Manager, Occupational Therapist, Speech Pathologist or Social Worker in a large or multi-campus department with at least 10 years' postgraduate experience, who is required to undertake significant educational, administrative and managerial responsibilities and is at a supervisory level in one or more of the specific branches of the discipline which require extensive specialised knowledge and performance. Other responsibilities would include management of the department's clinical teaching, research program or quality assurance programme. An employer is not obliged to employ to the Grade 4 Allied Health/Clinical Educator classification unless the work described by this classification is required by the employer to be undertaken by the employee.

(d) All other Deputy Chief Positions

An employee qualified in the profession and required to assist and to deputise for the Chief where the Chief is classified at Grade 2 or higher.

(e) All Other Chief Positions

An employee who is required to undertake responsibility for the organisation of the department and the supervision of staff and /or to manage a service wide program and who has responsibility for budgets, management of staff, clinical and service outcomes in the program, provision of professional leadership and guidance of staff.

An employee classified in a Chief position may be responsible for a program across a number of sites, or be responsible for a multi disciplinary health professional structure across a number of sites or a large department / program for a single professional stream.

Full-time professional in the Chief and Deputy classifications is the effective full-time (i.e. divide the number of hours regularly worked by the health professionals that report to the Chief /Deputy and divide by 38 to derive the effective full-time).

For the avoidance of doubt, a Senior Chief shall be classified under the Chief Descriptors in this Schedule F.

(f) Chief Grade 1

An employee in charge of 1-5 full-time professionals and/or other employees totalling at least 6 in number.

(g) Chief Grade 2

An employee in charge of 6-14 full-time professionals and/or other employees totalling at least 15 in number.

(h) Chief Grade 3

An employee in charge of 15-24 full-time professionals and/or other employees totalling at least 26 in number.

(i) Chief Grade 4

An employee in charge of 25-39 full-time professionals and/or other employees totalling at least 28 in number.

(j) Chief Grade 5

An employee in charge of 40 and over full-time professionals and/or other employees totalling at least 46 in number.

B.2 Classification definitions—UG3 definitions

B.2.1 Medical Laboratory Technology

(a) Medical Laboratory Technician Trainee

An employee engaged in studies leading to the below qualification.

(b) Qualified Medical Laboratory Technician (Grade 1)

An employee employed as such who holds a Certificate or Associate Diploma of Applied Science (Medical Laboratory) or equivalent.

(c) Medical Laboratory Technician Grade 2

A Medical Laboratory Technician who is required to undertake additional responsibilities, for example:

- (i)** employed on work which requires special knowledge or depth of experience; or
- (ii)** has a teaching role.

B.2.2 Renal Dialysis Technology

(a) Renal Dialysis Technician (Grade 1)

An employee who is engaged as such in a renal dialysis unit.

(b) Renal Dialysis Technician (Grade 2) – Melbourne Health only

An employee appointed as such who has at least two years' experience as a Renal Dialysis Technician and has successfully completed the Bonent examination. Such an employee shall be committed to a bi-annual re-examination or undertake professional development activities, as recommended by Bonent, to fulfil re-accreditation requirements to retain this grade, together with the ability to display ongoing leadership in Quality projects, research and education.

B.3 Classification definitions—Other definitions

B.3.1 Child Psychotherapy

An employee employed as such with a relevant tertiary qualification and eligible for membership of the Victorian Child Psychotherapists Association Inc.

(a) Level 1—Child Psychotherapist

- (i)** Holds a basic bachelor degree in Occupational Therapy, Psychology or Social work and has at least two years post graduate clinical experience in a child mental health setting as a pre-requisite for acceptance into Psychotherapy training.
- (ii)** Is undertaking a recognised post-graduate study as a Psychotherapist.
- (iii)** Provides a clinical service under supervision. Provided further that an employee classified at level 1 shall have his or her years of service recognised one, two or three years in advance if the employee holds an Honours, Masters or Doctorate respectively.

(b) Level 2—Qualified Child Psychotherapist

- (i)** Has completed a post-graduate course of study in Psychotherapy.
- (ii)** Provides a clinical service.

(c) Level 3—Senior Child Psychotherapist

An employee who is required to:

- (i)** provide a specialist clinical service;
- (ii)** teach and supervise employees on a recognised Psychotherapy training program;
- (iii)** provide a Psychotherapy component to the Child and Family Psychiatry Department's Continuing Education Program;
- (iv)** accept responsibility for a clinical consultation service to professional staff within and external to the hospital.

(d) Level 4—Principal Child Psychotherapist

- (i)** Holds a basic bachelor degree in an appropriate field.
- (ii)** Has at least 5–6 years' clinical experience since completing a post-graduate course in Psychotherapy.

- (iii) Is expected to ensure and maintain the provision of a high professional standard of specialised psychotherapy service delivery.
- (iv) Is responsible and accountable for the administration of a psychotherapy unit within an organisation.
- (v) Is responsible for formulating and implementing policies for the psychotherapy discipline in consultation with the Professor/Director of the Department of Child and Family Psychiatry.
- (vi) Is responsible for the clinical supervision of qualified psychotherapy staff.
- (vii) Holds major training responsibilities in one or more of the Psychotherapy Training Schools.
- (viii) Is responsible for initiating and conducting relevant research.

B.3.2 Welfare Work

(a) Welfare Work within Social and Community Service includes:

- information collection and provision related to benefits and services and community resources available to clients;
- assistance in the resolution of specified problems;
- supportive counselling to clients without complex personal problems;
- direct service provision and care for people in residential settings, day and occasional care settings;
- referral and liaison to other professionals and agencies;
- community work including the organising of community facilities to meet gaps in services or developing community interest and action in providing for social welfare needs.

(b) Qualified Welfare Worker

- (i) An employee working in the field of social and community service who is qualified from a tertiary institution after two years' study (one year if admission age is 21 years or over) including major studies in welfare work.
- (ii) Provided that an employee covered by this classification may, by way of practical experience in welfare work or related areas of employment, be recognised by notice in writing by his or her employer as coming within the scope of this definition.

(c) Unqualified Welfare Worker

- (i) An employee employed in Welfare Work who is not a qualified Welfare Worker.
- (ii) An unqualified welfare worker with less than twelve months' experience working without direct supervision by a qualified Welfare Worker or Social Worker, and including a person employed under this clause working

as a sole Welfare Worker, shall commence at the rate of unqualified Welfare Worker year 5.

- (iii) An unqualified Welfare Worker, who is a sole welfare worker or performs his or her duties without direct supervision, and has a minimum of twelve months' experience, shall commence at unqualified Welfare Worker year 6. However, by mutual agreement between the employer and employee this condition may be waived.

(d) Welfare Worker Class I

- (i) All qualified Welfare Workers, who are required to perform their duties under supervision.
- (ii) A sole Welfare Worker with less than twelve months' experience shall be paid during his/her first twelve months at the rate of Welfare Worker class I, year 4.

(e) Welfare Worker Class II

All qualified Welfare Workers, who are required to undertake some administrative responsibility, including:

- (i) a Welfare Worker who is required to take charge of an agency or department, with a staff of up to 3 workers covered by the award, or with a staff of at least one worker covered by the award and other employees, totalling at least 6 in number, who are employed as part of the permanent establishment on a regular monthly contract of employment of at least the normal full-time ordinary hours of such agency or department;
- (ii) a sole Welfare Worker who shall have a minimum of twelve months' experience (although this condition may be waived by mutual agreement between the employer and employee);
- (iii) a Welfare Worker who is required to be responsible for a major activity or group of activities within an Agency or department; or
- (iv) a Welfare Worker appointed as a Deputy to a Welfare Worker Class III.

(f) Welfare Worker Class III

All qualified Welfare Workers who are required to:

- (i) take charge of an Agency or Department with a staff of more than 3 and up to 7 workers, covered by the award, or with a staff of at least two workers covered by the award, plus other employees totalling 12 in number, who are employed as part of the permanent establishment on a regular monthly contract of employment of at least the normal full-time ordinary hours of such Agency or Department;
- (ii) a Welfare Worker who acts as a Deputy to a Welfare Worker Class IV;
- (iii) a Welfare Worker in a position which requires special skill and experience and where the responsibilities are mutually agreed by the employer and employee to be equal to those of a Welfare Worker appointed under clause B.3.2(f)(i).

(g) Welfare Worker Class IV

All qualified Welfare Workers who are required to undertake senior administrative responsibilities including:

- (i) a Welfare Worker in charge of an Agency or Department with a staff of 8 or more employees, covered by the award, or with a staff of at least 6 employees covered by the award, plus other employees totalling at least 13 in number who are employed as part of the permanent establishment on a regular monthly contract of employment of at least the normal full-time ordinary hours of such Agency or Department;
 - (ii) any Welfare Worker employed in a position the responsibilities of which are mutually agreed by the employer and the employee to be equal to those of a Welfare Worker employed under clause B.3.2(g)(ii) hereof.
- (h)** Provided that where an employee under clause B.3.2 is reclassified by his or her existing employer from class I to class II or class II to class III, the following shall apply:
- (i) A Welfare Worker (qualified) class I, year 7 and thereafter appointed to class II shall be paid at the class II, year 4 and thereafter rate;
 - (ii) A Welfare Worker (qualified) class I, year 6 appointed to class II shall be paid at the class III, year 3 rate;
 - (iii) A Welfare Worker (qualified) class I, year 5 appointed to class II shall be paid at the class II, 2nd year rate;
 - (iv) A Welfare Worker (qualified) class II, year 4 and thereafter appointed to class III shall be paid at the class III, year 2 rate.
- (i) For the purposes of clause B.3.2, yearly increments are based on years of full-time practical experience or service or part-time equivalent service in the performance of welfare work.

B.3.3 Community Development Work

- (a) Community** means a group defined in geographical, cultural, economic, social, demographic, special interest, and/or political terms and is deemed to include those based on gender, race, ethnicity, disability, workplace, residence or age and may be self defined;
- (b) Community Development Work** means working with a community to address issues, needs and problems for that community through facilitating collective solutions, by the use of one or more of the following:

 - research and analysis of community issues, needs or problems;
 - development and maintenance of community resources;
 - community organisation;
 - development, maintenance and evaluation of community programs;
 - community policy development, interpretation and implementation;

- community planning;
- representation, advocacy, negotiation and mediation within and between communities, agencies, institutions and government;
- development and maintenance of networks;
- liaison with community groups, other workers and professional, agencies and government;
- development and transfer of skills and knowledge in community organisation, community education, advocacy, resource development, cultural awareness and other relevant areas, within the community;
- public and community education and public relations;
- preparation and distribution of written, audio-visual and other material as required;
- administrative tasks associated with the maintenance of 'community' projects including preparation of submissions, reports of financial documentation;
- assisting individual members of a community in relation to other professionals, institutions, community agencies, government and other bodies;
- community campaign development and organisation, but excluding the predominant use of direct service delivery to clients, individual casework and counselling.

(c) Community Development Worker

Any person (however titled) carrying out Community Development Work in:

- (i) community or neighbourhood houses and learning centres;
- (ii) community housing or tenant's rights services or projects;
- (iii) equal opportunity or affirmative action projects;
- (iv) women's service or projects;
- (v) disabilities rights projects and services for people with disabilities;
- (vi) community financial counselling services, community legal services, social justice services or projects, community health and occupational health and safety projects;
- (vii) self-help groups or projects;
- (viii) environmental action groups or projects;
- (ix) community information projects or services;
- (x) community arts, writing, theatre or other cultural projects;
- (xi) international aid agencies or projects; or
- (xii) any agency, group, project or service including the following:

- aboriginal community workers, including Aboriginal Health Liaison Officers;
- ethnic community workers (however titled), including Ethnic health workers; or
- community education officers.

(d) Qualified Community Development Worker

- (i) An employee engaged in Community Development Work who holds a post-secondary qualification in Community Work, Community Education Multicultural or Ethnic Studies, Aboriginal Studies, Urban Studies, Community or Welfare Administration (all however titled) or a related and relevant post secondary qualification from a post-secondary educational institution.
- (ii) For the purposes of clause B.3.3, post-secondary qualifications in Social Work, Welfare Work and Youth Work (however titled) are recognised as relevant qualifications.
- (iii) An employee may, through practical experience and skills in Community Development Work, or related areas of employment, be recognised by notice in writing by the employer as coming within the scope of this definition.
- (iv) An Indigenous Community Worker who has participated in relevant short courses of training in the practical skills of community development work is deemed to be a Qualified Community Development Worker when engaged in Community Development Work with or within his or her 'Indigenous Community'.

(e) Unqualified Community Development Worker

An employee engaged in Community Development Work who is not a Qualified Community Development Worker.

(f) Indigenous Community Development Worker

An employee who has:

- (i) direct life experience in and as a member of a particular 'community' (as defined) from which the employee is drawn and in which she or he is working;
- (ii) knowledge, skills and experience of the culture in which she or he belongs;
- (iii) fluency in the community language/s (where relevant).

An 'Indigenous Community Development Worker' includes an Aboriginal worker working with an Aboriginal Community, an Ethnic Worker working with the relevant Ethnic Community and a Self-Help Worker employed to work with the Self-Help community from which she or he came.

(g) Community Development Worker Class I

- (i)** All persons who are performing Community Development Work under the direct supervision of more experienced community development workers who must be based in the same workplace as the persons being supervised.
- (ii)** An unqualified Community Development Worker (as defined), with less than twelve months' experience who is being supervised by a qualified Community Development Worker (as defined), shall commence at the rate of class I, year 1.
- (iii)** An unqualified Community Development Worker with less than twelve month's experience who is being supervised by an unqualified Community Development Worker shall commence at the rate of class I, year 3.
- (iv)** A qualified Community Development Worker with less than twelve months' experience who is being supervised by a more experienced qualified Community Development Worker shall commence at the rate of class I, year 2, unless the supervised worker is a qualified Social Worker or holds a post-graduate qualification in Community Development Work (as defined) in which case the worker will commence at the rate of class I, year 4.
- (v)** A Community Development Worker under direct supervision who has administrative responsibilities shall commence at not less than class I, year 3, notwithstanding any of the above commencement rates.

(h) Community Development Worker Class II

- (i)** An employee who is performing Community Development Work and who is not working under the direct supervision of a more experienced community development worker and includes a sole community development worker employed in a workplace or one who has unsupervised administrative responsibilities.
- (ii)** A qualified Community Development Worker cannot be supervised by a less experienced unqualified or qualified community development worker and must be paid as class II Community Development Worker at the appropriate qualification level (as defined).
- (iii)** An unqualified Community Development Worker working without direct supervision shall commence at class II(a), year 1.
- (iv)** A qualified Welfare Worker (as defined) performing community development work without direct supervision shall commence at not less than class II(a), year 3.
- (v)** An Indigenous Community Development Worker (as defined) working without direct supervision shall commence at not less than class II(a), year 3. If an Indigenous Community Development Worker does possess a qualification (as defined) she or he shall commence at a level not less than that defined for the qualification possessed.

- (vi) A qualified Youth Worker (as defined) performing community development work without direct supervision shall commence at not less than class II(a), year 5.
- (vii) A sole Community Development Worker employed in a workplace or a community development worker performing outreach community development work shall commence at not less than class II(a), year 5.
- (viii) The commencing rate for a Financial Counsellor performing Community Development Work shall be not less than class II(a), year 5.
- (ix) The commencing rate for a Tenant Worker performing Community Development Work shall be not less than class II(a), year 5.
- (x) A Community Development Worker who is performing social research shall commence at not less than class II(a), year 7 unless the worker possesses a social work qualification or a post-graduate qualification in community development work or a qualification in social or behavioural sciences, in which case the worker shall commence at no less than the level defined for these qualifications.
- (xi) A Community Development Worker working without direct supervision who possesses a qualification in community development work other than a post-graduate qualification shall commence at not less than class II(a), year 7.
- (xii) A Community Development Worker with a tertiary qualification in the social and behavioural sciences shall commence at not less than class II(a), year 7.
- (xiii) A qualified Social Worker or Community Development Worker holding a post-graduate qualification in community development work performing community development work shall be employed at the classification class II(b).
- (xiv) A Community Development Worker engaged in policy development or policy advice shall commence at not less than class II(b), year 1.
- (xv) A Community Development Worker engaged in community education or community training programs shall commence at not less than class II(b), year 1.
- (xvi) A qualified Social Worker shall commence at not less than class II(b), year 1.
- (xvii) A qualified Community Development Worker with a post-graduate qualification shall commence at not less than class II(b), year 2.

(i) Community Development Worker Class III

All persons performing Community Development Work who are required to provide direct supervision of other community development workers, administrative or support workers. A community development worker employed in a position which requires special skill and experience and where the responsibilities are mutually agreed by the employer and employee to be equal

to those of a Community Development Worker Class III may be employed as such.

For the purposes of clause B.3.3, yearly increments are based on years of full-time practical experience or service or part-time equivalent in the performance of community development work.

B.3.4 Youth Worker

(a) **Youth work** means working with or for young people towards their personal and social development during their transition from childhood to adulthood, by use of one or more of the following functions, and shall include:

- collection and distribution of materials and information pursuant to their development and need;
- assistance in the resolution of specific problems;
- provision of activities and facility management for leisure time;
- liaison with and referral to other professionals and agencies;
- supportive counselling to young people with personal problems or those confronting crisis; and
- coordination of activities or facilities for the development of independent living skills.

(b) **Qualified youth worker**

- (i) An employee engaged in youth work (as defined) who holds a Diploma in Youth Studies (however titled) or a related tertiary qualification which requires at least three years study at a university or college of advanced education with a major in the group dynamics and behavioural studies area.
- (ii) Provided that an employee may, by way of practical experience in youth work or related areas of employment, be recognised by notice in writing by his or her employer as coming within the scope of this definition.

B.3.5 Technical Officer (*) – Austin Health, Royal Children’s Hospital & the Women’s Only

All work levels are performed in a Biomedical engineering or Medical Physics environment and are concerned with the management or repair/ calibration and clinical use of hospital based technology.

(a) **Technical Officer Grade 1**

With close technical guidance, and as a Technical practitioner, perform straightforward relevant tasks.

(b) **Technical Officer Grade 2**

With technical guidance, and as a Technical practitioner, perform straightforward relevant tasks or activities.

(c) Technical Officer Grade 3

With limited guidance, and as a Technical practitioner, perform straightforward relevant tasks, activities or functions of a moderately complex nature.

(d) Technical Officer Grade 4

With limited guidance or within broad guidelines perform activities or functions either as a Technical practitioner, Technical specialist or a Technical manager at moderately to very complex levels with limited management responsibility and corporate impact.

B.3.6 Biomedical Technology

(a) Biomedical Technologist

An employee with Diploma Qualifications or their equivalent who is principally involved in duties including construction, maintenance, inspections, acceptance tests and quality tests on Biomedical Equipment and who is required to provide other hospital staff with advice concerning suitability, reliability and correct use of Biomedical equipment.

(b) Biomedical Technologist Radiation

An employee with diploma qualifications or equivalent who is principally involved in duties including the construction, maintenance, tests, inspections, acceptance tests and quality tests on Biomedical Radiation equipment and who is required to provide other hospital staff with advice concerning suitability, reliability and correct usage of Biomedical Radiation equipment.

B.3.7 Client Adviser/Rehabilitation Consultant

(a) Grade 1 Client Adviser/Rehabilitation Consultant

An employee employed as a Client Adviser/Rehabilitation Consultant who possesses an appropriate degree in the health welfare or vocational fields.

(b) Grade 2 Client Adviser/Rehabilitation Consultant

A qualified Client Adviser/Rehabilitation Consultant who is required to undertake additional responsibilities, eg. is required to perform work which requires special knowledge or depth of experience in the rehabilitation area; is required to supervise Qualified and other Rehabilitation Consultant staff and teach Rehabilitation Consultant students.

(c) Grade 3 Senior Clinician or Senior Client Adviser/Rehabilitation Consultant

A Senior Clinician is a qualified Client Adviser/Rehabilitation Consultant with at least 7 years' experience, possessing specific knowledge in a branch of the profession and working in an area that requires high levels of specialist knowledge as recognised by the employer. Parameters of this position would include some of the following: consultative role, lecturing in their clinical specialty, teaching under-graduates and/or post-graduate students and providing education to staff from other disciplines.

A Senior Client Adviser/Rehabilitation Consultant is a qualified Client Adviser/Rehabilitation Consultant who has at least 7 years' experience and/or experience in the rehabilitation process as recognised by the employer and who is required to undertake additional responsibility in regards to administration and supervision of staff and/or management.

(d) Grade 4 Principal Client Adviser/Rehabilitation Consultant

A Principal Client Adviser/Rehabilitation Consultant has responsibility for the overall rehabilitation process and/or service delivery.

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B.3.8 Dental Technician

(a) Apprentice Dental Technician

An employee who is in the process of completing an accredited trade certificate course to become a licensed Dental Technician.

(b) Dental Technician Level I

An employee who has successfully completed a trade certificate course and is a licensed Dental Technician.

(c) Dental Technician Level II

An employee who is a licensed Dental Technician and is the Technician in Charge and is either; a Dental Technician responsible for the production and quality of work of a specialist unit of the Dental Laboratory Service of the Royal Dental Hospital of Melbourne; or is responsible for the administration and efficient functioning of Dental Technician Services in an establishment other than the Royal Dental Hospital of Melbourne.

(d) Foreman Dental Technician

An employee who is a Licensed Dental Technician and is the Foreman Technician and is either; responsible to the Dental Laboratory Manager for the production and quality of work of a major section of the Dental Laboratory Service at the Royal Dental Hospital of Melbourne; or is responsible for the administration and efficient functioning of Dental Technician Services at an establishment other than at the Royal Dental Hospital of Melbourne.

(e) Dental Laboratory Manager

An employee who is a Licensed Dental Technician and is the Dental Laboratory Manager, responsible to the Director of Dental Services for the administration and efficient functioning of the Dental Technician Services of the Royal Dental Hospital of Melbourne.

(f) Dental Prosthetist

(i) An employee who is responsible to the Head of General Practice Dentistry for the clinical stages of patients and any consequent instruction of Dental Technicians in the laboratory stages of treatment.

(ii) A Dental Prosthetist appointed on or after 1 January 1995 must have successfully completed an Associate Diploma in Dental Technology.

Schedule C—Medical Scientists, Pharmacists and Psychologists

C.1 AUDIOLOGISTS

This clause should be read in conjunction with clause 12.4.

C.1.1 Audiologist Grade I

- (a) An Audiologist Grade I is an Audiologist who performs audiology work under the routine direction of a more experienced audiologist.
- (b) For the purpose of this clause:
 - (i) the 1st year of experience after qualification shall be deemed to commence on the 1st day of January in the year following the year during which the Audiologist presented himself/herself for final examination or presents their final thesis for examination which, if successful, would entitle the Audiologist to the degree of Masters of Science/Audiology;
 - (ii) where an Audiologist is required to attend a supplementary examination, or make amendments to their thesis, such Audiologist shall, if successful, be deemed to have passed the requirements of the degree of Masters of Science/Audiology in the year during which such final examination was held or the thesis submitted
 - (iii) when an Audiologist Grade I—1st year of experience after qualification commences employment during the first year after qualification, such Audiologist shall be advanced to the classification Audiologist Grade I—2nd year of experience after qualification as from the 1st day of January in the next succeeding year.
 - (iv) Provided that:
 - an Audiologist who holds or is qualified to hold the degree of Master of Science/Audiology and is engaged as an Audiologist Grade 1 Year 1 shall not be entitled to the higher qualification payment prescribed in clause C.1.8 for a period of two years; and
 - an Audiologist who holds or is qualified to hold the degree of Doctor of Philosophy in Audiology shall be entitled to be classified as an Audiologist Grade I, 2nd year of experience after qualification, provided further that an Audiologist so classified shall not be entitled to the higher qualification payment prescribed in clause C.1.8 for a further period of two years.

C.1.2 Audiologist Grade II

- (a) An Audiologist Grade II is an Audiologist who:
 - (i) supervises Grade I Audiologists; or
 - (ii) has responsibility for the supervision of Masters of Science/Audiology students. With the proviso that reclassification under this provision shall not be open to Audiologists with less than three years clinical experience; or

- (iii) is engaged in clinical work requiring special knowledge and breadth of experience; or
 - (iv) is the sole Audiologist employed by a health service.
- (b) Provided that an “Audiologist Grade I—4th year of experience and thereafter appointed to this grade shall be paid at the “Audiologist Grade II—2nd year after appointment” rate.

C.1.3 Audiologist Grade III

- (a) An Audiologist Grade III is an Audiologist who in addition to meeting the requirements of Grade II, has at least five years’ experience in the field and:
- (i) is engaged in specialised diagnostic or clinical work with a research or developmental thrust; and/or
 - (ii) supervises Grade I and Grade II Audiologists; and/or
 - (iii) is responsible for the clinical training and practical placement of Audiology students; and/or
 - (iv) is a Deputy to a Grade IV Audiologist; and/or
 - (v) is a Senior Clinician Grade III.

C.1.4 Senior Clinician (Grade III)

- (a) A Senior Clinician Grade III is an Audiologist possessing clinical expertise in a branch of audiology that requires specialist knowledge above the requirements for Audiologist Grade II, with at least 7 years’ experience, and who is required to undertake some of the following duties and responsibilities:
- (i) consultative role; and/or
 - (ii) lecturing in an aspect of audiology; and/or
 - (iii) teaching under-graduates and/or post-graduate students; and/or
 - (iv) providing education to staff from other disciplines.

C.1.5 Audiologist Grade IV

- (a) An Audiologist Grade IV is an audiologist who, in addition to meeting the requirements for Audiologist Grade III, is in charge of an audiology unit in a health service and is responsible for the organisation of an audiology unit of 3 or more equivalent full-time audiologists (including themselves) and for the supervision of audiology staff.

C.1.6 Deputy Director of Allied Health—Audiologist

- (a) An Audiologist appointed as Deputy Director of Allied Health shall be paid at the Scientist Deputy Director rate of pay.

C.1.7 Director of Allied Health—Audiologist

- (a) Where an Audiologist is employed as a Director of Allied Health they shall be paid at the Scientist Grade 5 rate of pay provided for by 12.4(e).

C.1.8 Audiologists—Higher Qualifications Allowance

- (a) Where an Audiologist has a higher qualification they shall be paid, in addition to the rates of pay prescribed in 12.4, the following:
- (i) for Graduate Certificate or other recognised equivalent qualification, the sum of 4% of the standard rate as defined;
 - (ii) for Graduate Diploma in Audiology or Graduate Diploma in Health Administration, or other recognised equivalent qualification, the sum of 6.5% of the standard rate as defined;
 - (iii) for Master of Audiology, Master of Science, Master of Applied Science, or any other recognised equivalent qualification from a tertiary institution, the sum of 7.5% of the standard rate as defined;
 - (iv) for Doctor of Science, Doctor of Philosophy in Audiology, or any other recognised equivalent qualification from a tertiary institution, the sum of 10% of the standard rate as defined.
- (b) Such allowance shall not be cumulative in the case of multiple higher qualifications.
- (c) The standard rates of pay for the purpose of this clause shall be “Medical Scientist Grade I, Year 3”.

C.2 CLINICAL PERFUSIONISTS

This clause should be read in conjunction with clause 12.4.

C.2.1 Clinical Perfusionist Grade I (Perfusionist-in-Training)

- (a)** A person appointed as such who holds, or is qualified to hold, an appropriate tertiary qualification (Bachelor of Science, Bachelor of Applied Science or equivalent qualification) and who is training in perfusion duties.
- (b)** Provided that:
 - (i)** A Clinical Perfusionist who holds or is qualified to hold the degree of Bachelor of Applied Science Honours or Bachelor of Science Honours (four year course) shall be entitled to be classified as a “Clinical Perfusionist - grade I, 2nd year of experience after qualification”;
 - (ii)** a Clinical Perfusionist who holds or is qualified to hold the degree of Master of Applied Science or Master of Science shall be entitled to be classified as a “Clinical Perfusionist - grade I, 3rd year of experience after qualification”, provided further that a Clinical Perfusionist so classified shall not be entitled to the higher qualification payment prescribed in clause C.2.5 for a further period of two years;
 - (iii)** a Clinical Perfusionist who holds or is qualified to hold a degree of Doctor of Philosophy shall be entitled to be classified as a “Clinical Perfusionist - grade I, 5th year of experience after qualification”, provided further that a Clinical Perfusionist so classified shall not be entitled to the higher qualification payment prescribed in clause C.2.5, for a further period of two years; and
 - (iv)** a Clinical Perfusionist who has gained experience under any other part or clause of this award shall be entitled to be classified at the “year of experience after qualification” which would equate to the total of that experience under clauses C.2.1(b)(i), (ii), or (iii) above.

C.2.2 Certified Clinical Perfusionist Grade 2

- (a)** A person who has obtained the qualification of Certified Clinical Perfusionist of the Australasian Board of Cardiovascular Perfusion or equivalent qualification who is capable of performing perfusion duties of a complex nature, including research and developmental tasks.

C.2.3 Clinical Perfusionist Grade 3

- (a)** A person with at least 5 years’ experience as a certified perfusionist, and who in addition to the requirements of Grade 2 is required to undertake some of the following duties and responsibilities:
 - (i)** undertakes research and developmental tasks and/or
 - (ii)** is responsible for the supervision of perfusionists-in-training and/or
 - (iii)** provides education and in-service training to other health professionals and/or

- (iv) is the recognised specialist in support therapies including ECMO (extra-corporeal membrane oxygenation) and/or VADS (ventricular assist devices) and/or IABP (intra-aortic balloon pump) and/or
- (v) is responsible for establishing and maintaining clinical perfusion guidelines and protocols and/or
- (vi) (f) is responsible for co-ordination and communication with other health professionals, including biomedical engineers, and with suppliers to maintain perfusion services/optimal patient outcomes and/or
- (vii) is Deputy to a Grade 4 perfusionist, and may undertake duties as delegated by the Perfusionist in Charge.

C.2.4 Clinical Perfusionist Grade 4

- (a) Perfusionist-in-charge of a team Perfusionists.
- (b) The Perfusionist-in-Charge is expected to:
 - (i) exercise organisational, supervisory and management skills;
 - (ii) exercise mature technical and clinical knowledge and judgement as it relates to patient care and to the operation and testing of equipment,
 - (iii) continuously develop expertise, keeping up with advances in the relevant body of technical and clinical knowledge;
 - (iv) seek and utilise other specialist advice where required
 - (v) coordinate and communicate with surgical and anaesthetic staff.

C.2.5 Clinical Perfusionists—Higher Qualifications Allowance

- (a) Where a Clinical Perfusionist has a higher qualification they shall be paid, in addition to the rates of pay prescribed in 12.4(c), the following:
 - (i) for Graduate Certificate in Clinical Perfusion, or other recognised equivalent qualification, the sum of 4% of the standard rate as defined;
 - (ii) for Graduate Diploma in Bacteriology or Graduate Diploma in Health Administration or other recognised equivalent qualification, the sum of 6.5% of the standard rate as defined.
 - (iii) for Member of the Australian Association of Clinical Biochemists, Diploma of Bacteriology, Master of Science, Master Of Applied Science, Member of the Australian Institute of Physics, Human Genetics Society of Australasia Certified Cytogeneticist, Graduate Diploma in Health Administration or other recognised equivalent Degree or Diploma from a tertiary institution the sum of 7.5% of the standard rate as defined;
 - (iv) for Fellow of the Australian Association of Clinical Biochemists, Fellow of the Australian Institute of Medical Scientists, Doctor of Science, Doctor of Philosophy, Fellow of the Australian Institute of Physics Member of the Royal College of Pathologists or other recognised equivalent qualification, the sum of 10% of the standard rate as defined.

- (b) Such allowance shall not be cumulative in the case of multiple higher qualifications.
- (c) The standard rate of pay for the purpose of this clause shall be Clinical Perfusionist Grade 1, Year 3.

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C.3 DIETITIANS

This clause should be read in conjunction with clause 12.4(d).

C.3.1 Dietitian Grade I

- (a) A Dietitian who performs dietetics work under the routine direction and supervision of a more experienced Dietitian. Provided that:
- (i) a Dietitian who holds or is qualified to hold the degree of Bachelor of Science with Honours shall be entitled to commence on the rate of Dietitian Grade I, 3rd year of experience after qualification;
 - (ii) a Dietitian who holds or is qualified to hold the degree of Master of Science shall be entitled to commence on the rate of Dietitian Grade I, 4th year of experience after qualification, provided further that such Dietitian shall not be entitled to the higher qualification payment for a further period of two years;
 - (iii) a Dietitian who holds or is qualified to hold the degree of Doctor of Philosophy shall be entitled to commence on the rate of Dietitian Grade I, 5th year of experience after qualification, provided further that such Dietitian shall not be entitled to the higher qualification payment for a further period of two years.

C.3.2 Dietitian Grade 2

- (a) A Dietitian required to undertake the following duties or responsibilities:
- (i) is in charge of a section of a Department; or
 - (ii) supervises dietetic students and/or Grade 1 dietitians; or,
 - (iii) is employed on work requiring experience and expertise in one or more of the following: clinical nutrition, nutrition education, health promotion, nutritional support, paediatrics or rehabilitation; or,
 - (iv) is a sole practitioner.

C.3.3 Dietitian Grade 3

- (a) A Dietitian who is required to undertake additional duties or responsibilities, or required to have clinical expertise above the requirements for Grade 2, in accordance with the following criteria:
- (i) A Dietitian who is in charge of a Nutrition Department in a Group 2 health service; or,
 - (ii) A Dietitian appointed deputy to the Dietitian in charge of a Group 1 Department/Service in a health service or who is required to undertake a significant administrative role within a Grade 1 Department or Service, including some of the following:
 - Monitoring targets and key performance indicators for the service or a part of the service;
 - Planning & management of the strategic direction of a dietetic team

- Advocating to management on behalf of the team;
- Involvement in staff recruitment and performance appraisal;
- Coordination of staff professional development;
- Supervision of other staff, which may include Grade 2 Dietitians; or,

(b) Senior Clinician Grade 3

A Dietitian possessing clinical expertise in a branch of dietetics/nutrition that requires specialist knowledge above the requirement for Grade 2, with at least 7 years' experience, and who is required to undertake some of the following duties and responsibilities:

- mentoring and/or professional supervision of Grade 1 and Grade 2 Dietitians
- coordination of dietetic student placements; liaison with university clinical educators;
- acting on expert advisory committees;
- project planning, management & evaluation;
- professional advocacy, providing specialist advice to other dietitians;
- taking a key role in chronic disease management;
- ongoing and active involvement in research and/or quality improvement (either directly or as a supervisor);
- lecturing in dietetics/nutrition; and
- providing education, specialist advice and secondary consultation to clinicians from other disciplines.

Provided that in addition to the above, a Senior Clinician in community health will have completed or partially completed a post-graduate qualification in a field relevant to community-based Dietetics, such as Masters or Postgraduate Diploma in Health Promotion, Diabetes Education, or Public Health, or a similar course of study; and may be required to be involved in policy development, quality group education; workplace training, or strategic planning; or,

(c) Community Health Team Leader (however titled)

A Dietitian with at least seven years' experience as a Dietitian in community health or in a public health setting who is responsible for leading a team of community health workers, and who has supervisory responsibilities which include:

- Monitoring targets and Key Performance Indicators;
- Planning & management of the strategic direction of the team;
- Advocating to management on behalf of the team;

- Involvement in staff recruitment and performance appraisal;
- Coordination of staff professional development;
- Supervision of other staff.

C.3.4 Dietitian Grade 4

(a) A Dietitian who has additional responsibilities or clinical expertise above the requirements for Grade 3 in accordance with the following criteria:

- (i) is a Dietitian who is in charge of a Group 1 Department or service in a health service; or,
- (ii) is appointed Deputy to a Manager Dietetics and Nutrition Services; or
- (iii) is required to undertake a significant administrative role within a Group 1 Department/Service, including:
 - Managing a service at campus level of a multi-campus health service; and/or
 - exercising financial management responsibilities such as monitoring expenditure, providing reports to the Board and contributing to the preparation of budgets; and/or
 - exercising human resources management responsibilities including staff recruitment and performance appraisal;
 - contributing to the overall growth and development and strategic goals of the organisation;
 - developing partnerships with other organisations;
 - representing dietetics on relevant committees & working groups both internal and external to the organization.
 - has an ongoing and active involvement in research and / or quality improvement either directly or as a supervisor.

(b) Senior Clinician Grade 4

A Dietitian with at least 10 years postgraduate experience who is responsible for the mentoring and supervision of Grade 3 dietitians and for providing clinical leadership in an area(s) of dietetic practice. In addition to satisfying the requirements of a Senior Clinician Grade 3, a Senior Clinician Grade 4 shall satisfy one or more of the following criteria:

(i) Advanced Clinical Practice

- As a recognised dietetic specialist in an area(s) of dietetic practice, provides specialised clinical services to patients within their area of clinical expertise. This may include referrals from other health services; and/or,

- Has higher academic achievements. One element which will be considered is the attainment of a higher qualification as prescribed as by clause C.3.8(a)(iv) of this schedule; and/or,

(ii) Teaching and Education

- Teaching or academic supervision of undergraduates and/or post graduate students and/or provision of specialist dietetic education programmes to staff from other disciplines. May have an honorary academic appointment; and/or,

(iii) Research

- Directing and coordinating dietetic research and/or having responsibility for extensive research or practice development demonstrated through research publications and being a major initiator of funding applications; and/or,

(iv) Special Projects

- Directing and coordinating special projects or clinical trials where relevant; or,

(v) Community Health Dietitian Manager

A Dietitian with at least 10 years postgraduate experience as a Dietitian in a community health or public health setting with management responsibilities, and who is required to undertake some of the following duties and responsibilities:

- Managing an area of the Community Health Service; and/or
- overseeing Grade 3 Community Team Leaders, which may include teams led by other health professionals; and/or
- exercising financial management responsibilities such as monitoring expenditure, providing reports to the Board and contributing to the preparation of budgets; and/or
- exercising human resources management responsibilities including staff recruitment and performance appraisal;
- contributing to the overall growth and development and strategic goals of the organisation;
- developing partnerships with other organisations;
- Having responsibility for quality assurance within their programs/areas.

C.3.5 Manager Dietetics and Nutrition Services

A dietitian who has responsibility for the management of all dietetic/ nutrition services across a multi-campus health service, where at least one campus is a Group 1 Department, and/or who has management responsibility for food services in a health service.

C.3.6 Deputy Director of Allied Health

A Dietitian appointed as Deputy Director of Allied Health shall be paid at the Scientist Deputy Director rate of pay.

C.3.7 Director of Allied Health

A Dietitian appointed as Director of Allied Health shall be paid at the Scientist Director rate of pay.

C.3.8 Dietitians – Higher Qualifications Allowance

- (a) Where a Dietitian has a higher qualification they shall be paid, in addition to the rates of pay prescribed in 12.4(d), the following:
- (i) for Graduate Certificate or other recognised equivalent qualification, the sum of 4% of the standard rate as defined;
 - (ii) for Graduate Diploma in Dietetics, or Graduate Diploma in Health Administration or other recognised equivalent qualification, the sum of 6.5% of the standard rate as defined;
 - (iii) for Master of Science, Master of Science, in Dietetics, Human Genetics Society of Australasia Certified Cytogeneticist, or any other recognised equivalent qualification from a tertiary institution, the sum of 7.5% of the standard rate as defined;
 - (iv) for Doctor of Philosophy, Doctor of Science in Dietetics, Fellowship of the Australian Institute of Medical Scientists, or any other recognised equivalent qualification from a tertiary institution, the sum of 10% of the standard rate as defined.
- (b) Such allowance shall not be cumulative in the case of multiple higher qualifications.
- (c) The standard rates of pay for the purpose of this clause shall be Dietitian Grade 1, Year 3.

C.3.9 Grouping of Departments of Dietetics and Nutrition

For the purpose of dietitians covered by this award

(a) Multi Campus Health Services

The following health services are identified for the purposes of clause C.3.5 of this schedule (Manager Dietetics and Nutrition Services)

- Alfred Health
- Austin Health
- Barwon Health
- Melbourne Health
- Northern Health
- Peninsula Health

- Royal Children’s Hospital
- Southern Health
- St. Vincent’s Health
- Western Health

(b) Group 1 Departments:

- Alfred Health (Alfred campus)
- Austin Health (Austin Hospital campus)
- Alfred Health (Caulfield General Medical Centre)
- Barwon Health (Geelong Hospital campus)
- Eastern Health (Box Hill campus)
- Latrobe Regional Hospital
- Melbourne Health (Parkville campus)
- Northern Health (The Northern Hospital)
- Peninsula Health (Frankston Hospital campus)
- Southern Health (Dandenong campus)
- Southern Health (Kingston Centre)
- Southern Health (MMC campus)
- St. Vincent’s Health (St. Vincent’s Hospital campus)
- Western Health (Western Hospital campus)

(c) Group 1 Services

- Ballarat Health Service
- Bendigo Health Service
- Eastern Health (inner)
- Eastern Health (outer)
- Peter MacCallum Cancer Service

(d) Group 2 Departments

- Ballarat Health Service (Queen Elizabeth Centre)
- Barwon Health (Grace McKellar Centre)
- Djerriwarrh Health Service
- Goulburn Valley Base Health

- Melbourne Health (Royal Park campus)
- Mercy Health and Aged Care (Werribee Campus)
- Mildura Base Hospital
- Mount Alexander Hospital
- North East Health Wangaratta
- Northern Health (Bundoora Extended Care)
- Northern Health (Craigieburn Health Service)
- Royal Women's Hospital
- South West Health Care
- Southern Health (Casey Hospital)
- Swan Hill District Hospital
- Western District Health Service

(e) **Criteria for Classification of Departments of Nutrition and Dietetics**

Departments will be classified into groups according to the criteria and point scores set out herein.

Criteria	Points weighting
Services	
Beds average occupancy over twelve months per 50 or part thereof	1
Outpatients up to 5 sessions per week	1
6 to 10 sessions per week	2
11 or more sessions per week	4
Specialisation—gastroenterology, renal, endocrine, ICU/ burns/ transplantation, nutrition support service, cardiac, oncology, obstetrics/gynaecology, HIV, paediatric	
Per specialist unit with significant involvement; or	1/2
is a recognised state referral centre for one of these; or	5
is recognised as a major base for developing health promotion programmes in nutrition	3
Regional—provides administrative and/or professional services to other agencies under formal arrangements	2
Other features	
(One point is deducted for each feature which Department does not have)	

Criteria	Points weighting
Standards of care/treatment policy guidelines are documented and updated	-1
An active patient care audit programme operates	-1
Performance of all professional staff is appraised regularly	-1
Inpatient menus facilitate patient compliance with dietary guidelines	-1
A monitoring system exists to identify inpatients at nutritional risk	-1
Dietitians attend multidisciplinary patient care team meetings routinely	-1
A staff development programme operates in the Department	-1
Staffing	
Dietitians per EFT	3
Non professional staff	
administrative responsibility	< 5 2
	> 5 4
functional responsibility	< 5 1
	> 5 2
Administration	
Responsible to the CEO or Medical Director or Director of Allied Health or member of Health Service Executive for budget control and other management functions	5
Administratively responsible for part of the food service	2
Teaching	
Placement of student Dietitians for practical training	2
Major centre for student training	4
Established role in training of nurses or other health professionals	1

Criteria

**Points
weighting**

Groupings

Group 1 Departments

- an aggregate score of
36 points or more

Group 2 Departments

- an aggregate score of
up to 35 points

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C.4 GENETIC COUNSELLORS

This clause should be read in conjunction with clause 12.4(e).

C.4.1 Classification of Employees – Preamble

- (a) A Genetic Counsellor means a person who is eligible for certification from the Human Genetics Society of Australia.
- (b) Genetic counselling activities are guided by the policies of the Human Genetics Society of Australasia (HGSA). These include guidelines for the practice of genetic counselling, for training, certification in genetic counselling and for the structure of clinical genetics units in Australasia. The Australasian Society of Genetic Counsellors (a special interest group of the HGSA) has a code of ethics for Genetic Counsellors. In order to achieve best practice the guidelines and code will be respected and used as a reference by Genetic Counsellors and their employers.
- (c) In Australia, the HGSA Board of Censors in Genetic Counselling oversees training and certification in genetic counselling as well as maintenance of professional standards. HGSA Council ratifies decisions made by the Board of Censors in Genetic Counselling. The certification process has two parts, Part 1 and Part 2.
- (d) Part 1 is achieved either by the completion of a defined set of 'skills competencies' as defined in the HGSA guidelines for training in genetic counselling or by the successful completion of a HGSA recognised postgraduate course in genetic counselling, i.e. graduate diploma or Masters in genetic counselling. Eligibility for Part 1 certification is the base requirement for employment as a genetic counsellor. No higher qualification allowance will apply in relation to the Part 1 recognised qualification of Graduate Diploma or Masters (Griffith University only as at 2005) in genetic counselling or the Part 2 HGSA certification.
- (e) Part 2 HGSA certification is achieved by fulfilling the employment, reports and submission requirements of the HGSA Board of Censors in Genetic Counselling. A genetic counsellor working towards Part 2 certification will be known as an associate genetic counsellor. A genetic counsellor who has Part 2 certification will be known as a certified genetic counsellor. Part 2 certification can be achieved in genetic counselling (general) or genetic counselling (cancer). The latter is considered to be a specialty area.
- (f) A genetic counsellor who holds Part 1 and achieves Part 2 certification in general or the cancer specialty area shall progress one increment in the salary structure.
- (g) A genetic counsellor who has Part 2 certification in the cancer specialty area shall be considered an associate genetic counsellor if not working in that specialty area, and shall be employed according to their skills and experience, but no higher than the highest level of Grade 2.
- (h) Subject to satisfactory performance, Genetic Counsellors will progress by annual increments to the highest level in Grade 3, provided appropriate Part 2 certification is achieved for progression to Grade 3. Advancement beyond Grade 3 will be by promotion to an available position. A genetic counsellor may seek to have their classification level reviewed.

- (i) Clauses C.4.2 to C.4.6 defines the professional structure for Genetic Counsellors. It should be read in conjunction with the position description and/or duty statement of any given genetic counselling position which defines the specific duties, and requirements of that position.

C.4.2 Grade 1 Associate Genetic Counsellor And Genetic Counsellor Certified In a Specialty Area

- (a) A Grade 1 Counsellor will be expected to perform fundamental/basic genetic counselling activities. Policy, precedent, professional standards and expertise will guide these activities. The Grade 1 Counsellor has ready access to the guidance of both a HGSA certified Genetic Counsellor and medical geneticist, and works under their supervision.
- (b) A Grade 1 Counsellor has (or is eligible for) Part 1 certification. Grade 1 may include a Genetic Counsellor who has Part 2 certification in a specialty area, where that specialty training is of a minimum duration of one year.
- (c) The following are the entry points for employment of a Grade 1 Genetic Counsellor:
 - (i) Genetic Counsellor Grade 1 Year 1—Part 1 HGSA certification in genetic counselling and no relevant work experience.
 - (ii) Genetic counsellor Grade 1 Year 2—Part 1 HGSA certification in genetic counselling and some relevant work experience or a Masters in a relevant discipline. Provided that the holder of a relevant Masters qualification will not be entitled to be paid the Masters Higher Qualifications Allowance until the second year of their employment.
 - (iii) Genetic Counsellor Grade 1 Year 3—Part 1 HGSA certification in genetic counselling and significant relevant work experience or a PhD in a relevant discipline. Provided that the holder of a relevant doctoral qualification will not be entitled to be paid the Doctoral Higher Qualifications Allowance until the second year of their employment.

C.4.3 Grade 2 Associate Genetic Counsellor and Certified Genetic Counsellor

- (a) A Grade 2 Counsellor will be expected to perform the work of a Grade 1 Counsellor but with a greater degree of depth, complexity and autonomy. The Grade 2 Counsellor takes responsibility, in the context of a genetic team, for the management of more complex cases with respect to genetic issues, and may provide workplace supervision to a Grade 1 Counsellor. They are expected to contribute to the direction of the service. Policy, precedent, professional standards, and expertise will guide these activities.
- (b) The Grade 2 Counsellor participates in the development and definition of policy and procedure in conjunction with team members. A Grade 2 counsellor requires routine supervision to general direction, depending on tasks involved and experience.
- (c) A Grade 2 Counsellor has a minimum of HGSA Part 1 certification and at least one year experience as a Grade 1 Counsellor (ie previous work experience in genetic counselling).

C.4.4 Grade 3 Certified Genetic Counsellor

- (a) A Grade 3 Counsellor is a HGSA certified genetic counsellor. They are expected to perform higher-level genetic counselling activities and make a contribution to the development of both the service and the development of other genetic counselling professionals. A Grade 3 Counsellor is expected to make significant contributions to the clinical activities of the health service and play a major role in professional activities, quality assurance and/or research.
- (b) Entry level to Grade 3 is contingent upon the Counsellor having Part 2 certification in genetic counselling, provided that in the case of a Part 2 (specialised) certification the counsellor is working in that area of specialisation.
- (c) A Grade 3 counsellor is expected to perform the work of a Grade 2 Counsellor but to a more complex/sophisticated level and to participate to a greater extent in activities relating to service development.

C.4.5 Grade 4 Certified Genetic Counsellor

- (a) Grade 4A. A Grade 4A Counsellor is a HGSA certified Genetic Counsellor. They are expected to make a significant contribution to the management and development of a service area, and make a significant contribution to the clinical activities of the health service, within the employing organisation. They are expected to play a major role in professional activities including education and supervision, quality assurance and/or research. A Grade 4A Counsellor is expected to perform the work of a Grade 3 Counsellor to a more complex/sophisticated level and to participate to a greater extent in genetic counselling professional activities, and in activities relating to service management, development or delivery.
- (b) Grade 4B. A Grade 4B counsellor, in addition to the duties employed by a Grade 4A Counsellor, will be expected to manage a complex service area of the employing organisation.

C.4.6 Grade 5 Senior Genetic Counsellor

- (a) A Grade 5 Counsellor is a HGSA certified Genetic Counsellor, and is classified as a senior Genetic Counsellor. They will be expected to exercise primary responsibility in providing leadership within the professional group and /or the service/organisation. They provide clinical leadership within the discipline and may provide leadership to other professionals within the organisation. A counsellor at this grade fosters excellence in clinical care, professional activities, research, education and policy development. They make a significant contribution to the management of a clinical service or research group or the organisation.

C.4.7 Higher Qualifications Allowance

- (a) Where a genetic counsellor has a higher qualification they shall be paid, in addition to the rates of pay prescribed in the appropriate clause, the following:
 - (i) Master of Health Science (Genetic Counselling), Master of Science (Genetics), Master of Social Work, Master of Psychology, Member of Human Genetics Society of Australia;

- (ii) Doctor of Philosophy (Genetic Counselling, Genetics, Psychology, Social Work),

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C.5 MEDICAL PHYSICISTS

This clause should be read in conjunction with clause 11.

This classification structure only applies to Medical Physicists employed by Austin Health, Barwon Health, Alfred Health, and Peter MacCallum Cancer Centre. Other health services may opt to use the classification structure or continue to use the medical scientist classification structure for their Medical Physicists.

C.5.1 Grade 1—Medical Physicist Trainee

- (a) The base qualification for entry into the Medical Physicists classification structure is a Bachelor of Applied Science or a Bachelor of Science with a Physics Major.
- (b) The following are the entry points for Medical Physicists:
 - (i) Physicists: Medical Physicist Grade 1 Year 1 (Base);
 - (ii) Medical Physicist Grade 1 Year 2 (Honours);
 - (iii) Medical Physicist Grade 1 Year 3 (Masters)
 - (iv) Medical Physicist Grade 1 Year 5 (PhD);
- (c) This is a graduate entry level classification where the employee undertakes closely supervised practice whilst in training. Closely supervised practice means the maintenance of a close degree of oversight on all Medical Physics work undertaken.
- (d) The employee at this level would be mentored and guided to develop knowledge and understanding of the role, functions and duties of medical physicists with priority given to radiation safety and education.
- (e) The employee would commence post-graduate training.
- (f) Progression after two years at this level would be determined by completion of the course work component of the Masters' Degree and a performance assessment satisfactory to the chief of the Physics service.
- (g) Medical Physicist trainees will not be entitled to a higher qualifications allowance.

C.5.2 Grade 2—Medical Physicist

- (a) A Medical Physicist at this level performs work under general supervision within a defined scope of practice. "General supervision" means the maintenance of an adequate degree of oversight to ensure that the employee is fulfilling the duties and functions of a Medical Physicist at this level in a safe and proficient manner.
- (b) A defined scope of practice' means having an adequate span of theoretical and practical experience in medical physics equipment and its clinical application, quality assurance and safety as well as radiation safety.
- (c) The Medical Physicist at this level would have completed the course work component of the Masters' Degree and have passed a performance assessment made by the Medical Physics Manager.

- (d) The Medical Physicist would be developing more mature medical physics knowledge, and acquiring more advanced skills and competencies than at the Grade 1 level. The Medical Physicist would take increasing responsibility for specific tasks while working under established directions or protocols. The Medical Physicist would be expected to exercise individual judgement and initiative and be able to discuss principles, techniques and methods with other specialists in an informed and knowledgeable manner.
- (e) A Medical Physicist at Grade 2 does not supervise Grade 1 Medical Physicists.

C.5.3 Grade 3—Medical Physicist

A Medical Physicist who is an accredited and experienced Medical Physicist with advanced and specialised knowledge and skills recognised by the employer according to the criteria set out below. Employer recognition will be limited to ensuring that the following criteria are met. Recognition will not be withheld where the criteria are met.

- (a) May supervise Grade 1 & 2 medical physicists and students and be responsible for a component part of a program or modality.
- (b) Has knowledge, skills and experience across a range of medical physicists' responsibilities to be able to work with minimal supervision. Minimal supervision includes working alone at times or with periodic supervision.
- (c) Makes responsible decisions on matters assigned, including the implementation of medical physics standards and procedures.
- (d) Has sound technical and communication skills enabling the Medical Physicist to communicate effectively with non specialists, students and professionals in related disciplines.
- (e) Makes original contributions or applies new medical physics approaches and techniques to the clinical service, facilities and equipment.
- (f) Makes recommendations that are scientifically or technically accurate and feasible.
- (g) Has a demonstrated capacity to work to the overall objectives of the health service as directed, in cooperation with other professionals and staff within the health service.

C.5.4 Grade 4—Medical Physicist

A Medical Physicist who is an accredited and experienced Medical Physicist with advanced and specialised knowledge and skills recognised by the employer according to the criteria set out below. Employer recognition will be limited to ensuring that the following criteria are met. Recognition will not be withheld where the criteria are met.

- (a) Outlines and assigns work, reviews it for scientific and technical accuracy and adequacy, and may plan, direct, coordinate and supervise the work of other professional and technical staff.
- (b) Makes original contributions or applies new medical physics approaches and techniques to the clinical service, facilities and equipment.

- (c) Commissions new equipment (including testing) and develops appropriate technical and administrative procedures.
- (d) Consults, recommends and advises in multiple areas of the medical physics specialty.
- (e) Reviews the value of programs in relation to the medical objectives and priorities of the health service.
- (f) Deals with problems for which it is necessary to modify established practices and devise innovative approaches.
- (g) A Medical Physicist who is in charge and on site on an ongoing basis in a satellite centre will be paid at the Grade 4 level as a minimum.

C.5.5 Grade 5—Medical Physicist

A Medical Physicist who is an accredited and experienced Medical Physicist with highly specialised knowledge, expertise and considerable experience recognised by the employer according to the criteria set out below. Employer recognition will be limited to ensuring that the criteria below are met. Recognition will not be withheld where the following criteria are met.

- (a) Works in a specialty requiring independence.
- (b) Initiates/participates in the planning and provision of specialised systems/facilities/functions.
- (c) Provides technical and scientific advice to management.
- (d) Responsibility for product or program development.
- (e) Coordinates a number of work programs.
- (f) Directs/advises on correct use of equipment/materials.
- (g) Makes recommendations on large expenditures.
- (h) May supervise a group or groups including Senior Medical Physicists and other staff, or exercise authority and scientific control over a group of professional staff.

C.5.6 Principal Medical Physicist

A Medical Physicist who is an accredited and experienced Medical Physicist with highly specialised knowledge, expertise and considerable experience recognised by the employer according to the criteria set out below. Employer recognition will be limited to ensuring that the criteria below are met. Recognition will not be withheld where the following criteria are met.

- (a) Performs medical physics work in the speciality involving considerable independence in approach, demanding a considerable degree of originality, ingenuity and judgement.
- (b) Has a high level of specialist knowledge of more than one area of medical physics.

- (c) Has a scientific reputation of a high order demonstrated by the publication of articles in their speciality and is recognised as such by their professional peers.
- (d) Initiates or participates in short-range or long-range planning issues.
- (e) Provides specialised medical physics systems, facilities and functions.
- (f) Directs or advises on the correct and safe use of equipment and materials.
- (g) Makes responsible decisions to direct courses of action necessary to expedite the successful accomplishment of assigned projects.
- (h) Supervises a group or groups including senior Medical Physicists and other staff, or exercises authority and scientific control over a group of professional staff in both instances involved in complex non radiotherapy medical physics applications.

C.5.7 Medical Physics Chief Manager (Barwon Health)

- (a) Responsible for the management of a number of Medical Physicists in a limited area of cancer treatment.
- (b) Participates in short-range or long-range planning issues and makes independent decisions on medical physics policies and procedures within an overall program.
- (c) May be involved in taking a detailed technical and scientific responsibility for a product or program development.
- (d) Coordinates work programs.

C.5.8 Medical Physics Manager Level 1

- (a) Responsible for the management of Medical Physicists in a cancer service providing a range of radiotherapy treatments.
- (b) Participates in short-range or long-range planning issues and makes independent decisions on medical physics policies and procedures within an overall program.
- (c) Responsible for one or more satellite centres or a multi campus service.
- (d) May be involved in taking a detailed technical and scientific responsibility for a product or program development.
- (e) Coordinates work programs.

C.5.9 Medical Physics Assistant Manager

- (a) Responsible for supporting the manager in charge of all Medical Physicists across all modalities of treatment in a large cancer service with a number satellite services and a multi campus cancer treatment service.
- (b) Level of technical skills, organisational and interpersonal competence of a high standard to assume the role of manager in the manager's absence.

C.5.10 Medical Physics Manager Level 2

- (a) Responsible for the management of all Medical Physicists across all modalities of treatment in a large cancer service with a number of satellite services and a multi campus cancer treatment service.
- (b) A Medical Physicist who is designated as the Radiation Safety Officer (RSO) shall be classified at a minimum at the Grade 4 level.
- (c) A Radiation Safety Officer Allowance is payable only to an employee fulfilling the role of RSO at the Grade 4 level. The allowance is 5% of the rate of pay specified for the classification and year level under which the employee is engaged as set out in clause 12.4(e) and is payable in respect of periods of paid leave.

C.5.11 Higher Qualifications Allowance

- (a) Where a medical physicist has a higher qualification they shall be paid, in addition to the rates of pay prescribed in the appropriate clause, the following:
 - (i) for a recognised Graduate Certificate in Physics, or recognised equivalent, the sum of 4% of the standard rate as defined in clause 12.4(e);
 - (ii) for Graduate Diploma in Physics, or Graduate Diploma in Health Administration or other recognised equivalent qualification, the sum of 6.5% of the standard rate;
 - (iii) for Master of Science, Master of Physics, Master of Medical and Health Physic, Membership of the Australian Institute of Physics. provided however that the qualification is awarded on the basis of assessment in a health-related discipline or the employee has been employed as a Physicist for a minimum of three years, or other recognised equivalent degree or qualification from a tertiary institution the sum of 7.5% of the standard rate;
 - (iv) for Doctor of Science, Doctor of Physics, Fellowship of the Australian Institute of Physics provided however that the qualification is awarded on the basis of assessment in a health-related discipline or the employee has been employed as a Physicist for a minimum of three years, Doctor of Philosophy or other recognised equivalent qualification, the sum of 10% of the standard rate.
- (b) Such allowance shall not be cumulative in the case of multiple higher qualifications. The standard rate of pay for the purposes of this clause shall be Medical Physicists Grade 1 Year 1.

C.6 MEDICAL SCIENTISTS

This clause should be read in conjunction with clause 12.4(e)

C.6.1 Trainee Scientists (Persons who are engaged in studies leading to the attainment of being eligible for Graduate Membership of the Australian Institute of Medical Scientists)

- (a) Provided that:
- (i) an adult trainee shall receive not less than 80% of the rate prescribed for the classification “Scientist - grade I, 1st year of experience after qualification”;
 - (ii) a trainee who as a full-time student passed all subjects in the first full-time year of the course, shall be paid not less than the rate prescribed for the 3rd year of the course (part-time);
 - (iii) a trainee who as a full-time student passed all subjects specified in the second full-time year of the course, shall be paid not less than the rate prescribed for 5th year and thereafter (part-time);
 - (iv) a trainee who as a full-time student has not passed all subjects specified for the appropriate full-time year of the course shall be paid at a rate equivalent to the next lower part-time classification than that which would apply in clauses C.6.1(a)(ii) and (iii) above.

C.6.2 Scientist—Grade I

- (a) For the purposes of this clause: the “1st year of experience after qualification” shall be deemed to commence on the 1st day of January in the year following the year during which the Scientist presented for final examination which, if successful, would entitle the Scientist to the degree of Bachelor of Science or Bachelor of Applied Science.
- (b) Where a Scientist was required to attend a supplementary examination, such Scientist shall, if successful, be deemed to have passed the final examination in the year during which such final examination was held.
- (c) Where a Scientist grade I-1st year of experience after qualification commences employment during the first year after qualification, such Scientist shall be advanced to the classification Scientist grade I-2nd year of experience after qualification, as from the 1st day of January in the next succeeding year.
- (d) Provided that:
- (i) a Scientist who holds or is qualified to hold the degree of Bachelor of Applied Science Honours or Bachelor of Science Honours (4-year course) shall be entitled to be classified as a “Scientist—grade I, 2nd year of experience after qualification”; and,
 - (ii) a Scientist who holds or is qualified to hold the degree of Master of Applied Science or Master of Science shall be entitled to be classified as a “Scientist—grade I, 3rd year of experience after qualification”, provided further that a Scientist so classified shall not be entitled to the

higher qualification payment prescribed in clause C.6.2(a) of this schedule for a further period of two years; and,

- (iii) a Scientist who is a Fellow of the Australian Institute of Medical Scientists or is qualified to hold a degree of Doctor of Philosophy shall be entitled to be classified as a “Scientist—grade I, 5th year of experience after qualification”, provided further that a Scientist so classified shall not be entitled to the higher qualification payment prescribed in clause C.6.2(a) for a further period of two years; and,
- (iv) a sole Scientist, i.e. a Scientist who is the only Scientist employed in a department, shall be paid at the rate of 5% of the Scientist—grade I (1st year of experience rate) in addition to the appropriate rate applicable to a Scientist—grade I.

C.6.3 Scientist—Grade 2

- (a) Is a Scientist appointed to this grade and/or who:
 - (i) supervises the scientific work in a class 1 department or section; or
 - (ii) is employed on work which requires special knowledge or depth of experience, and/or requires the application of a level of performance worthy of additional remuneration; or
 - (iii) is a deputy to a grade III Scientist who is in charge of a class 2 department or section.
- (b) Provided that a “Scientist grade I-7th year of experience and thereafter” appointed to this grade shall be paid at the “Scientist grade II-2nd year after appointment” rate.

C.6.4 Scientist—Grade 3

- (a) Is a scientist appointed to this grade and/or who:
 - (i) is responsible for the organisation and supervision of the scientific work of a class 2 department/section; or
 - (ii) is deputy to a grade IV scientist; or
 - (iii) has been qualified (as defined) for at least eight years and is engaged on specialised scientific work or work of a research or developmental nature; or
 - (iv) is responsible for a single blood banking laboratory in a single or multi-campus health service; or
 - (v) is a Clinical Trials Coordinator (however titled) who is responsible for the day to day administration and coordination of clinical trials within a clinical laboratory or department or pathology service, where the pathology service provides trial protocol related services. The parameters of this position may include some of the following:
 - responsible for implementation of policy, protocols and procedures including record keeping;

- assist in the preparation of quotes, tenders or budgets, grant applications, and/or submissions to ethics committees;
 - contribute to business strategy and development;
 - liaison with internal and external customers;
 - assist in setting up laboratory protocols to meet clinical trial requirements;
 - liaison with relevant staff to ensure that correct laboratory procedures are followed, sample and results integrity are maintained; or,
- (vi)** is a Quality Officer (however titled) responsible for the day to day maintenance of a pathology or other scientific service's quality system established in accordance with policy and regulatory requirements. The parameters of this position may include some of the following:
- assist in the implementation of policy and quality systems
 - maintenance of document and record systems
 - contribute to the development of audit systems
 - participation in preparation for accreditation and monitoring compliance to regulatory requirements
 - respond to customer and staff quality issues; or
- (vii)** is an Information Technology Officer (however titled) responsible for the day to day maintenance of a pathology or other scientific service's information system. The parameters of this position may include some of the following:
- day to day maintenance of a pathology or other scientific service's information system
 - problem solving and troubleshooting
 - completing data requests for clinical and research purposes
 - interfacing of laboratory instrumentation and information systems
 - development and co-ordination of IT security, development of billing systems, training protocols and training of staff
 - system implementation
 - contribute to system evaluation.
- (viii)** Pathology Department means a department consisting of four or more of the following sections which are: haematology, biochemistry, histology, microbiology, blood bank, serology, haemostasis, virology, electronic laboratory E.D.P., immunology, immuno assay.

C.6.5 Split Duties

- (a) Where a Grade 1 or 2 scientist meets the criteria in C.6.4(a)(v) (Clinical Trials Co-Ordinator) for part of their contracted hours, they shall be paid for all clinical trial duties at a Grade 3 rate of pay.
- (i) At the time of engagement or creation of the split duties position, whichever is the earlier, the employer and the employee who is to be subject to this subclause shall agree in writing on the following matters: a regular pattern of work specifying the hours and/or days which will be spent on the clinical trial duties and/or the dates on which the trial will begin and end and the Grade 3 increment on which they will commence. Any change to this regular pattern of work shall be recorded in writing.
- (ii) Where a scientist meets the requirements of clause C.6.4(a)(v) for more than 12 months they shall be entitled to move through the Grade 3 increments on an annual basis as prescribed by clause 12.4(e) of this award.
- (iii) Any entitlements in this award which are based on the employee's rate of pay shall be paid according to the time fraction which the employee worked on Grade 2 and Grade 3 duties. For example, if the employee works 0.5 of their rostered hours on Grade 3 clinical trial duties and 0.5 on Grade 2 duties, their entitlement shall be paid as 50% at the applicable Grade 2 rate and 50% at the applicable Grade 3 rate.
- (iv) During the period of the split duties, the employee shall be entitled to be paid leave entitlements according to the rate of pay which would have applied had they been on duty on the days for which leave is being taken.

C.6.6 Scientist—Grade 4

- (a) Is a scientist appointed to this grade and/or who:
- (i) a scientist with at least ten years' experience, utilising advanced and specialised professional knowledge and experience; or
- (ii) is responsible for the organisation and supervision of the scientific work of a class 3 Department or section; or
- (iii) is a Clinical Trials Manager (however titled) who is responsible for the overall management and operation of clinical trials within a clinical laboratory or department or pathology service, where the pathology service provides trial protocol related services.. The parameters of this position include the following as applicable;
- strategic business development
 - development, writing and introduction of policy, procedures and protocols,
 - project management
 - obtaining and/or acquitting funding,
 - preparing and processing contracts or laboratory service agreements,

- preparing quotes and tenders for services for commercial and non commercial clinical trials,
 - development of record and/or data management systems for clinical trials,
 - human resource management, and /or
 - management of submissions to ethics committees; or;
- (iv) is a Quality Manager (however titled) who is responsible for the overall management of a pathology or other scientific service's quality system established in accordance with policy and regulatory requirements. The parameters of this position include the following:
- ensuring the service meets and complies with regulatory requirements for accreditation
 - establishing policy in relation to quality matters for a pathology or other scientific service;
 - responsibility for system and audit program development and implementation
 - management of documentation and records systems
 - management of internal and external quality issues ; or
- (v) is an Information Technology Manager (however titled) who is responsible for, strategic planning, development and management of information technology systems for a pathology laboratory or other scientific services. This role shall include management of billing systems where applicable. The parameters of this position include the following:
- overall responsibility for system operation, access and security;
 - responsibility for system evaluation and implementation
 - overall responsibility for training protocols and programs for staff; or
- (vi) is a scientist who is responsible for the maintenance of a blood banking system across a multi-campus health service where there are 2 or more operating blood banking laboratories; or
- (vii) is the minimum classification for a scientist responsible for the day to day, on-site management and supervision of a branch laboratory of a multi-campus/networked pathology service, with a total of more than 3.5 scientist EFT including the supervising scientist; or
- (viii) is the minimum classification for a scientist who is responsible for the day to day management of a neuro-science, sleep and/or respiratory laboratory in a teaching hospital, which deals with high levels of clinical complexity. Parameters of this position may include some of the following: having overall responsibility for maintaining the quality

of testing and the accuracy of reports to medical practitioners and being responsible for policy development and budgets.

C.6.7 Scientist Grade 5

- (a) Is a Scientist who is appointed as a senior principal research Scientist and who is responsible for the coordination of scientific effort on major research programme(s). They are required to have an international reputation of a high order in a significant field of research as made evident by their published contributions in the field as recognised by their peers in the international scientific community.

C.6.8 Principal Scientist

- (a) A scientist with more than 10 years' experience who is a recognized discipline leader within their health service. Possesses higher level interpretative and scientific skills and is responsible for management of their department. This includes managing the budget of their department, human resources (including but not limited to staff recruitment and training) and has overall scientific responsibility for their department including ensuring that their department meets NATA requirements.
- (b) Indicators of this position may include either relevant post graduate qualifications (or progress towards the same) and/or being, or having been, a NATA assessor.
- (c) The senior scientist in each of the following departments shall be graded as a Principal Scientist:
- Alfred Health Haematology Department
 - Alfred Health Anatomical Pathology Department
 - Alfred Health Microbiology Department
 - Alfred Health Biochemistry Department
 - Austin Health Haematology Department
 - Austin Health Microbiology Department
 - Austin Health Biochemistry Department
 - Austin Health Anatomical Pathology Department
 - Eastern Health Anatomical Pathology Department
 - Eastern Health Microbiology Department
 - Eastern Health Core Laboratory
 - Peter MacCallum Cancer Centre Anatomical Pathology Department;
 - Peter MacCallum Cancer Centre Haematology Department;
 - Peter MacCallum Cancer Centre Molecular Pathology Department;
 - Royal Children's Hospital Haematology Department;

- Royal Children’s Hospital Anatomical Pathology Department;
- Royal Children’s Hospital Microbiology Department
- Royal Children’s Hospital Biochemistry Department
- Royal Melbourne Hospital Haematology Department;
- Royal Melbourne Hospital Microbiology Department;
- Royal Melbourne Hospital Anatomical Pathology Department
- Royal Melbourne Hospital Biochemistry Department
- Southern Health Anatomical Pathology Department
- Southern Health Microbiology Department
- Southern Health Biochemistry Department
- Southern Health Haematology Department
- St.Vincent’s Hospital Biochemistry Department;
- St.Vincent’s Hospital Haematology Department;
- St.Vincent’s Hospital Microbiology Department.
- St.Vincent’s Hospital Anatomical Pathology Department

(d) This list may be varied by the Medical Scientists Classification Review Committee as specified in clause C.6.13 of this schedule and shall be subject to ratification by FWC.

C.6.9 Scientist Deputy Director/ Operations Manager/Business Manager (However titled)

(a) Is a Scientist who is:

- (i) appointed a Deputy Director, Operations Manager or Business Manager of a scientific department in a teaching hospital (as defined); or
- (ii) appointed to relieve the Medical Deputy Director of a department in a teaching hospital (as defined), and who assumes the same responsibilities as the Medical Deputy Director as a result of such appointment for a period exceeding four weeks; or
- (iii) appointed as acting Deputy Director to a scientist Director pursuant to clause 12.4(e) (Higher Duties) of this award.

C.6.10 Director (Scientist)

- (a) Is a senior Scientist who is appointed as Director of a scientific or diagnostic Department (however titled) in a health service. A Director (Scientist) shall:
 - (i) have not less than the equivalent of 10 years full-time experience as a medical scientist;
 - (ii) be an expert in one or more scientific disciplines; and

- (iii) hold a Doctor of Philosophy or Doctor of Science in a field related to their discipline; or
 - (iv) hold a Fellowship of any of the following professional organisations: the Australasian Association of Clinical Biochemists, the Australian Institute of Medical Scientists or the Australian Society for Microbiology (medical/clinical microbiology); or
 - (v) hold a Fellowship of the Human Genetics Society of Australia; or
 - (vi) be a Fellow of the Royal College of Pathologists; or
 - (vii) hold an equivalent qualification to any of those referred to in clauses C.6.10(a)(iii) to (vi) above.
- (b) The Director of shall be responsible for the direction and control of the scientific or diagnostic department
 - (c) Where a Scientist is appointed to relieve the Medical Director of the Department, and who assumes the same responsibilities as the Medical Director as a result of such appointment for a period of five or more consecutive days, the Scientist shall be paid at the Director (Scientist) rate of pay for the period they are so appointed.

C.6.11 Medical Scientists Classification Criteria Definitions, Specific Weighting Factors Formula

- (a) The following definitions are to be read in conjunction with the award classification standards.
- (b) A Department/Section is to be determined by the following specific weighting factors formula.
- (c) The first factor is based on fixed annual salaries, as at 31 December 1989, for each classification divided by 1000. The annual salary is to be exclusive of overtime and any ancillary payments.
 - (i) The points for each classification are as follows:
 - grade 4 = 52.88
 - grade 3 = 44.68
 - grade 2 = 37.60
 - grade I= 32.08
 - trainee = 21.18
 - (ii) other classifications such as technicians (23.72) nursing, short term, part-time and ancillary staff (points determined as above) may also be included at the discretion of the parties on individual merit criteria;
 - (iii) reporting relationships vary markedly from institution to institution and in some cases have a bearing on the resultant classification of the Scientist in question on direct accountability grounds;

- (iv) in respect of staff working afternoon, night and/or weekend rosters, the points are to be allocated to the Scientist responsible for their diagnostic supervision. Staff working on rotation (daily, weekly or monthly in different areas) are to be allocated points on a pro rata basis mutually agreed between the persons in charge of the respective areas in which they work and to whom they are responsible. Evidentiary material may be required in the event of a contested application for reclassification.
- (d) The second factor is the aspect of “final responsibility” of the Scientist in question. The criteria for the application of 100 points for this responsibility are:
- (i) the Scientist is a NATA approved signatory; or
 - (ii) there is no more senior scientific specialist on site; or
 - (iii) there is no clinical specialist on site.
- (e) The third factor to be applied is to recognise organisational complexity. The term Unit (which attracts 40 points) is prescriptive in terms of the organisational entity due to the varied usage of the terminology (department, section or unit). This is to ensure a universally applied approach irrespective of local terminology.
- (f) Each ‘Unit’ supervised or for which responsibility is taken attracts 40 points and for the purposes of this clause includes Andrology, Biochemistry, Blood Banking, Cardiology, Cardio-Vascular Perfusion, Clinical Pharmacology, Cytogenetics, Cytology, Embryology, Endocrinology, Gastroenterology, Haematology, Histopathology, IVF Sciences, Immunology, Intensive Care, Lung Function, Medical Physics, Microbiology, Neuropathology, Neurophysiology, Physical Sciences, Renal Dialysis, Renal Unit, Tissue Typing, Vascular Unit or Virology.
- (g) The term Section is applied to other specific areas, other than the abovementioned and is recognised as a single entity in its own right, and will attract twenty points.
- (h) The fourth factor is whether or not the institution in which the Scientist is an employee is a teaching hospital. If so a further 100 points is added to the final score.
- (i) Final Scores:
- Class 1 Department/unit/section - <200 points;
 - Class 2 Department/unit/section - 200 to <480 points;
 - Class 3 Department/unit/section - 480 points or more.
- (j) The above points may be amended or varied, in whole or part, from time to time by agreement of the employer and the Union and may only be amended or varied via a hearing of FWC convened for that purpose.

C.6.12 Medical Scientists Working Party

- (a) The Medical Scientists Working Party shall comprise equal representation from employer and employee parties to this award.
- (b) The classification of a Scientist Grade III or IV according to the application of the formula will not become operative unless a beneficial reclassification is endorsed by the Working Party in the circumstances where the minimum points are exceeded for at least four continuous weeks.
- (c) Reclassifications will be dealt with by the Working Party by consideration of submissions from employers or employees.
- (d) The role of the Working Party in this regard is limited to ensuring that the appropriate criteria are met, and endorsement will not be withheld where the appropriate criteria are met.
- (e) Where a reclassification is endorsed by the Working Party the reclassification shall apply on and from the date at which the employee assumed the relevant duties or the date on which the circumstances first arose entitling the employee to the reclassification.

C.6.13 Medical Scientists Classification Review Committee

- (a) This committee will process applications for reclassification based on the merit criteria as per this award. This Committee shall comprise equal representation from employer and employee parties to this award.
- (b) Alternative provisions to those specified in clause C.6.13(a) above apply to Alfred Health and are specified in Schedule C.
- (c) The merit advancement system does not apply to Medical Physicists.

C.6.14 Medical Scientists – Higher Qualifications Allowance

- (a) Where a Scientist has a higher qualification they shall be paid, in addition to the rates of pay prescribed in the appropriate clause, the following:
 - (i) for Certification Examination for Respiratory Function Scientists, Board of Registered Polysomnographic Technologists, Cytotechnologist (Australian Society of Cytology), Cytotechnologist (International Academy of Cytology) or other recognised Graduate Certificate in medical science, or recognised equivalent, the sum of 4% of the standard rate as defined;
 - (ii) for Graduate Diploma in Health Administration, Graduate Diploma in Medical Laboratory Science or other recognised equivalent, qualification the sum of 6.5% of the standard rate as defined; provided that persons who hold the Graduate Diploma in Medical Laboratory Science, Graduate Diploma Epidemiology, Graduate Diploma Biostatistics or recognised equivalent qualifications who as at 26 June 2008 were entitled to payment of the Graduate Diploma Allowance, shall continue to be paid that allowance. Persons employed after 26 June 2008 who hold these qualifications shall not be entitled to the allowance.

- (iii)** for Diploma in Bacteriology, Membership of the Australian Association of Clinical Biochemists, Member of the Australian Institute of Physics, Master of Science, Master of Applied Science, Human Genetics Society of Australasia Certified Cytogeneticist, Diploma of Bacteriology of London University or its equivalent as recognised by that University, Master of Applied Epidemiology, Master of Public Health, Master of Epidemiology, Member of Human Genetics Society of Australia or other recognised equivalent degree or qualification from a tertiary institution, the sum of 7.5% of the standard rate as defined;
- (iv)** for Fellowship of the Australian Association of Clinical Biochemists, Fellowship of the Australian Institute of Medical Scientists, Doctor of Science, Doctor of Philosophy, Fellowship of the Human Genetics Society of Australia, or Member of the Royal College of Pathologists or other recognised equivalent qualification, the sum of 10% of the standard rate as defined.
- (b)** Such allowance shall not be cumulative in the case of multiple higher qualifications.
- (c)** The standard rates of pay for the purposes of this clause shall be Medical Scientist Grade 1, Year 3.

C.7 PHARMACISTS

This clause should be read in conjunction with clause 12.4(f).

C.7.1 Student Pharmacist

A student Pharmacist, as defined in clause 12.4(f) of this award shall be paid at the rate of 27% of the rate prescribed for the “Pharmacist grade I—1st year of experience after registration”.

C.7.2 Pharmacist Intern

A Pharmacist Intern shall be paid at the rate of 80% of the rate prescribed for the “Pharmacist grade I—1st year of experience after registration”. Wages for students and trainees shall be calculated to the nearest 10 cents. 5 cents or less in a result is to be disregarded.

C.7.3 Pharmacist Grade 1

Is a pharmacist who is registered by the Pharmacy Board of Australia who works under the general direction and supervision of more experienced Pharmacists. Provided that any employee who holds the degree of Master of Science or Master of Pharmaceutical Science of the Victorian College of Pharmacy, or its equivalent as recognised by the Pharmacy Board of Australia shall be entitled to be classified as a Pharmacist Grade I—3rd year of experience after registration.

C.7.4 Pharmacist Grade 2

- (a) Is a Pharmacist who is appointed to this grade and/or who is entitled to be classified at the same or at a higher rate than, a “Pharmacist Grade 1—2nd year of experience after registration and who has additional responsibilities; or
- (b) Is employed on work which requires specialist knowledge or depth of experience and/or requires the application of a level of performance worthy of additional remuneration. Specialist areas relevant to this classification may include, oncology, specialised manufacturing, drug information, clinical trials, or areas of equivalent nature.
- (c) Indicators of this position may include:
- Representing pharmacy and/or the health service on relevant committees & working groups; or
 - Ability to act as a point of reference within area of specialisation; or
 - Demonstrated commitment to further education undertaking Graduate Certificate or Diploma of Clinical Pharmacy; or
 - Participation in the organisation, development and/or delivery of department education programs for pharmacy students, pre-registrants or pharmacy technicians; or
 - Involvement in research and/or quality projects; or
 - Contribution to the publication of service improvement projects; or

- Demonstrated commitment to development of the profession by involvement in pharmacy organisations at a committee engagement level.
- (d) Provided that a Pharmacist Grade 1, Year 6 of experience and thereafter appointed to this grade shall be paid at the Pharmacist Grade 2, Year 2 rate of pay.

C.7.5 Pharmacist Grade 3

- (a) Is a pharmacist who is appointed to this Grade and/or who meets most of the indicators for Grade 2, and
- Is responsible for the management of a discrete function within a pharmacy. Examples of this may include clinical trials, drug information, drug usage evaluation, quality use of medicines; or
 - Supervises Grade 1 or 2 pharmacists; or,
 - Ensures that legal requirements, accreditation standards and relevant guidelines within their area of responsibility are implemented and adhered to; or
 - Has been qualified (as defined) for at least eight years and/or is engaged on specialised pharmacy work or work of a research or developmental nature; or
 - Has the ability to act in charge of the pharmacy department when required.
- (b) Indicators of this position may include:
- Demonstrated leadership role within the clinical team; or
 - Minimum of three years' experience in specialist area of practice; or
 - Provides advice to the Director of Pharmacy on matters relating to clinical pharmacy or their area of responsibility; or
 - Has higher academic achievements. Elements which will be considered are the attainment of a higher qualification as prescribed by clause C.7.10 of this schedule or an equivalent clinical qualification.
 - Is responsible for training program and activities for staff in relevant clinical areas; or
 - Participates in external education programs; or
 - Has an ongoing and active involvement in research and/or quality improvement (either directly or as a supervisor); or
 - Delivers post-graduate clinical education.

C.7.6 Pharmacist in Charge

- (a) Is a Pharmacist who
- is the only Pharmacist employed in a pharmacy or is in charge of a pharmacy where the total aggregate ordinary hours worked by other Pharmacists (if any) is less than 38 hours per week; or,

- is in charge of a pharmacy in a health service listed in C.7.11 (Pharmacist in Charge group) of this schedule.

C.7.7 Pharmacist Grade 4

- (a) Is a very experienced pharmacist who is appointed to this grade and/or who meets most of the indicators for Grade 3 and:
- is a Deputy Director of a Pharmacy Gp 2 or 3 provided that the minimum classification for a Deputy Director Gp 2 shall be Pharmacist Grade 4 Yr 5; or
 - is a Director of a Group 4 pharmacy provided that the minimum rate for this position shall be Pharmacist Grade 4 Yr 5; or
 - manages a campus pharmacy within a networked health service; or,
 - supervises Grade 3 Pharmacists; or,
 - is a pharmacist with at least 10 years postgraduate experience and/or, who possesses specific knowledge in the profession and works in an area(s) that requires high levels of specialist knowledge The parameters of the role of a Senior Clinician include some of the following: a consultative role, lecturing in the area of their clinical speciality, teaching undergraduates and/or post-graduate students and providing education to staff from other disciplines.
- (b) There shall be one Deputy Director in each Group 2 and 3 pharmacy. In addition there shall be one Deputy Director in each of the following health services: Ballarat Health Service, Central Gippsland Health Service, North East Health Wangaratta, South West Health Care, Goulburn Valley Base Hospital.
- (c) Indicators of this position may include:
- have a high standing in the pharmacy profession based on some or all of the following criteria: qualifications, awards; past appointments; publications; membership of committees and of professional organisations; consultancies; research grants in which the applicant is the principal or associate investigator, teaching appointments/commitments; or.
 - have responsibility for extensive research or practice development demonstrated through research publications and being a major initiator of funding applications.

C.7.8 Deputy Director GP 1/Operations Manager (However titled)

- (a) Is a Pharmacist who is appointed a Deputy Director or Operations Manager (however titled) of a Group 1 pharmacy. in a teaching hospital (as defined)
- (b) There shall be two Deputy Directors in each Group 1 pharmacy.

C.7.9 Director

Is a Director of a pharmacy classified as Group 1, 2 or 3 in accordance with the C.7.11 to this schedule.

C.7.10 Pharmacists – Higher Qualifications Allowance

- (a) Where a Pharmacist has a higher qualification they shall be paid, in addition to the rates of pay prescribed in the appropriate clause, the following:
 - (i) Graduate Certificate in a field of pharmacy, or other recognised equivalent degree, the sum of 4% of the standard rate as defined;
 - (ii) for the Fellowship Diploma in the Society of Hospital Pharmacists, the Graduate Diploma in Hospital Pharmacy, Graduate Diploma in Clinical Pharmacy, Post Graduate Diploma in Health Science Administration, Graduate Diploma in Epidemiology, or the, or other recognised equivalent qualification, the sum of 6.5% of the standard rate as defined;
 - (iii) for the Master of Pharmacy, Master of Science Pharmacology, or other recognised degree or diploma from a tertiary institution, the sum of 7.5% of the standard rate as defined;
 - (iv) for the degree of Doctor of Pharmacy or other recognised equivalent Degree or qualification from a tertiary institution, the sum of 10% of the standard rate as defined.
- (b) Such allowance shall not be cumulative in the case of multiple higher qualifications.
- (c) The standard rate of pay for the purpose of this clause shall be Pharmacist Grade 1, Year 2.

C.7.11 Grouping of Pharmacy Departments

The groupings of departments of pharmacy and re-grouping criteria will be:

PHARMACY DEPARTMENT GROUPINGS

GROUP 1

Southern Health (including Monash Medical Centre Clayton Campus and Moorabbin Campus, Dandenong Hospital, Kingston Centre, Casey Hospital, Cranbourne Integrated Care Centre)

Alfred Health (including Alfred Hospital, Caulfield General Medical Centre & Sandringham Hospital)

Austin Health (including Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre)

Melbourne Health (including The Royal Melbourne Hospital City Campus & Royal Park Campus)

GROUP 2

Eastern Health (including Box Hill Hospital, Angliss Health Service, Maroondah Hospital, Knox Hospital, Healesville & District Hospital and Peter James Centre)

St. Vincent's Hospital (including St. George's Hospital and Caritas Christi Hospice)

PHARMACY DEPARTMENT GROUPINGS

Western Health (including Western Hospital, Sunshine Hospital & Williamstown Hospital)

Barwon Health (including Geelong Hospital and McKellar Centre)

Peninsula Health (including Frankston Hospital, Mt. Eliza Aged Care & Rehabilitation Service and Rosebud Hospital)

The Royal Children's Hospital

Peter MacCallum Cancer Institute

Northern Health (including The Northern Hospital, Broadmeadows Health Service & Bundoora Extended Care)

GROUP 3

LaTrobe Regional Hospital

The Royal Women's Hospital

Royal Victorian Eye and Ear Hospital

Bendigo Health Service (including Bendigo Base Hospital & Anne Caudle Centre)

Mercy Public Hospitals Inc. (Mercy Hospital for Women & Mercy Hospital Werribee)

Ballarat Health Service (including Ballarat Base Hospital & The Queen Elizabeth Geriatric Centre)

GROUP 4

Goulburn Valley Base Hospital

Central Gippsland Health Service

North East Health Wangaratta

South West Health Care (including Warrnambool Base Hospital and Camperdown Hospital)

Wimmera Health Care Group (including Wimmera Base Hospital)

Mildura Base Hospital

East Gippsland Health Services

Albury Wodonga Health – Wodonga Campus

Echuca Regional Health

GROUP 5

Western District Health Service (including Hamilton Base Hospital, Peshurst & District Health Service and Coleraine District Health Services)

Calvary Healthcare - Bethlehem

Castlemaine Health (Mt. Alexander Hospital)

PHARMACY DEPARTMENT GROUPINGS

Colac Area Health (including Colac District Hospital and Birregurra & District Community Hospital)

Swan Hill District Health

SOLE PHARMACIST OR PHARMACIST-IN-CHARGE

Portland District Health

Djerriwarrh Health Services

Bass Coast Regional Health (including Wonthaggi and District Hospital)

East Grampians Health Service (including Ararat and District Hospital and Willaura Hospital)

Stawell Regional Health

West Wimmera Health Service (including Nhill Hospital)

Kyneton District Health Service

Benalla and District Memorial Hospital

Maryborough District Health Service

Alexandra District Hospital

Beechworth Health Service

Lyndoch Warrnambool Inc

Yarrawonga District Health Service (including Yarrawonga Hospital)

GROUPING CRITERIA

Group 1:

Over 60 EFT*; and

State Referral Centre; and

Multiple sites; and

Specialty and high level critical care units (SHPA Category 5 and 6)

Group 2:

Over 20 EFT*; and

Specialty and high level critical care units (SHPA Category 5 and 6); and

At least three general hospital sites; or

State Referral Centre; or

A specialist hospital

Group 3:

PHARMACY DEPARTMENT GROUPINGS

Over 7.5 EFT*; and

State Referral Centre; or

A specialist hospital; or

Regional base hospital; or

Containing medical and surgical units (SHPA Category 3 and 4 as defined)

Group 4:

Over 2.5 EFT*; and

Has a Director of Pharmacy

Group 5:

1 -2.5 EFT*

Has a Director of Pharmacy

Pharmacist in Charge

Sole pharmacist or pharmacist-in-charge; or

Less than 1 EFT

*Only count EFT of pharmacists, pharmacist interns and pharmacy students.

C.7.12 Applications for Regrouping Of Pharmacy Departments

- (a) The Union may apply to a health service for re-grouping of a pharmacy department according to the criteria in clause C.7.11 to this schedule.
- (b) Should no agreement be reached between the Union and the health service over the claim for re-grouping, application may be made to FWC for resolution of the dispute under clause 9—Dispute resolution of this award,
- (c) The health service shall apply any recommendation or determination of FWC from the date of the Union's original application.

C.8 PSYCHOLOGISTS

This clause should be read in conjunction with clause 12.4(g).

C.8.1 Provisional Psychologist (Grade I)

- (a) Is a person who has completed the equivalent of an Australian Psychology Accreditation Council (APAC) four-year degree accredited sequence of study in psychology and is registered as a Provisional Psychologist with the PBA and complies with the code of ethics and legal requirements of the psychology profession; or,
- (b) Is a provisional psychologist undertaking an accredited higher course work degree pathway who is practicing outside university placements on PBA approval.
- (c) A Psychologist Grade 1 is employed as a Provisional Psychologist in accordance with the requirements of the PBA, under the regular supervision of a Psychologist Grade 3 or above, who is employed in the same health service or as otherwise approved by the PBA. Where there is shared supervision of a Provisional Psychologist by a principal and secondary supervisor, the principal supervisor shall be a Psychologist Grade 3 or above, The secondary supervisor may be a suitably experienced Psychologist Grade 2 who meets PBA requirements for secondary supervision.
- (d) Psychologists Grade 1 are, under regular supervision, gradually introduced to the management of higher risk patients with more complex needs.

C.8.2 Psychologist Grade 2

- (a) Is a person who is registered as a Psychologist with the PBA, engaged in psychological practice, complying with the code of ethics and legal requirements of the psychology profession. Positions at this level are entry level psychologist positions.
- (b) A Psychologist Grade 2 shall be provided with regular professional supervision by a psychologist Grade 3 or above. Where there is no Psychologist Grade 3 or above employed in the service, external supervision shall be provided.
- (c) For the purposes of gaining specialist endorsement from the PBA, a Psychologist Grade 2 who holds a higher degree in clinical psychology or clinical neuropsychology pursuant to clauses C.8.6(a)(iii) or (iv) of this schedule shall be provided with professional supervision from a Psychologist Grade 3 or above that meets the requirements of the PBA.
- (d) A Psychologist Grade 2 does not provide professional supervision to other Psychologists including Provisionally Registered Psychologists and/or post-graduate students on placement except for secondary supervision of provisionally registered psychologists as referred to in clause C.8.2(c) above.
- (e) Where Masters or Doctoral students are on observational placement, they may observe the practice of a Psychologist Grade 2.

C.8.3 Psychologist Grade 3

- (a) Is a person who is registered as a Psychologist with the PBA with a minimum of five years professional experience as a Psychologist Grade 2 (or equivalent), complies with the code of ethics and legal requirements of the psychology profession. May supervise Masters or Doctoral students with provisional registration who are on placement in a health service.
- (b) Only psychologists who are endorsed by the PBA to practice as clinical psychologists, forensic psychologists or clinical neuropsychologists shall be employed at this level or above in mental health services. Provided that psychologists employed in mental health services as at 1/1/11 shall be exempted from this subclause. Where the employee is undertaking study to achieve PBA endorsement as a clinical psychologist working in mental health they can apply for study leave under this award.
- (c) In addition, a Psychologist Grade 3 shall meet one of the criteria prescribed below.
- (i) Is engaged on psychological work requiring advanced knowledge and skills. Indicators of advanced knowledge and skills include having responsibility for complex clinical cases, providing secondary consultation; and responsibility for the professional supervision of other psychologists. At this level the psychologist contributes to the evaluation and analysis of guidelines, policies and procedures applicable to their clinical/professional work and may be required to contribute to the supervision of Masters or Doctoral students.
- (ii) Is responsible for implementing clinical research projects, or pilot projects associated with service development, including data collection and analysis.
- (iii) Is the only psychologist employed by the employer.
- (iv) Is responsible for the supervision of other psychologists and meets the following criteria:
- implements and ensures that the work of the Psychologists complies with the planning and policy framework of the health service. And
 - is responsible for the quality improvement activities of the other Psychologists;
 - may have some responsibility for day to day administration.
- (d) A Psychologist Grade 3 shall be provided with regular professional supervision by a Psychologist Grade 4 or above. Where there is no Psychologist Grade 4 or above employed in the service, external supervision shall be provided

C.8.4 Psychologist Grade 4

- (a) Is a person who may be required to provide supervision and training to other psychologists (i.e. to Psychologists Grades I, and/or 2 and/or 3) in specialist psychological skills ensuring the compliance of others with the code of ethics and legal requirements of the psychology profession, and may provide

secondary consultation, supervision and debriefing to other health professionals.

(b) A Psychologist Grade 4 is a senior psychologist who, in addition to meeting the requirements of clause C.8.4(a) above meets the criteria prescribed by either clauses C.8.4(b)(i)(i), (ii), (iii), or (iv) below.

(i) Is a leader of a professional team responsible for the clinical/professional leadership and/or administration of a unit, or a group of psychologists and/or other health professionals including but not limited to aged care, adult mental health, child and adolescent mental health, clinical neuropsychology and clinical liaison. Parameters of this position may include:

- responsibility for a section or a number of sections of a service; and/or,
- co-ordinating professional supervision of other psychologists; and/or,
- co-ordinating the professional development of other psychologists; and/or,
- providing professional expertise and advice internal and external to the organization on key issues of a psychological nature including service development; and/or,
- involvement in staff recruitment and performance appraisal; and/or,
- responsibility for co-ordinating quality projects and risk management activities including verification of registration status and special endorsements of psychologists in the section or service; and/or,
- having some budget responsibilities.

(ii) Is a senior clinician, with at least 10 years of experience as a registered psychologist, required to practice psychology with a high degree of initiative and depth of experience, or a clinical specialist in a specific area of psychology or mental health disorders;

- with expert knowledge of the methods, principles and practices of a specialist area of psychology or mental health disorders
- with clinical duties of a specialised nature requiring higher level knowledge and experience in a specific area of psychology
- providing consultation with other psychologists or with professional bodies and organisations regarding psychological services and/or development of policies and procedures in areas requiring specialist psychological knowledge.
- may liaise with university clinical educators

At this level a senior clinician is expected to hold specialist endorsement from the PBA.

(iii) Is a principal researcher or project manager, responsible for the design, implementation and publication of clinical psychological research as

an author or co-author. May be a major initiator of funding or required to acquit funding. May present research papers at professional conferences and seminars.

- (iv) In community health services is a senior psychologist (however titled) who manages and is responsible for a program/area including psychologists and/or other health professionals and/or other counselling staff.

C.8.5 Psychologist Grade 5

- (a) Is a senior psychologist with more than 10 years' experience, with demonstrated, highly developed leadership skills, extensive postgraduate, professional experience and recognized professional specialisation, and/or a management qualification with significant professional leadership experience.
- (b) A Psychologist Grade 5 heads a psychology service or program, and has extensive experience in the delivery of complex psychological services in a multi-campus and/or major metropolitan health service and/or is a recognised leader in a specialist field of psychology, with significant contributions to the body of psychological knowledge and professional practice, and/or the development and education of psychologists within the field.
- (c) A psychologist at this level is a recognised expert in one or more of the following fields of professional practice/teaching/research/administration or policy/planning:

(i) Clinical Leadership

Responsible for the development of clinical policy, protocols and planning for delivery of psychological services in their field of expertise or in a clinical, psychological or mental health service across a health service or defined catchment area. May be designated as the discipline senior in a program or service.

(ii) Teaching

Duties may include:

- Having an honorary university appointment that includes active involvement in the teaching of psychology at undergraduate and/or postgraduate level;
- Teaching specialised clinical skills to other psychologists and/or students in other disciplines;

(iii) Psychological Research

Indicators include:

- A significant number of research publications with the psychologist as primary author, and which have been published in high impact, peer reviewed journals; and/or

- being a major initiator of successful funding applications. e.g. to the National Health and Medical Research Council, or the Australian research Council; and/or
- Presentation of papers as the invited keynote speaker or invited work shop presenter, which may include psychological research or issues of clinical development, at major professional conferences and seminars

(iv) Administration/Management

Duties may include:

- Management responsibility for other psychologists and/or other staff across a number of sections of a service or a specialised program or service; and/or
- responsibility for service planning and policy; and/or
- other supra-clinical duties involving responsibility for service provision; and/or
- acting as Deputy to the Director of Psychology in a tertiary teaching hospital or other health service

C.8.6 Psychologists – Higher Qualifications Allowance

- (a) Where a psychologist has a higher qualification they shall be paid, in addition to the rates of pay prescribed in the appropriate clause, the following:
- (i) for Graduate Certificate in behavioural science or psychology, or other recognised equivalent qualification, the sum of 4% of the standard rate as defined;
 - (ii) for Graduate Diploma in behavioural science or psychology, or other recognised equivalent qualification, the sum of 6.5% of the standard rate as defined, provided that persons who hold the Graduate Diploma in Health Administration, Graduate Diploma in Behavioural Science or Graduate Diploma in Psychology or recognised equivalent qualifications who as at 26 June 2008 were entitled to payment of the Graduate Diploma Allowance, shall continue to be paid that allowance. Persons employed after 26 June 2008 who hold these qualifications shall not be entitled to the allowance.
 - (iii) for Master of Arts, Master of Science, Master of Psychology, Master of Business Administration, , membership of a College of the Australian Psychological Society, or any recognised equivalent qualification from a tertiary institution or membership of a college/board, the sum of 7.5% of the standard rate as defined;
 - (iv) for Doctor of Philosophy, Doctor of Science in behavioural science or psychology or other recognised equivalent qualification, the sum of 10% of the standard rate as defined.
- (b) Such allowance shall not be cumulative in the case of multiple higher qualifications.

The standard rate of pay for the purpose of this clause shall be Psychologist
Grade 1, Year

DRAFT

Schedule D—Supported Wage System

D.1 This schedule defines the conditions which will apply to employees who because of the effects of a disability are eligible for a supported wage under the terms of this award.

D.2 In this schedule:

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

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

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

relevant minimum wage means the minimum wage prescribed in this award for the class of work for which an employee is engaged

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

SWS wage assessment agreement means the document in the form required by the Department of Social Services that records the employee's productive capacity and agreed wage rate

D.3 Eligibility criteria

D.3.1 Employees covered by this schedule will be those who are unable to perform the range of duties to the competence level required within the class of work for which the employee is engaged under this award, because of the effects of a disability on their productive capacity and who meet the impairment criteria for receipt of a disability support pension.

D.3.2 This schedule does not apply to any existing employee who has a claim against the employer which is subject to the provisions of workers compensation legislation or any provision of this award relating to the rehabilitation of employees who are injured in the course of their employment.

D.4 Supported wage rates

D.4.1 Employees to whom this schedule applies will be paid the applicable percentage of the relevant minimum wage according to the following schedule:

Assessed capacity (clause D.5)	Relevant minimum wage
%	%
10	10
20	20
30	30
40	40
50	50
60	60
70	70
80	80
90	90

D.4.2 Provided that the minimum amount payable must be not less than \$87 per week.

D.4.3 Where an employee's assessed capacity is 10%, they must receive a high degree of assistance and support.

D.5 Assessment of capacity

D.5.1 For the purpose of establishing the percentage of the relevant minimum wage, the productive capacity of the employee will be assessed in accordance with the Supported Wage System by an approved assessor, having consulted the employer and employee and, if the employee so desires, a union which the employee is eligible to join.

D.5.2 All assessments made under this schedule must be documented in an SWS wage assessment agreement, and retained by the employer as a time and wages record in accordance with the Act.

D.6 Lodgement of SWS wage assessment agreement

D.6.1 All SWS wage assessment agreements under the conditions of this schedule, including the appropriate percentage of the relevant minimum wage to be paid to the employee, must be lodged by the employer with the Fair Work Commission.

D.6.2 All SWS wage assessment agreements must be agreed and signed by the employee and employer parties to the assessment. Where a union which has an interest in the award is not a party to the assessment, the assessment will be referred by the Fair Work Commission to the union by certified mail and the agreement will take effect unless an objection is notified to the Fair Work Commission within 10 working days.

D.7 Review of assessment

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

D.8 Other terms and conditions of employment

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

D.9 Workplace adjustment

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

D.10 Trial period

- D.10.1** In order for an adequate assessment of the employee's capacity to be made, an employer may employ a person under the provisions of this schedule for a trial period not exceeding 12 weeks, except that in some cases additional work adjustment time (not exceeding four weeks) may be needed.
- D.10.2** During that trial period the assessment of capacity will be undertaken and the percentage of the relevant minimum wage for a continuing employment relationship will be determined.
- D.10.3** The minimum amount payable to the employee during the trial period must be no less than \$87 per week.
- D.10.4** Work trials should include induction or training as appropriate to the job being trialled.
- D.10.5** Where the employer and employee wish to establish a continuing employment relationship following the completion of the trial period, a further contract of employment will be entered into based on the outcome of assessment under clause D.5.

Schedule E—National Training Wage

E.1 Title

This is the National Training Wage Schedule.

E.2 Definitions

In this schedule:

adult trainee is a trainee who would qualify for the highest minimum wage in Wage Level A, B or C if covered by that wage level

approved training means the training specified in the training contract

Australian Qualifications Framework (AQF) is a national framework for qualifications in post-compulsory education and training

out of school refers only to periods out of school beyond Year 10 as at the first of January in each year and is deemed to:

- (d) include any period of schooling beyond Year 10 which was not part of or did not contribute to a completed year of schooling;
- (e) include any period during which a trainee repeats in whole or part a year of schooling beyond Year 10; and
- (f) not include any period during a calendar year in which a year of schooling is completed

relevant State or Territory training authority means the bodies in the relevant State or Territory which exercise approval powers in relation to traineeships and register training contracts under the relevant State or Territory vocational education and training legislation

relevant State or Territory vocational education and training legislation means the following or any successor legislation:

Australian Capital Territory: Training and Tertiary Education Act 2003;

New South Wales: Apprenticeship and Traineeship Act 2001;

Northern Territory: Northern Territory Employment and Training Act 1991;

Queensland: Vocational Education, Training and Employment Act 2000;

South Australia: Training and Skills Development Act 2008;

Tasmania: Vocational Education and Training Act 1994;

Victoria: Education and Training Reform Act 2006; or

Western Australia: Vocational Education and Training Act 1996

trainee is an employee undertaking a traineeship under a training contract

traineeship means a system of training which has been approved by the relevant State or Territory training authority, which meets the requirements of a training package

developed by the relevant Industry Skills Council and endorsed by the National Quality Council, and which leads to an AQF certificate level qualification

training contract means an agreement for a traineeship made between an employer and an employee which is registered with the relevant State or Territory training authority

training package means the competency standards and associated assessment guidelines for an AQF certificate level qualification which have been endorsed for an industry or enterprise by the National Quality Council and placed on the National Training Information Service with the approval of the Commonwealth, State and Territory Ministers responsible for vocational education and training, and includes any relevant replacement training package

year 10 includes any year before Year 10

E.3 Coverage

E.3.1 Subject to clauses E.3.2 to E.3.6 of this schedule, this schedule applies in respect of an employee covered by this award who is undertaking a traineeship whose training package and AQF certificate level is allocated to a wage level by Appendix E1 to this schedule or by clause E.5.4 of this schedule.

E.3.2 This schedule only applies to AQF Certificate Level IV traineeships for which a relevant AQF Certificate Level III traineeship is listed in Appendix E1 to this schedule.

E.3.3 This schedule does not apply to the apprenticeship system or to any training program which applies to the same occupation and achieves essentially the same training outcome as an existing apprenticeship in an award as at 25 June 1997.

E.3.4 This schedule does not apply to qualifications not identified in training packages or to qualifications in training packages which are not identified as appropriate for a traineeship.

E.3.5 Where the terms and conditions of this schedule conflict with other terms and conditions of this award dealing with traineeships, the other terms and conditions of this award prevail.

E.3.6 At the conclusion of the traineeship, this schedule ceases to apply to the employee.

E.4 Types of Traineeship

The following types of traineeship are available under this schedule:

E.4.1 a full-time traineeship based on 38 ordinary hours per week, with 20% of ordinary hours being approved training; and

E.4.2 a part-time traineeship based on less than 38 ordinary hours per week, with 20% of ordinary hours being approved training solely on-the-job or partly on-the-job and partly off-the-job, or where training is fully off-the-job.

E.5 Minimum Wages

E.5.1 Minimum wages for full-time traineeships

(a) Wage Level A

Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by Appendix E1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	332.80	366.50	436.60
Plus 1 year out of school	366.50	436.60	508.10
Plus 2 years out of school	436.60	508.10	591.30
Plus 3 years out of school	508.10	591.30	677.00
Plus 4 years out of school	591.30	677.00	
Plus 5 or more years out of school	677.00		

(b) Wage Level B

Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by Appendix E1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	Per week	per week
	\$	\$	\$
School leaver	332.80	366.50	424.80
Plus 1 year out of school	366.50	424.80	488.60
Plus 2 years out of school	424.80	488.60	573.10
Plus 3 years out of school	488.60	573.10	653.70
Plus 4 years out of school	573.10	653.70	
Plus 5 or more years out of school	653.70		

(c) Wage Level C

Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by Appendix E1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per week	per week	per week
	\$	\$	\$
School leaver	332.80	366.50	424.80
Plus 1 year out of school	366.50	424.80	478.20
Plus 2 years out of school	424.80	478.20	534.30
Plus 3 years out of school	478.20	534.30	595.20
Plus 4 years out of school	534.30	595.20	
Plus 5 or more years out of school	595.20		

(d) AQF Certificate Level IV traineeships

- (i) Subject to clause E.5.3 of this schedule, the minimum wages for a trainee undertaking a full-time AQF Certificate Level IV traineeship are the minimum wages for the relevant full-time AQF Certificate Level III traineeship with the addition of 3.8% to those minimum wages.
- (ii) Subject to clause E.5.3 of this schedule, the minimum wages for an adult trainee undertaking a full-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

Wage level	First year of traineeship	Second and subsequent years of traineeship
	per week	per week
	\$	\$
Wage Level A	703.20	730.40
Wage Level B	678.40	704.40
Wage Level C	617.40	640.70

E.5.2 Minimum wages for part-time traineeships

(a) Wage Level A

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level A by Appendix E1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	10.95	12.07	14.37

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
Plus 1 year out of school	12.07	14.37	16.73
Plus 2 years out of school	14.37	16.73	19.45
Plus 3 years out of school	16.73	19.45	22.26
Plus 4 years out of school	19.45	22.26	
Plus 5 or more years out of school	22.26		

(b) Wage Level B

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level B by Appendix E1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	10.95	12.07	13.99
Plus 1 year out of school	12.07	13.99	16.08
Plus 2 years out of school	13.99	16.08	18.87
Plus 3 years out of school	16.08	18.87	21.52
Plus 4 years out of school	18.87	21.52	
Plus 5 or more years out of school	21.52		

(c) Wage Level C

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Level C by Appendix E1 are:

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
School leaver	10.95	12.07	13.99
Plus 1 year out of school	12.07	13.99	15.73
Plus 2 years out of school	13.99	15.73	17.57
Plus 3 years out of school	15.73	17.57	19.58

	Highest year of schooling completed		
	Year 10	Year 11	Year 12
	per hour	per hour	per hour
	\$	\$	\$
Plus 4 years out of school	17.57	19.58	
Plus 5 or more years out of school	19.58		

(d) School-based traineeships

Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a school-based AQF Certificate Level I–III traineeship whose training package and AQF certificate levels are allocated to Wage Levels A, B or C by Appendix E1 are as follows when the trainee works ordinary hours:

Year of schooling	
Year 11 or lower	Year 12
per hour	per hour
\$	\$
10.95	12.07

(e) AQF Certificate Level IV traineeships

- (i) Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for a trainee undertaking a part-time AQF Certificate Level IV traineeship are the minimum wages for the relevant part-time AQF Certificate Level III traineeship with the addition of 3.8% to those minimum wages.
- (ii) Subject to clauses E.5.2(f) and E.5.3 of this schedule, the minimum wages for an adult trainee undertaking a part-time AQF Certificate Level IV traineeship are as follows, provided that the relevant wage level is that for the relevant AQF Certificate Level III traineeship:

Wage level	First year of traineeship	Second and subsequent years of traineeship
	per hour	per hour
	\$	\$
Wage Level A	23.12	24.03
Wage Level B	22.29	23.15
Wage Level C	20.31	21.08

(f) Calculating the actual minimum wage

- (i) Where the full-time ordinary hours of work are not 38 or an average of 38 per week, the appropriate hourly minimum wage is obtained by multiplying the relevant minimum wage in clauses E.5.2(a)–(e) of this schedule by 38 and then dividing the figure obtained by the full-time ordinary hours of work per week.

- (ii) Where the approved training for a part-time traineeship is provided fully off-the-job by a registered training organisation, for example at school or at TAFE, the relevant minimum wage in clauses E.5.2(a)–(e) of this schedule applies to each ordinary hour worked by the trainee.
- (iii) Where the approved training for a part-time traineeship is undertaken solely on-the-job or partly on-the-job and partly off-the-job, the relevant minimum wage in clauses E.5.2(a)–(e) of this schedule minus 20% applies to each ordinary hour worked by the trainee.

E.5.3 Other minimum wage provisions

- (a) An employee who was employed by an employer immediately prior to becoming a trainee with that employer must not suffer a reduction in their minimum wage per week or per hour by virtue of becoming a trainee. Casual loadings will be disregarded when determining whether the employee has suffered a reduction in their minimum wage.
- (b) If a qualification is converted from an AQF Certificate Level II to an AQF Certificate Level III traineeship, or from an AQF Certificate Level III to an AQF Certificate Level IV traineeship, then the trainee must be paid the next highest minimum wage provided in this schedule, where a higher minimum wage is provided for the new AQF certificate level.

E.5.4 Default wage rate

The minimum wage for a trainee undertaking an AQF Certificate Level I–III traineeship whose training package and AQF certificate level are not allocated to a wage level by Appendix E1 is the relevant minimum wage under this schedule for a trainee undertaking an AQF Certificate to Level I–III traineeship whose training package and AQF certificate level are allocated to Wage Level B.

E.6 Employment conditions

- E.6.1** A trainee undertaking a school-based traineeship may, with the agreement of the trainee, be paid an additional loading of 25% on all ordinary hours worked instead of paid annual leave, paid personal/carer's leave and paid absence on public holidays, provided that where the trainee works on a public holiday then the public holiday provisions of this award apply.
- E.6.2** A trainee is entitled to be released from work without loss of continuity of employment and to payment of the appropriate wages to attend any training and assessment specified in, or associated with, the training contract.
- E.6.3** Time spent by a trainee, other than a trainee undertaking a school-based traineeship, in attending any training and assessment specified in, or associated with, the training contract is to be regarded as time worked for the employer for the purposes of calculating the trainee's wages and determining the trainee's employment conditions.

Note: The time to be included for the purpose of calculating the wages for part-time trainees whose approved training is fully off-the-job is determined by clause E.5.2(f)(ii) and not by this clause.

- E.6.4** Subject to clause E.3.5 of this schedule, all other terms and conditions of this award apply to a trainee unless specifically varied by this schedule.

Appendix E1: Allocation of Traineeships to Wage Levels

The wage levels applying to training packages and their AQF certificate levels are:

E1.1 Wage Level A

Training package	AQF certificate level
Aeroskills	II
Aviation	I II III
Beauty	III
Business Services	I II III
Chemical, Hydrocarbons and Refining	I II III
Civil Construction	III
Coal Training Package	II III
Community Services	II III
Construction, Plumbing and Services Integrated Framework	I II III
Correctional Services	II III
Drilling	II III
Electricity Supply Industry—Generation Sector	II III (in Western Australia only)
Electricity Supply Industry—Transmission, Distribution and Rail Sector	II
Electrotechnology	I II III (in Western Australia only)
Financial Services	I II III
Floristry	III
Food Processing Industry	III
Gas Industry	III

Training package	AQF certificate level
Information and Communications Technology	I II III
Laboratory Operations	II III
Local Government (other than Operational Works Cert I and II)	I II III
Manufactured Mineral Products	III
Manufacturing	I II III
Maritime	I II III
Metal and Engineering (Technical)	II III
Metalliferous Mining	II III
Museum, Library and Library/Information Services	II III
Plastics, Rubber and Cablemaking	III
Public Safety	III
Public Sector	II III
Pulp and Paper Manufacturing Industries	III
Retail Services (including wholesale and Community pharmacy)	III
Telecommunications	II III
Textiles, Clothing and Footwear	III
Tourism, Hospitality and Events	I II III
Training and Assessment	III
Transport and Distribution	III
Water Industry (Utilities)	III

E1.2 Wage Level B

Training package

AQF certificate level

Animal Care and Management

I
II
III

Asset Maintenance

I
II
III

Australian Meat Industry

I
II
III

Automotive Industry Manufacturing

II
III

Automotive Industry Retail, Service and Repair

I
II
III

Beauty

II

Caravan Industry

II
III

Civil Construction

I

Community Recreation Industry

III

Entertainment

I
II
III

Extractive Industries

II
III

Fitness Industry

III

Floristry

II

Food Processing Industry

I
II

Forest and Forest Products Industry

I
II
III

Furnishing

I
II
III

Gas Industry

I
II

Health

II
III

Local Government (Operational Works)

I
II

Training package	AQF certificate level
Manufactured Mineral Products	I
	II
Metal and Engineering (Production)	II
	III
Outdoor Recreation Industry	I
	II
	III
Plastics, Rubber and Cablemaking	II
Printing and Graphic Arts	II
	III
Property Services	I
	II
	III
Public Safety	I
	II
Pulp and Paper Manufacturing Industries	I
	II
Retail Services	I
	II
Screen and Media	I
	II
	III
Sport Industry	II
	III
Sugar Milling	I
	II
	III
Textiles, Clothing and Footwear	I
	II
Transport and Logistics	I
	II
Visual Arts, Craft and Design	I
	II
	III
Water Industry	I
	II

E1.3 Wage Level C

Training package	AQF certificate level
Agri-Food	I
Amenity Horticulture	I II III
Conservation and Land Management	I II III
Funeral Services	I II III
Music	I II III
Racing Industry	I II III
Rural Production	I II III
Seafood Industry	I II III