

**VICTORIAN ALLIED HEALTH
PROFESSIONALS ASSOCIATION
PUBLIC SECTOR ALLIED HEALTH
PROFESSIONALS LOG OF CLAIMS
2025**



VICTORIAN ALLIED HEALTH PROFESSIONALS ASSOCIATION

October 2025

WITHOUT PREJUDICE

Contents

PREFACE	2
1. PART A: PRELIMINARY	4
2. PART B: CONSULTATION, DISPUTE RESOLUTION AND DISCIPLINE.....	5
3. PART C: TYPES OF EMPLOYMENT AND TERMINATION OF EMPLOYMENT	6
4. PART D: WAGES	8
5. PART E: ALLOWANCES AND REIMBURSEMENTS	10
6. PART F: HOURS OF WORK AND RELATED MATTERS.....	14
7. PART G: PUBLIC HOLIDAYS, LEAVE AND RELATED MATTERS	16
8. PART H: EDUCATION AND PROFESSIONAL DEVELOPMENT	21
9. PART I: UNION MATTERS.....	22
10. PART J: CLASSIFICATION AND STAFFING	23
11. PART J: WORKPLACE RIGHTS.....	27
12. PART L: OCCUPATIONAL HEALTH AND SAFETY	28
APPENDIX 4: CLASSIFICATION DEFINITIONS	29
ATTACHMENT 1: WORKLOAD MANAGEMENT	53

WITHOUT PREJUDICE

PREFACE

- A. The proposed enterprise agreement is not to diminish any existing conditions and/or entitlements, whether found in the Current Agreement or elsewhere.
- B. The Victorian Allied Health Professionals Association seeks to:
- (i) update the proposed enterprise agreement to better reflect current industrial legislation, understanding and practice;
 - (ii) where necessary, redraft clauses to make sure they do not exclude in whole or in part the NES and are not detrimental to an employee in any respect when compared to the NES;
 - (iii) redraft provisions where it is necessary for clarification;
 - (iv) remove or update terms that are no longer relevant or are out of date;
 - (v) address any potential Better Off Overall Test issues that may arise; and
 - (vi) correct any mistakes in the enterprise agreement.
- B. The Victorian Allied Health Professionals Association reserves the right to amend clauses it has put forward and/or add additional clauses to those put forward where the need for these becomes apparent during negotiations.
- C. The Victorian Allied Health Professionals Association reserves the right to amend claims and/or add additional claims where the need for these becomes apparent during negotiations.
- D. In this Log of Claims:
- (i) **Act** means the *Fair Work Act 2009 (Cth)*;
 - (ii) **ANMF** means the Australian Nursing and Midwifery Federation;
 - (iii) **Current Agreement** means the *Allied Health Professionals (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2021-2026*;
 - (iv) **HWU** means the Health Services Union Victoria No. 1 Branch, trading as the Health Workers Union;
 - (v) **Modern Award** means the *Health Professionals and Support Services Award 2020*;

WITHOUT PREJUDICE

- (vi) **MSAV** means the Health Services Union Victoria No. 4 Branch, trading in part as the Medical Scientists Association of Victoria;
- (vii) **NES** means Part 2-2 of the Act as amended from time to time;
- (viii) **VAHPA** means the Health Services Union Victoria No. 3 Branch trading as the Victorian Allied Health Professionals Association.

The highlighting key for the claims below are:

- Claims highlighted in **red** relate to wages (though generally not allowances), though in some circumstances these indirectly relate to wages.
- Claims highlighted in **yellow** relate to classifications, noting that changes to the classifications in the enterprise agreement may impact upon wages for employees.
- Claims highlighted in **green** relate to workload.
- Claims highlighted in **light blue** relate to both wages and classifications (not including the changes to classifications highlighted in yellow).
- Claims highlighted in **pink** relate to both classifications and workload.

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1. PART A: PRELIMINARY

- 1.1 **Clause 6 – Commencement Date and Period of Operation:** Nominal expiry date of 28 February 2029.
- 1.2 **Clause 9 – No Extra Claims:** Clause amended to refer only to variations in accordance with the Act.

WITHOUT PREJUDICE

2. PART B: CONSULTATION, DISPUTE RESOLUTION AND DISCIPLINE

2.1 **Clause 13 - Consultation:** Clause to be updated, restructured and improved, including but not limited to:

- (a) VAHPA to be invited to and be able to attend the meetings in step 3 of the consultation process;
- (b) the removal of the requirement for a change to be a major change to require consultation; and
- (c) requirements that an employer must not unreasonably refuse to agree to alternative proposals and measures to mitigate the effects of the proposed change made by VAHPA and/or employees.

2.2 **Clause 14 – Dispute Resolution Procedure:** Clause to be updated, restructured and improved, including but not limited to:

- (a) dispute resolution procedure to apply to all employment related matters; and
- (b) a dispute can be arbitrated where one or more parties believes the dispute won't be settled after there has been conciliation.

2.3 **Clause 15 – Performance Management:** Clause to be amended to provide clear wording that performance issues must be dealt with informally first.

2.4 **Clause 16 – Managing Conduct and Performance:** Clause to be updated, restructured and improved, including but not limited to:

- (a) the employer must deal with alleged misconduct informally first, except in the case of alleged serious misconduct;
- (b) an employee to be provided with a copy of any report arising from an investigation into alleged misconduct;
- (c) counselling that is not recorded on an employee's personnel file to be the first step in relation to disciplinary action for misconduct; and
- (d) greater range of options employers can take in relation to serious misconduct other than termination and first and final warning.

WITHOUT PREJUDICE

3. PART C: TYPES OF EMPLOYMENT AND TERMINATION OF EMPLOYMENT

3.1 **Clause 18 – Full-time Employment:** Before commencing employment, a full-time employee and the employer to agree upon:

- (a) which days of the week the employee will work;
- (b) whether the employee will be required to perform shift work;
- (c) whether the employee will be required to be on-call; and
- (d) the work sites/locations the employee will work at.

3.2 **Clause 19 – Part-time Employment:** Clause to be amended to:

- (a) require a part-time employee and the employer to agree on the work sites/locations the employee will work at;
- (b) where the employer offers additional ordinary hours, the employer needs to clearly indicate that it is ordinary hours and what rate of pay will apply; and
- (c) explicitly state that there is no minimum EFT requirement for part-time employees.

3.3 **Clause 22 – Fixed-term Employment:** Clause to be updated, restructured and improved, including but not limited to:

- (a) greater restrictions on when fixed-term contracts can be used, including removing graduate year positions as genuine fixed term employment;
- (b) an employee can be employed in fixed-term employment for a maximum of 2 years or 2 fixed-term contracts, after which they convert to permanent employment; and
- (c) new provisions to ensure that an employer does not avoid the requirement to convert a fixed-term employee to permanent employment.

3.4 **Clause 25 – Redundancy and Related Entitlements:** Clause to be updated, restructured and improved, including but not limited to:

- (a) narrower definition of comparable employment;
- (b) in relation to a role being a comparable one, a reasonable distance cannot involve an employee having to travel more than an additional 5 kilometres one way;

WITHOUT PREJUDICE

- (c) clear wording that where an employee is salary maintained due to reduced hours, any additional hours they work will be paid in addition to the salary maintenance; and
- (d) where an employee is redeployed due to redundancy, clear wording that any annual leave, personal leave and long service leave they accrue during the salary maintenance period is on their previous hours/rate as applicable.

3.5 **Clause 27 – Transition to Retirement:** Clause to be amended to provide for:

- (a) an employee to cancel a transition to retirement arrangement by giving 4 weeks written notice to their employer; and
- (b) where an employee is made redundant during the transition to retirement period, redundancy pay will be based on their pre-transition to retirement hours and rate of pay.

WITHOUT PREJUDICE

4. PART D: WAGES

4.1 **Clause 28 – Wages and Wage Increases:** Clause to be amended to provide for:

(a) pay and allowance increases as follows:

(i) 18.5% from 1 March 2026;

(ii) 5% from 1 March 2027;

(iii) 5% from 1 March 2028; and

(iv) 7.68% from 27 November 2028;

(b) requirement that any back-pay occurs within 2 weeks, otherwise the employer has to pay an allowance of \$50 per day for each day these payments are delayed;

(c) provisions that ensure employees performing the same or substantially the same work as employees covered by the ANMF or MSAV Victorian public sector enterprise agreements will get paid the same as employees covered by the ANMF or MSAV Victorian public sector enterprise agreement where employees under these enterprise agreements are paid a higher rate of pay;

(d) additional 5% increase to the Grade 3 and Grade 4 rates of pay upon commencement of the enterprise agreement to ensure these rates are distinctly above the Grade 2 and Grade 3 rates; and

(e) increases to rates of pay and/or additional payments/allowances to address scope of practice, retention and recruitment issues not addressed by other claims, having particular regard to what is paid in other states and/or other sectors. Examples of this include Radiation Therapist and Nuclear Medicine Technologist remuneration in Victoria compared to Queensland, and Social Worker rates of pay compared to Social Worker rates in the Social and Community Services sector.

4.2 **Clause 28B – Top of Band Payment:** Top of band payment to apply to all grades and be incorporated into the wage rate.

4.3 **Clause 29 – Payment of Wages:** Details of an employee's long service leave accrual to be either included on payslips or be readily accessible by some other electronic means, including when the employee is not at work.

4.4 **Clause 30 – Superannuation:** Clause to be amended to provide for:

WITHOUT PREJUDICE

- (a) superannuation to be paid on all hours worked; and
- (b) payment of additional superannuation 2% above the minimum required by legislation.

4.5 **Clause 32 – Accident Pay:** Accident pay to be increased from 39 weeks to 52 weeks.

4.6 **New Clause – Underpayments:** Any underpayment of wages greater than 2.5% of the employee's wage for that week to be rectified within 1 business day. Where this does not occur, a payment of 20% of the underpayment amount must be made to the employee for each day the underpayment is not rectified.

WITHOUT PREJUDICE

5. PART E: ALLOWANCES AND REIMBURSMENTS

- 5.1 **Clause 33 – Increases to Allowances:** Allowances that are not a fixed percentage of a wage rate to be increased as follows:
- (a) 18.5% from 1 March 2026;
 - (b) 5% from 1 March 2027;
 - (c) 5% from 1 March 2028; and
 - (d) 7.68% from 27 November 2028.
- 5.2 **Clause 34 – Sole Allowance:** Clause to be amended to provide for the allowance to:
- (a) apply to all professions;
 - (b) for the avoidance of doubt, be paid to an employee when they are the only employee in their profession at their worksite;
 - (c) be pro-rata where someone is the sole employee in their profession for part of their working hours; and
 - (d) be increased to \$75.00 per week.
- 5.3 **Clause 35 – Higher Qualifications Allowance:** Clause to be amended to provide for:
- (a) an employee with an:
 - (i) additional Certificate III to receive an allowance of \$55 per week;
 - (ii) additional Certificate IV to receive an allowance of \$70 per week;
 - (iii) additional Diploma to receive an allowance of \$85 per week;
 - (iv) additional Advanced Diploma or Associate Degree to receive an allowance of \$100 per week;
 - (v) Australian Physiotherapy Association titling or similar from another professional association to receive an allowance of \$100 per week;
 - (vi) additional undergraduate qualification to receive an allowance of \$115 per week;

WITHOUT PREJUDICE

- (vii) additional post-graduate qualification (Graduate Certificate, Graduate Diploma or Honours) to receive an allowance of \$125.00 per week;
 - (viii) additional Masters to receive an allowance of \$135.00 per week; and
 - (ix) Doctorate of \$165.00 per week;
- (b) where an employee holds multiple additional qualifications, they will be entitled to the highest allowance plus an additional \$30 per week;
 - (c) where an employer requires an employee to have an additional qualification or doctorate, the employee will be entitled to the relevant allowance for these required qualification/s, in addition to any other qualification allowance; and
 - (d) the Qualifications allowance to be paid during all periods of leave.
- 5.4 **Clause 36 – Allowances Related to Overtime and On-call:** Clause to be amended to provide for:
- (a) increase in the allowance to:
 - (i) \$75.00 per 12-hour period or part thereof on weekdays;
 - (ii) \$150.00 per 12-hour period or part thereof on weekends; and
 - (iii) \$200 per 12-hour period or part thereof on public holidays; and
 - (b) the employer to provide employees with a mobile phone and cover all costs associated with it where the employee needs to use such a phone for work purposes.
- 5.5 **Clause 37 – Higher Duties Allowance:** Clause to be amended to include:
- (a) the allowance to be paid where a position is vacant or an employee is being relieved for 1 day or more;
 - (b) an employee to receive the minimum rate of pay of the vacant position or the employee they are relieving, or a loading of 10% on their base rate of pay, whichever is higher; and
 - (c) an employee to progress to the next increment in the higher grade when they have been doing the duties of that higher grade for at least 12 months (which does not need to be in one consecutive period).
- 5.6 **Clause 38 – Shift Work Allowance:** Shift work Allowance to be increased to:

WITHOUT PREJUDICE

- (a) \$70.00 for morning and afternoon shifts;
 - (b) \$140.00 for night shifts; and
 - (c) \$105.00 for weekend morning and afternoon shifts; and
 - (d) \$210.00 for weekend night shifts.
- 5.7 **Clause 39 – Change of Shift Allowance:** Change of shift allowance to be increased to \$105.00, with this to not apply only where an employee requests a change of shift that triggers the allowance.
- 5.8 **Clause 41 – Travel Allowance:** Travel allowance to be increased to \$1.50 per kilometre and to include clear wording the allowance is paid where an employee travels to a work site/location that is not their normal work site/location.
- 5.9 **Clause 42 - Travel – Payment:** Clear wording that the travel payment provisions apply where an employee travels to a work site/location that is not their normal work site/location.
- 5.10 **Clause 46 – Supervisor Allowance:** Changes as follows:
- (a) increase to the supervisors allowance for Medical Technicians and Renal Dialysis Technicians to \$100.00; and
 - (b) inclusion of a new student supervision allowance of \$10.00 per student for each shift where an employee is required to supervise, teach or train one or more students.
- 5.11 **New Clause – Cannulation Allowance:** A cannulation allowance of \$10.00 per day for an employee required to cannulate patients as part of their duties.
- 5.12 **New Clause – Radiation Handling Allowance:** An allowance of \$10.00 per day when an employee is required to handle radiation sources.
- 5.13 **New Clause – Backfill Allowance:** Where an employer has been unable to backfill leave or a vacant position/hours of at least a week, employees in the relevant area/department to be paid a loading of 5%.
- 5.14 **New Clause – Reimbursement:** Employer to reimburse employees for any licences, registration, memberships or checks an employee is required to have as part of their job.
- 5.15 **New Clause – Emergency Department Allowance:** Allied Health Professionals in Emergency Departments who provide advanced assessment and clinical leadership to be

WITHOUT PREJUDICE

remunerated at \$50 a week above comparable nursing classification rate of pay, unless their existing rate of pay is higher, in recognition of their consultative role and clinical complexity.

5.16 **New Clause – Regional Provisions:** Inclusion of new provisions for Health Services outside of Melbourne, including but not limited to:

(a) payment of reasonable travel, short-term accommodation, and relocation expenses for employees moving to regional Victorian to commence employment in a Health Service in regional Victoria;

(b) new graduates who commence employment in Health Services in regional Victoria to have their HECS/HELP debt paid for their first 3 years;

(c) payment of regional allowance of \$100 per week for employees employed in Health Services in regional Victoria; and

(d) payment of a regional incentive bonus of \$1,000 upon the completion of each year of service at a Health Service in regional Victoria.

5.17 **New Clause – Experienced Grade 3 and 4 Allowance:** Payment of an allowance of \$50 a week for Grade 3 and 4s who have been at the top of their grade for at least 5 years.

WITHOUT PREJUDICE

6. PART F: HOURS OF WORK AND RELATED MATTERS

6.1 **Clause 47 – Hours of Work:** Clause to be amended to provide for:

- (a) a 12-hour break between shifts, except where agreed in writing it will be a 10-hour break; and
- (b) transport home at the employer's expense where the employee finishes work at a time when reasonable transport is not available.

6.2 **Clause 48 – Accrued Days Off:** Clause to be amended to provide for:

- (a) an employee to be able to take personal leave or compassionate leave on an ADO and not have their ADO accrual deducted for this day; and
- (b) employees to have an entitlement to work a 9-day fortnight.

6.3 **Clause 49 – Breaks:** Clause to be amended to provide for:

- (a) a paid 20-minute rest break after each 4 hours of overtime; and
- (b) where an employee is unable to take a rest/tea break, this break to be paid at the rate of double time.

6.4 **Clause 50 – Roster:** Roster clause to be amended to provide for:

- (a) the roster to include location of work and for the avoidance of doubt the change of roster allowance applies to changes in work location; and
- (b) change of roster allowance to apply to any change of roster without at least 14 days' notice.

6.5 **Clause 51 – Rates for Saturdays and Sundays: Shifts:**

- (a) finishing or commencing after 6pm on Fridays to be considered weekend work for the purposes of shift loadings and overtime rates; and
- (b) for the avoidance of doubt, hours on a Monday that are part of a shift that commenced on a Sunday to be considered weekend work for the purposes of shift loadings and overtime rates.

6.6 **Clause 52 - Overtime:** Clause to be amended to provide for:

- (a) all overtime to be paid at the rate of double time, save that:



WITHOUT PREJUDICE

(i) overtime on a weekend is paid at the rate of double time and a half; and

(ii) overtime on a public holiday is paid at the rate of triple time;

(b) overtime to be paid for casuals where they work in excess of 8 hours and/or do not have a 12-hour break between shifts; and

(c) unless agreed in writing with the employee, an employee not to be on call:

(i) the night before a non-work day; and

(ii) on a non-work day.

6.7 Clause 55 - Rest Period After Overtime/Recall – Ten Hour Break: Clause to be amended to:

(a) provide for a 12-hour break after overtime or recall before the start of the next rostered period of ordinary duty in all circumstances;

(b) remove sub-clause 55.4 in the Current Agreement; and

(c) where an employee's shift after the 12-hour break is less than 3 hours, the employee to be paid for the full shift without the need to attend work.

6.8 Clause 56 – Daylight Savings: Clause to be amended to provide for an employee to:

(a) receive an extra hour of ordinary pay where they lose an hour of work due to the introduction of daylight savings; and

(b) where an employee works an extra hour because of the cessation of daylight saving, this extra hour to be paid as overtime.

WITHOUT PREJUDICE

7. PART G: PUBLIC HOLIDAYS, LEAVE AND RELATED MATTERS

7.1 **Clause 58 - Public Holidays:** Clause to be updated, restructured and improved, including but not limited to:

- (a) substitute public holiday when Anzac days fall on a weekend;
- (b) provisions dealing with payment for work on public holidays when a substitute day is observed;
- (c) for the avoidance of doubt, the clause to have clear wording that an employee is able to choose how they want to be compensated for working on a public holiday;
- (d) provisions relating to employees being on-call on public holidays;
- (e) payment for overtime (including recall) on a public holiday to be in addition to payment that would be received for not working on the public holiday;
- (f) provisions dealing with payment for part-time employees who do and don't normally work on a day on which a public holiday falls, including a pro-rata payment for a public holiday falling on a day the part-time employee does not work; and
- (g) removal of sub-clause 58.12 of the Current Agreement, which excludes RDO payments for public holidays that fall on weekends.

7.2 **Clause 59 - Annual Leave:** Provisions to be updated, restructured and improved, including but not limited to:

- (a) in relation to weekend worker additional leave:
 - (i) an employee to receive an additional week of annual leave where they work at least 3 ordinary hours on 10 or more Saturdays or Sundays a year, and where an employee works less than 10 Saturdays or Sundays, they receive a pro-rata amount;
 - (ii) an employee can't be required to work ordinary hours on more than 10 weekends a year, but can choose to work more than 10 weekends;
 - (iii) for the avoidance of doubt, inclusion of explicit wording that this leave attracts annual leave loading;
- (b) in relation to on-call and rostered overtime leave:

WITHOUT PREJUDICE

- (i) an employee to receive an additional week of annual leave where they work at least 3 hours of overtime or are on-call on 10 or more Saturdays or Sundays a year, and where an employee works on less than 10 Saturdays or Sundays, they receive a pro-rata amount;
- (ii) an employee can't be required to work overtime or be on-call on more than 10 weekends a year, but can choose to work more than 10 weekends;
- (iii) annual leave loading to apply to this leave;
- (c) where a part-time employee accrues additional annual leave due to performing additional ordinary hours, they can choose to take an average of their ordinary hours for a period of annual leave;
- (d) Grade 5 to be the cap on which Annual Leave Loading is calculated on;
- (e) clarification that annual leave loading is ordinary time earnings; and
- (f) an employee can only be directed to take annual leave by their employer where:
 - (i) they have in excess of 475 hours of annual leave;
 - (ii) they have not had a request for annual leave declined in the preceding 12 months; and
 - (iii) 16 weeks' notice is provided.

7.3 **Clause 61 – Purchased Leave:** Ability to purchase up to 8 weeks' additional leave.

7.4 **Clause 62 – Personal Leave (including Carer's Leave):** Clause to be updated, restructured and improved, including but not limited to:

- (a) employees to be entitled to:
 - (i) 15 days of Personal Leave in their first year of service;
 - (ii) 20 days of Personal Leave per annum in their second, third and fourth years of service; and
 - (iii) 25 days of Personal Leave per annum in their fifth and subsequent years of service;
- (b) personal leave to be credited up front at the beginning of a year of service;

WITHOUT PREJUDICE

- (c) an employee to be able to use personal leave to provide ongoing care and attention to another person who is wholly or substantially dependent on the employee;
 - (d) an employee to be able to use up to 10 days per annum to attend appointments with registered health practitioners, even when they are fit for work;
 - (e) employees to be able to transfer personal leave from public health services and hospitals in other states and territories;
 - (f) ability to take uncapped unpaid personal leave to provide care or support to someone terminally ill or suffering from a serious illness or injury; and
 - (g) provisions dealing with transfer of personal leave when an employee commences employment with a new employer but continues to be employed at their previous employer as a non-casual and as a casual employee.
- 7.5 **Clause 63 – Casual Employment – Caring Responsibilities:** A casual employee to be entitled to take 5 days unpaid leave per occasion where they need to provide care or support to a member of their immediate family or household because of:
- (a) a personal illness, or personal injury, affecting them;
 - (b) an unexpected emergency affecting them;
 - (c) the birth of a child; or
 - (d) to provide ongoing care and attention to another person who is wholly or substantially dependent on the employee.
- 7.6 **Clause 64 – Fitness for Work:** Where the employee’s treating doctor indicates the employee is fit for work, the employer must accept this.
- 7.7 **Clause 66 - Family Violence Leave:** 20 days paid leave per annum to apply to all employees.
- 7.8 **Clause 69 – Pre-Adoption Leave:** 2 days paid pre-adoption leave per child.
- 7.9 **Clause 70 – Parental Leave:** Clause to be updated, restructured and improved, including but not limited to:
- (a) access to parental leave after 6 months’ service for a casual employee;
 - (b) employee to be able to take the paid parental leave for the primary carer at any time within the first 24 months after birth/adoption, even when their partner has previously taken parental leave to be the primary carer;

WITHOUT PREJUDICE

- (c) paid parental leave as follows:
 - (i) 20 weeks or 40 weeks at half pay for an employee taking long parental leave; and
 - (ii) 5 weeks or 10 weeks at half pay for an employee taking short parental leave; and
 - (d) Parental leave provisions to apply in the case of foster care.
- 7.10 **Clause 71 – Breastfeeding:** Breastfeeding provisions to apply to the first 2 years after the birth of a child.
- 7.11 **Clause 72 – Long Service Leave:** Clause to be updated, restructured and improved, including but not limited to:
- (a) calculation of the Long Service Leave payment to be based on the employee’s average weekly hours of work over the period of service entitling them to Long Service Leave or their hours of work at the time of taking the leave, whichever is the more favourable to the employee;
 - (b) public sector service in other states, territories and the Commonwealth to be recognised as service for the purposes of long service leave;
 - (c) ability to access long service leave in periods of 1 day;
 - (d) right to take double the amount of long service leave at half pay; and
 - (e) removal of subclause 72.23 of the Current Agreement.
- 7.12 **Clause 75 - Ceremonial Leave:** 10 days paid leave per annum for employees who are legitimately required by Aboriginal or Torres Strait Islander tradition to be absent from work for Aboriginal or Torres Strait Islander ceremonial purposes.
- 7.13 **Clause 76 – Jury Service:** An employee to be entitled to attend a court or tribunal where they are required to do so by an order of the court or tribunal, without loss of pay.
- 7.14 **Clause 77 – Special Disaster Leave:** 5 days of paid special disaster leave per annum.
- 7.15 **Clause 78 – Gender Transition Leave:** Removal of the restriction on when someone can access Gender Transition Leave to when they commence living as a member of another gender.
- 7.16 **New clause – Fertility Treatment Leave:** 5 days paid fertility treatment leave, and flexible work arrangements for an employee undertaking such treatment.

WITHOUT PREJUDICE

- 7.17 **New clause - Foster and Kinship Care Leave:** Two days' paid leave on up to five occasions per year for short-term foster or kinship care responsibilities.
- 7.18 **New clause – Menstrual Leave:** Provisions to provide support to employees experiencing symptoms of menstruation and/or menopause, including but not limited to:
- (a) access to 13 days paid leave per annum; and
 - (b) other measures to assist an employee experiencing symptoms of menstruation and/or menopause, including flexible working arrangements.
- 7.19 **New clause – Pandemic and Epidemic Leave:** Inclusion of new clause that provides:
- (a) employees with 2 weeks paid leave on each occasion when they are unable to attend work due to a pandemic or epidemic disease (such as COVID-19 and influenza);
 - (b) where an employee contracts a pandemic or epidemic disease (such as COVID-19 or influenza) they are entitled to paid special leave for this until they are medically cleared to return to work; and
 - (c) employees with paid leave to be vaccinated against a pandemic or epidemic disease (such as COVID-19 or influenza), and where they become ill as a result of the vaccination, paid leave to recover from the illness.

WITHOUT PREJUDICE

8. PART H: EDUCATION AND PROFESSIONAL DEVELOPMENT

- 8.1 **Clause 79 – Professional Development Leave:** Clause to be amended to provide for:
- (a) any reporting back on professional development activities is by mutual agreement only; and
 - (b) the 7 days leave to apply to all employees, regardless of EFT.
- 8.2 **Clause 80 – Study Leave:** Employees to be entitled to a minimum of 4 hours of study leave per week of a semester for 2 semesters a year.
- 8.3 **Clause 82 – In-service Education and Training:** All employers to offer a minimum of 4 hours per month relevant in-service education and training to employees during their ordinary hours of work.
- 8.4 **New clause – Reimbursement of Professional Development Leave Expenses:** An Employee to be entitled to the reimbursement of reasonable expenses incurred in the course of their approved Professional Development Leave, such as registration fees, reasonable travel, accommodation, per diem expenses and childcare.
- 8.5 **New Clause – Sabbatical Leave:** Employees Grade/Level/Class 2 or above with at least 3 years' continuous service to be able to request up to 2 years sabbatical leave which the employer will not unreasonably refuse, with employees to be able to access employer library services during the sabbatical.
- 8.6 **New Clause – Library:** The Employers to maintain a medical library staffed by qualified Medical Librarians with relevant publications for Allied Health Professionals that allows Allied Health Professionals 24-hour access to all of its resources.
- 8.7 **New Clause - Scholarships:** Employers to provide a number of scholarships equal to 5% of their Allied Health Professional workforce to Allied Health Professionals undertaking relevant post-graduate study in their profession.
- 8.8 **New Clause – Doctorate Study:** Employees undertaking a relevant Doctorate to:
- (a) be able to return to their role both during and after their period of study;
 - (b) be able to request to work part-time during the period of study, which the employer will not unreasonably refuse; and
 - (c) upon completion of their doctorate, be offered a research position where one exists.

WITHOUT PREJUDICE

9. PART I: UNION MATTERS

9.1 **Clause 83 – Union Matters:** Clause to provide for 6 months paid secondment to VAHPA.

WITHOUT PREJUDICE

10. PART J: CLASSIFICATION AND STAFFING

10.1 **Clause 85 – Classifications Definitions and Wages:** Reduce the number of increments in AHP1 Grade 1 to 4 by removing Grade 1, Year 1.

10.2 **Clause 87: Allied Health Manager Structure:** Clause to be amended as follows:

- (a) clause 87.2 of the Current Agreement to apply to all AHP1 professions; and
- (b) removal of provisions requiring number of employees an Allied Health Manager or Assistant Allied Health Manager is in charge of to be based on FTE, as well as other minor changes.

10.3 **Clause 89 – Supervision and Management:** Clause to be updated, restructured and improved, including but not limited to:

- (a) employees Grade/Level/Class 3 or below (Grade 5 or below in the case of a Sonographer) to be clinically supervised by someone in their profession Grade/Level/Class 4 or above;
- (b) removal of transitional provisions in sub-clause 89.3 of the Current Agreement so that sub-clause 89.2 applies without exception;
- (c) employees Grade/Level/Class 3 or below (Grade 5 or below in the case of a Sonographer) to be managed by someone in their profession Grade/Level/Class 4 or above;
- (d) employees Grade/Level/Class 4 or above (Grade 6 or above in the case of a Sonographer) to be managed by a clinically appropriate health professional, which does not include a Nurse or an employee employed under the HWU enterprise agreement;
- (e) requirement that:
 - (i) at least one member of the employer’s board be an Allied Health Professional;
 - (ii) at least one member of the employer’s senior executive be an Allied Health Professional;
 - (iii) that there is an employee who is a Director of Allied Health; and



WITHOUT PREJUDICE

(iv) that the Director of Operations in relation to Imaging (Medical Imaging Technology, Nuclear Medicine Technology and Sonography) and Radiation Therapy be from the relevant profession.

10.4 **Clause 90 – Workload Allocation and Safe Staffing:** Clause to be amended:

(a) so that the reference to “sufficiently staffed and resourced” in sub-clause 90.3 of the Current Agreement is to “sufficiently staffed and resourced with employees at the appropriate grades”;

(b) to require employers to provide VAHPA with figures on staffing levels every 6 months; and

(c) to require that provide that an employee will only be required to work reasonable overtime where:

(i) it is unavoidable because of work demands and reasonable notice is given by the employer; or

(ii) due to an emergency, it has not been possible to provide reasonable notice;

10.5 **Clause 91 – Backfill:** Clause to be updated, restructured and improved, including but not limited to:

(a) the requirement that an employer must make every effort to backfill all leave of at least 1 week;

(b) that the employer employs an adequate number of employees to cover planned and unplanned leave, which may include a casual or locum pool;

(c) where the employer is unable to backfill leave on a regular basis, this is evidence that the employer does not employ a sufficient number of staff to cover leave, in which case the employer must take action to employ more staff;

(d) where backfill has been unable to be filled, the workload of other employees cannot be increased to compensate; and

(e) where a role has been unable to be filled within 4 weeks of it becoming vacant, an employee who has been acting up in the vacant role to be offered the vacant position.

10.6 **Clause 92 – Advertising Vacancies:** Clause to be updated, restructured and improved, including but not limited to:



WITHOUT PREJUDICE

- (a) the employer to advertise a vacancy or available hours:
 - (i) internally first for at least 1 week; and
 - (ii) only if there are no suitable internal applicants, advertise the vacancy or available hours externally;
- (b) where the vacancy will arise at the end of notice of termination, the vacancy must be advertised within 24 hours, otherwise within 72 hours of notice of termination being given;
- (c) available hours to be advertised within 24 hours of the Employer becoming aware of them; and
- (d) the employer to appoint someone to a vacant position or available hours as soon as practicable.

10.7 Clause 94 – Contractors and Labour Hire: Provisions that ensure an employer can only engage contractors and employees of contractors, to do work that would be covered by the enterprise agreement if it was performed by employees, who apply wages and conditions that are no less favourable than that provided for in the enterprise agreement.

10.8 New clause - Targets: Requirement that any targets or KPIs an employee must meet must be reasonable, take into account all the work an employee performs (not just their clinical work) and not be inconsistent with any relevant clinical guidelines for the profession/discipline.

10.9 New Clause – Classification Development: During the life of the enterprise agreement the Union and Employers to:

- (a) develop relevant lists of Advanced Practice and Extended Scope of Practice for each profession; and
- (b) review the classifications to determine whether they sufficiently cover generalist and trans-professional roles, and look at changes that can be made to the classifications to cover these, having particular regard to the needs of regional Victoria.

10.10 New clause – Staffing Levels Review: During the life of the enterprise agreement the Union and Employers to develop minimum staffing levels for Allied Health Professionals and Allied Health Assistants who work with them, having regard to relevant factors including but not limited to:

- (a) patient numbers;

WITHOUT PREJUDICE

(b) professions;

(c) departments;

(d) stream of work;

(e) staff safety; and

(f) patient safety.

- 11.11 **New clause – Position Description:** Employers to update position descriptions to reflect changes to the classifications in the Current Agreement and changes to the classifications in the new enterprise agreement.
- 11.12 **New clause – Workload Management:** Inclusion of a new workload management clause reflecting the information in Attachment 1.
- 11.13 **New clause – Community Development Workers:** Inclusion of a new provision that ensures Community Development Workers with an undergraduate degree or above will be paid no less than the relevant AHP1 rate of pay.

WITHOUT PREJUDICE

11. PART J: WORKPLACE RIGHTS

- 11.1 **Clause 95 – Working from Home:** Where it is not necessary for an employee to work away from their place of residence, the employer will approve an application from an employee to work at their place of residence unless there are reasonable business grounds that justify non-approval.
- 11.2 **Clause 96 – Flexible Working Arrangements:** Amendment to the clause to provide for:
- (a) a request for flexible working arrangements can only be rejected where there are exceptional circumstances justifying non-approval;
 - (b) a request for flexible work life balance provisions to also apply where someone makes a request for work/life balance; and
 - (c) the right of employees to cancel a flexible work arrangement by providing 4 weeks' written notice to the employer.

WITHOUT PREJUDICE

12. PART L: OCCUPATIONAL HEALTH AND SAFETY

12.1 **Clause 102 – HSRs:** Employers to provide a copy of the:

- (a) Designated Work Group list, with the names of the Health and Safety Representatives and Deputy Health and Safety Representatives, and their respective training dates and their respective election dates to the Union; and
- (b) for the avoidance of doubt, the names of any other Health and Safety Representatives and Deputy Health and Safety Representatives working in the same areas as the Designated Work Group;

every six months or within 28 days of receiving a written request from the Union.

12.2 **Clause 106 - Facilities:** Requirement for the employer to provide:

- (a) a meal/rest break room that meets OHS requirements; and
- (b) access to safe and secure change rooms and showers.

12.3 **New Clause - Safe Patient and Manual Handling Processes:** Inclusion of a new clause that provides for:

(a) where employees reasonably request either a break or a second staff member when:

(i) scanning high BMI, bariatric, or low mobility patients; and/or

(ii) performing ergonomically unsafe or high-risk work due to increased physical demands;

the employer will provide these; and

(b) during the life of the enterprise agreement the Union and Employers to develop safe patient and manual handling processes relevant to each profession.

WITHOUT PREJUDICE

APPENDIX 4: CLASSIFICATION DEFINITIONS

A. Section A – Definitions

A.1 Clause 1 – Definitions:

- (a) inclusion of the following in the definition of AHP1 Classifications:
 - (i) Clinical Informatics Officer;
 - (ii) Counsellor (Telephone and Online - Turning Point);
 - (iii) Dental Hygienist;
 - (iv) Dental Therapist;
 - (v) Diversional Therapist;
 - (vi) Medical Imaging Informatics Manager;
 - (vii) Oral Health Therapist;
 - (viii) Public Health Officer;
 - (ix) Renal Physiologist; and
 - (x) Spiritual Carer (Pastoral Carer);
- (b) amended the definition of Allied Health Manager to include employees the Allied Health Manager has professional and/or clinical governance responsibilities;
- (c) addition of definitions of Public Health and Spiritual Care;
- (d) include a definition of clinical work for professions who do not perform clinical work in the generally understood sense amongst Allied Health Professionals; and
- (e) removal of definition of full-time employees, so that Allied Health Managers and Assistant Allied Health Managers are classified according to headcount, rather than FTE.

B. Section B – AHP1 Classification Descriptors

- B.1 Clause 1 – Application: changes to clarify this section does not apply to Sonographers.

WITHOUT PREJUDICE

- B.2 New Clause – AHP Student:** Inclusion of a new AHP Student classification for people undertaking a relevant qualification, which applies when a person is undertaking a clinical placement or similar as part of the requirements of their qualification and any other time the person is performing work with the Employer.
- B.3 Clause 3 – Grade 1:** For the avoidance of doubt, inclusion of clear wording a Grade 1 employee cannot teach students.
- B.4 Clause 4 – Grade 2:** Amendments and inclusion of new provisions as follows:
- (a) removal of the following from Grade 2 additional duties/responsibilities:
 - (i) student supervision and student training; and
 - (ii) being required to take charge of a section of a department;
 - (b) inclusion of new provisions that make it clear a Grade 2 employee cannot:
 - (i) supervise students, but can be taught how to perform this work;
 - (ii) train students, but can be taught how to perform this work;
 - (iii) teach students;
 - (iv) supervise shifts that would attract a night shift allowance; or
 - (v) supervise Employees classified at AHP1 Grade 2 or above; and
 - (c) inclusion of new provisions providing for progression from Grade 2 to Grade 3 after 5 years at Grade 2, Year 4, save that an employee can choose not to progress to Grade 3.
- B.5 Clause 5 – Grade 3:** Amendments and inclusion of new provisions as follows:
- (a) the following employees will also be classified at Grade 3:
 - (i) employees who have progressed from Grade 2 after 5 years at Grade 2, Year 4;
 - (ii) employees who possess specific knowledge in and work in an area of their profession (clinical, educational, research and/or managerial) recognised as requiring significant levels of knowledge across a number of specialist areas;
 - (iii) employees who train and/or supervise students and/or interns;
 - (iv) employees who supervise Grade 1, 2 and/or 3 employees;



WITHOUT PREJUDICE

- (v) employees who have generalist skills and possess high level clinical skills enabling them to work across a range of clinical areas within their discipline/profession; and/or
- (vi) employees performing work that in custom and practice has been performed by other professions, save that an employee performing Advanced Practice cannot be classified at Grade 3;
- (b) removal of provisions relating to Assistant Allied Health Managers and Allied Health Managers being classified at Grade 3;
- (c) in relation to the Clinical area of expertise;
 - (i) addition of a generalist required to work across a number of specialties as an indicative duty/responsibility; and
 - (ii) removal of an Advanced Practice role as an indicative duty/responsibility;
- (d) in relation to the Managerial area of expertise;
 - (i) addition of being required to take charge of a section of a department as an indicative duty/responsibility;
 - (ii) removal of budget and/or human resource management as an indicative duty/responsibility; and
 - (iii) removal of provisions relating to Assistant Allied Health Managers and Allied Health Managers as an indicative duty/responsibility;
- (e) in relation to the Education area of expertise;
 - (i) addition of training and/or supervising students and/or interns as an indicative duty/responsibility;
 - (ii) removal of teaching students and/or interns as an indicative duty/responsibility;
 - (iii) removal of lecturing in their clinical specialty as an indicative duty/responsibility; and
 - (iv) removal of coordination of student placements as an indicative duty/responsibility;
- (f) in relation to the Research area of expertise;



WITHOUT PREJUDICE

- (i) removal of mentoring staff as an indicative duty/responsibility;
- (ii) removal of service development including new practice/s in the professions as an indicative duty/responsibility;
- (iii) removal of complex project planning and management as an indicative duty/responsibility; and
- (iv) removal of mentoring staff as an indicative duty/responsibility; and
- (g) inclusion of wording that a Grade 3 cannot teach students.

B.6 Clause 6 – Grade 4: Amendments and inclusion of new provisions as follows:

- (a) amendment to the wording in clause 6.1(a) so that it refers to “is at a supervisory or advisory level”;
- (b) the following will also be classified at Grade 4:
 - (i) an Assistant Allied Health Manager to an Allied Health Manager Grade 5;
 - (ii) teaches students;
 - (iii) performs Advanced Practice work; and/or
 - (iv) modality/specialisation supervisor;
- (c) inclusion of a reference to Schedule 3 having examples of work that require extensive specialised knowledge in the case of a Health Information Manager;
- (d) in relation to the Clinical area of expertise;
 - (i) removal of having higher academic achievements, such as a post-graduate qualification, as an indicative duty/responsibility; and
 - (ii) removal of the reference to a large or multi-campus department;
- (e) in relation to the Managerial area of expertise;
 - (i) removal of the reference to may have a larger number of staff than a department or area managed by a Grade 3 Manager; and



WITHOUT PREJUDICE

- (ii) removal of provisions relating to Allied Health Managers as an indicative duty/responsibility and inclusion of wording that Grade 4 applies to an Assistant Allied Health Manager to an Allied Health Manager Grade 5;
- (f) in relation to the Education area of expertise;
- (i) addition of teaching students as an indicative duty/responsibility;
 - (ii) addition of lecturing in their clinical specialty as an indicative duty/responsibility;
 - (iii) removal of managing the clinical teaching program of a department or a profession at the Employer as an indicative duty/responsibility;
 - (iv) removal of directing, coordinating and providing academic supervision of undergraduate and/or post graduate students as an indicative duty/responsibility;
 - (v) removal of administering and managing relationships with universities and other education providers as an indicative duty/responsibility; and
 - (vi) removal of administering and managing relationships with universities and other education providers as an indicative duty/responsibility; and
- (g) in relation to the Research area of expertise;
- (i) addition of mentoring staff as an indicative duty/responsibility;
 - (ii) addition of service development including new practice/s in the profession as an indicative duty/responsibility;
 - (iii) addition of complex project planning and management as an indicative duty/responsibility;
 - (iv) removal of managing the department's research program as an indicative duty/responsibility;
 - (v) removal of being the primary initiator of funding applications as an indicative duty/responsibility;
 - (vi) removal of publishing in their clinical specialty as an indicative duty/responsibility; and
 - (vii) removal of leading and driving the research agenda and capability in the department or service as an indicative duty/responsibility.

WITHOUT PREJUDICE

B.7 Clause 7 – Grade 5: A Grade 5 employee is:

- (a) an Allied Health Manager in charge of 1 to 65 Employees and/or other staff not covered by the enterprise agreement totaling 6 to 70 in number;
- (b) an Assistant Allied Health Manager to an Allied Health Manager Grade 6;
- (c) in the case of an employee whose duties are mostly within the Clinical area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) is a clinical lead for a profession at the Employer; and/or
 - (iii) performs Advanced Practice work;
- (d) in the case of an employee whose duties are mostly within the Education area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) directing, coordinating and providing academic supervision of undergraduate and/or post graduate students;
 - (iii) administering and managing relationships with universities and other education providers; and/or
 - (iv) co-ordination of student placements; and/or
- (e) in the case of an employee whose duties are mostly within the Research area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) is the primary initiator of funding applications; and/or
 - (iii) publishes in their clinical specialty.

B.8 Clause 8 – Grade 6: A Grade 6 employee is:

- (a) manages and/or provides clinical supervision to Employees performing Advanced Practice;

WITHOUT PREJUDICE

- (b) performs Advanced Practice work where the work in custom and practice has been performed by a medical doctor (a medical practitioner registered with the Medical Board of Australia);
- (c) is an endorsed prescriber of restricted medicines;
- (d) manages the clinical teaching program of a department or a profession at the Employer;
- (e) manages the Allied Health clinical teaching and/or training program;
- (f) manages a department's or a profession's research program;
- (g) leads and drives the research agenda and capability in the department or service;
- (h) is or would be an Associate Professor or Professor (or equivalent) at an Australian University;
- (i) is an Allied Health Manager in charge of at least 66 Full-Time Employees and/or other staff not covered by the enterprise agreement totalling at least 71 in number;
- (j) is a Deputy Director of Allied Health; and/or
- (k) is an Assistant/Deputy Operations Manager in Medical Imaging (Medical Imaging Technologist, Nuclear Medicine Technologists and/or Sonographer).

B.8 Clause 9 – Grade 7: A Grade 7 employee is:

- (a) a Director of Allied Health; or
- (b) an Operations Manager in Medical Imaging (Medical Imaging Technologist, Nuclear Medicine Technologists and/or Sonographer).

Section C – AHP1 Classification Descriptors – Radiation Therapy Technologist

C.1 New Clause – Radiation Therapy Technologist (Radiation Therapist) Student: Inclusion of a new Radiation Therapy Technologist (Radiation Therapist) Student classification for people undertaking a relevant qualification, which applies when a person is undertaking a clinical placement or similar as part of the requirements of their qualification and any other time the person is performing work with the Employer.

C.2 Clause 2 – Radiation Therapy Technologist (Radiation Therapist) Grade 1: Amendments and inclusion of new provisions as follows:



WITHOUT PREJUDICE

- (a) a Grade 1 works on routine tasks within the scope of practice for Radiation Therapy, consulting with a more experienced employee when problems arise or when dealing with matters they are unfamiliar with;
- (b) a Grade 1 is able to work with students;
- (c) Grade 1 will generally be the entry level for new graduates; and
- (d) for the avoidance of doubt, inclusion of clear wording a Grade 1 employee cannot teach students.

C.3 Clause 3 – Radiation Therapy Technologist (Radiation Therapist) Grade 2: Amendments and inclusion of new provisions as follows:

- (a) removal of student supervision and student training from Grade 2 additional duties/responsibilities;
- (b) inclusion of new provisions that make it clear a Grade 2 employee cannot:
 - (i) supervise students, but can be taught how to perform this work;
 - (ii) train students, but can be taught how to perform this work;
 - (iii) teach students;
 - (iv) supervise shifts that would attract a night shift allowance; or
 - (v) supervise employees classified at AHP1 Grade 2 or above; and
- (c) inclusion of new provisions providing for progression from Grade 2 to Grade 3 after 5 years at Grade 2, Year 4, save that an employee can choose not to progress to Grade 3.

C.4 Clause 4 – Radiation Therapy Technologist (Radiation Therapist) Grade 3: Amendments and inclusion of new provisions as follows:

- (a) the following employees will also be classified at Grade 3:
 - (i) employees who have progressed from Grade 2 after 5 years at Grade 2, Year 4;
 - (ii) employees who possess specific knowledge in and work in an area of their profession (clinical, educational, research and/or managerial) recognised as requiring high levels of knowledge in one or more specialist areas or significant levels of knowledge across a number of specialist areas;



WITHOUT PREJUDICE

- (iii) employees who train and/or supervise students and/or interns;
 - (iv) employees who supervise Grade 1, 2 and/or 3 employees;
 - (v) employees who have generalist skills and possess high level clinical skills enabling them to work across a range of clinical areas within their discipline/profession; and/or
 - (vi) employees performing work that in custom and practice has been performed by other professions, save that an employee performing Advanced Practice cannot be classified at Grade 3;
- (b) inclusion of wording that second in charge of a treatment unit includes employees assisting a Grade 4 Radiation Therapy Technologist who is in charge of a departmental unit;
 - (c) inclusion of wording that a Grade 3 cannot teach students; and
 - (d) removal of wording in charge of a planning sub-unit.

C.5 Clause 5 – Radiation Therapy Technologist (Radiation Therapist) Grade 4: The following employees will also be classified at Grade 4:

- (a) an employee who is in charge of and/or manages a planning, pre-planning or treatment sub-unit;
- (b) an employee who teaches students; and/or
- (c) an employee performing Advanced Practice.

C.6 New Clause – Radiation Therapy Technologist (Radiation Therapist) Grade 5 - General: Inclusion of a new Grade 5 – General classification that applies to the following employees:

- (a) in the case of an employee whose duties are mostly within the Clinical area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) is a clinical lead Radiation Therapy Technologist (Radiation Therapist) at the Employer; and/or
 - (iii) performs Advanced Practice work, including an Employee who is required to have a post-graduate qualification to undertake Advanced Practice work;



WITHOUT PREJUDICE

- (b) in the case of an employee whose duties are mostly within the Education area of expertise:
- (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) directing, coordinating and providing academic supervision of undergraduate and/or post graduate students;
 - (iii) administering and managing relationships with universities and other education providers; and/or
 - (iv) co-ordination of student placements; and/or
- (c) in the case of an employee whose duties are mostly within the Research area of expertise:
- (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) is the primary initiator of funding applications; and/or
 - (iii) publishes in their clinical specialty.

C.7 Clause 6 - Grade 5 Assistant Radiation Therapy Manager Level 1: Inclusion of new wording that this grade cannot be used by employers with satellite centres or campuses.

C.8 Clause 7 - Grade 5 Assistant Radiation Therapy Manager Level 2: Inclusion of new wording that this grade also applies to an employee who has completed 12 months at Grade 5 Assistant Radiation Therapy Level 1.

C.9 New Clause – Radiation Therapy Technologist (Radiation Therapist) Grade 6 - General: Inclusion of a new Grade 6 – General classification that applies to the following employees:

- (a) manages and/or provides clinical supervision to employees performing Advanced Practice;
- (b) performs Advanced Practice work where the work in custom and practice has been performed by a medical doctor (a medical practitioner registered with the Medical Board of Australia);
- (c) manages the clinical teaching program of a department or Radiation Therapy at the employer;
- (d) manages the Allied Health clinical teaching and/or training program;

WITHOUT PREJUDICE

- (e) manages a department's or Radiation Therapy's research program;
- (f) manages the clinical development program of the employer;
- (g) manages the clinical systems of the employer;
- (h) leads and drives the research agenda and capability in the department or service; and/or
- (i) is or would be an Associate Professor or Professor (or equivalent) at an Australian University.

C.10 Clause 8 - Grade 6 Deputy Radiation Therapy Manager Level 1: Inclusion of new wording that this grade cannot be used by employers with satellite centres or campuses.

C.11 Clause 9 - Grade 6 Deputy Radiation Therapy Manager Level 2: Inclusion of new wording that this grade to also applies to someone who has completed 12 months at Grade 6 Deputy Radiation Therapy Level 1.

C.12 Clause 10 - Grade 7 Radiation Therapy Manager Level 1: Inclusion of new wording that this grade cannot be used by employers with satellite centres or campuses.

C.13 Clause 11 - Grade 7 Radiation Therapy Manager Level 2: Inclusion of new wording that this grade to also applies to someone who has completed 12 months at Grade 7 Radiation Therapy Level 1.

C.14 New Clause – Grade 8 Operations Manager or Director of Radiation Therapy: Inclusion of a new Grade 8 classification that applies to a Radiation Therapy Technologist (Radiation Therapist) who is the operations manager in Radiation Therapy or the Director of Radiation Therapy.

Section D: AHP1 Classification Descriptors – Sonographer

Changes to the Sonography classification descriptors, so they resemble the general AHP1 classification structure, save that Grade 3 will be entry level for a qualified Sonographer.

D.1 Clause 3 – Sonographer Grade 3: Amendments and inclusion of new provisions as follows:

- (a) a Grade 3 Sonographer:
 - (i) works on routine tasks within the scope of practice for Sonography, consulting with a more experienced Employee when problems arise or when dealing with matters they are unfamiliar with; and



WITHOUT PREJUDICE

(ii) is able to work with students.

(b) A Grade 3 Sonographer cannot:

(i) supervise students;

(ii) train students;

(iii) teach students;

(iv) supervise Employees;

(v) work shifts that would attract the night shift allowance; and/or

(vi) be on-call; and

(c) progression from Grade 3 to Grade 4 after 12 months at Grade 3, Year 4, except where an employee is being performance managed or chooses not to progress (like other AHP1 Professions).

D.2 Clause 4 – Sonographer Grade 4: Amendments and inclusion of new provisions based on the proposed general AHP1 Grade 2 classification, as follows:

(a) a Grade 4 Sonographer is an employee required to undertake additional duties/responsibilities to a Grade 3 Sonographer, for example:

(i) working shifts that would attract the night shift allowance;

(ii) being on-call;

(iii) supervising staff including clinical supervision of Grade 3 Sonographers;

(iv) performing work which requires special knowledge or depth of experience; and/or

(v) holding an equivalent position at a smaller establishment such as a day hospital/centre, nursing home or community health centre;

(b) A Grade 4 Sonographer also includes an employee who has progressed to Grade 4 from Grade 3, Year 4;

(c) A Grade 4 Sonographer cannot:

(i) supervise students, but can be taught how to perform this work;



WITHOUT PREJUDICE

- (ii) train students, but can be taught how to perform this work;
 - (iii) teach students;
 - (iv) supervise shifts that would attract a night shift allowance; or
 - (v) supervise Employees who are Sonographers classified at Sonographer Grade 4 or above; and
- (d) inclusion of new provisions providing for progression from Grade 4 to Grade 5 after 5 years at Grade 4, Year 4, save that an employee can choose not to progress to Grade 5.

D.3 New Clause – Sonographer Grade 5: Inclusion of a new Grade 5 based on the proposed general AHP1 Grade 3 classification, as follows:

- (a) Grade 5 Sonographer is someone who:
 - (i) has progressed from Grade 5 after 5 years at Grade 4, Year 4;
 - (ii) possesses specific knowledge in and works in an area of their profession (clinical, educational, research and/or managerial) recognised as requiring high levels of specialist knowledge or recognised as requiring significant levels of knowledge across a number of specialist areas;
 - (iii) trains and/or supervises students and/or interns;
 - (iv) supervises Grade 3, 4 and/or 5 Sonographers;
 - (v) has generalist skills and possesses high level clinical skills enabling them to work across a range of clinical areas within their discipline/profession; and/or
 - (vi) performs work that in custom and practice has been performed by other professions, save that an employee performing Advanced Practice cannot be classified at Grade 5;
- (b) inclusion of indicative duties/responsibilities in the clinical, managerial, research and education areas of expertise; and
- (c) a Grade 5 Sonographer cannot teach students.

D.4 New Clause – Sonographer Grade 6: Inclusion of a new Grade 6 based on the proposed general AHP1 Grade 4 classification, as follows:

- (a) Grade 6 Sonographer is someone who:



WITHOUT PREJUDICE

- (i) in addition to undertaking or having the ability to undertake the Grade 5 responsibilities, has extensive specialised knowledge in Sonography or an area of Sonography, and/or is at a supervisory level in one or more of the specific areas of Sonography which require extensive specialised knowledge and holds significant educational, administrative, managerial, research and/or clinical responsibilities;
 - (ii) is an Assistant Allied Health Manager to a Sonographer Allied Health Manager Grade 7, or other Allied Health Manager Grade 5;
 - (iii) teaches students; and/or
 - (iv) performs Advanced Practice work; and
- (b) inclusion of indicative duties/responsibilities in the clinical, managerial, research and education areas of expertise.

D.5 New Clause – Sonographer Grade 7: Inclusion of a new Grade 7 based on the proposed general AHP1 Grade 5 classification, which provides that Grade 7 Sonographer is an employee who:

- (a) is an Allied Health Manager in charge of 1 to 65 Employees and/or other staff not covered by this Agreement totaling 6 to 70 in number;
- (b) is an Assistant Allied Health Manager who is required to assist and to deputise for an Allied Health Manager Grade 8 in the case of a Sonographer, otherwise an Allied Health Manager Grade 6;
- (c) in the case of an employee whose duties are mostly within the Clinical area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) is a clinical lead for a profession at the Employer; and/or
 - (iii) performs Advanced Practice work, which includes an Employee who is required to have a post-graduate qualification to undertake Advanced Practice work;
- (d) in the case of an employee whose duties are mostly within the Education area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;



WITHOUT PREJUDICE

- (ii) directing, coordinating and providing academic supervision of undergraduate and/or post graduate students;
- (iii) administering and managing relationships with universities and other education providers; and/or
- (iv) co-ordination of student placements; and/or
- (e) in the case of an employee whose duties are mostly within the Research area of expertise:
 - (i) is required to have an additional post-graduate qualification to perform their role;
 - (ii) is the primary initiator of funding applications; and/or
 - (iii) publishes in their clinical specialty.

D.6 New Clause – Sonographer Grade 8: Inclusion of a new Grade 8 based on the proposed general AHP1 Grade 6 classification, which provides that Grade 8 Sonographer is an employee who:

- (a) manages and/or provides clinical supervision to employees performing Advanced Practice;
- (b) performs Advanced Practice work where the work in custom and practice has been performed by a medical doctor (a medical practitioner registered with the Medical Board of Australia);
- (c) manages the clinical teaching program of a department or a profession at the Employer;
- (d) manages the Allied Health clinical teaching and/or training program;
- (e) manages a department's or a profession's research program;
- (f) leads and drives the research agenda and capability in the department or service;
- (g) is or would be an Associate Professor or Professor (or equivalent) at an Australian University; and/or
- (h) is an Allied Health Manager in charge of at least 66 Full-Time Employees and/or other staff not covered by this Agreement totaling at least 71 in number.

WITHOUT PREJUDICE

D.7 Clause 5 – Employees undertaking a Postgraduate Sonography qualification: Removal of the wording “agreed by the Employer” from this clause.

D.8 Clause 6 – Higher Qualifications Allowance: Amend the clause so it simply states that a postgraduate Sonography qualification is an additional post graduate qualification for the purpose of clause 35 (Higher Qualifications Allowance) and will attract the Higher Qualifications Allowance.

Schedule 1: Entry requirements for AHP1 Classifications (Excluding Radiation Therapy Technologist and Sonographer)

S1.1 Inclusion of entry requirement for:

- (a) Clinical Informatics Officer;
- (b) Counsellor (Telephone and Online - Turning Point);
- (c) Dental Hygienist;
- (d) Dental Therapist;
- (e) Diversional Therapist;
- (f) Medical Imaging Informatics Manager;
- (g) Oral Health Therapist;
- (h) Public Health Officer;
- (i) Renal Physiologist; and
- (j) Spiritual Carer (Pastoral Carer).

S1.2 Update entry requirements for relevant professions.

Schedule 3: Health Information Manager Specialty Area Examples

S3.1 Areas of specialty for a Health Information Manager (Medical Records Administrator) Grade 3 to be amended to include:

- (a) clinical coding and casemix auditing; and/or
- (b) clinical documentation and improvement activities.

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- S3.2** Inclusion of new provisions relating to work that requires extensive specialised knowledge for a Health Information Manager (Medical Records Administrator) Grade 4, which include:
- (a) extensive and in-depth understanding of casemix analysis and clinical costing;
 - (b) is in a large or multi-campus department and is either at a senior or advisory level in one (1) or more of the specific areas of their profession which require extensive specialised knowledge and performance;
 - (c) development, implementation and co-ordination of extensive specialised programs across a number of different (geographically or by service type) facilities;
 - (d) clinical coding audit program advisor or lead;
 - (e) clinical coding advice development advisor or lead; and/or
 - (f) clinical documentation improvements advisor or lead.

Schedule 4: Advanced Practice Roles

- S4.1** **Clause 3 – Advanced Practice Grade 3:** Change the grade of this classification from Grade 3 to Grade 4 and make it clear that in the case of a Sonographer this is Grade 6.
- S4.2** **Clause 4 – Advanced Practice Grade 4:** Change the grade of this classification from Grade 4 to Grade 5 and make it clear that in the case of a Sonographer this is Grade 7, save that where an employee:
- (a) is required to have a post-graduate qualification to undertake Advanced Practice work, such an employee must be classified at Grade 5; and
 - (b) performs Advanced Practice work where the work in custom and practice has been performed by a medical doctor (a medical practitioner registered with the Medical Board of Australia) they must be classified at Grade 6 (Grade 8 in the case of a Sonographer).
- S4.3** **Clause 5 – Who can undertake Advanced Practice and Advanced Practice 3A:** Clause to be amended to:
- (a) provide for Grade 3 employees to undertake training in Advanced Practice; and
 - (b) removal of the Grade 3A classification and the provisions relating to it.

Section E: AHP2 Classification Descriptors

WITHOUT PREJUDICE

E.1 **Clause 1 – Biomedical Technologist:** Amendments and inclusion of new provisions:

- (a) **Clause 1.2 – Biomedical Technologist Grade 1:** after the completion of 12 months service at Grade 1 Year 4 a Grade 1 employee will automatically progress to Grade 2 Year 1; and
- (b) **Clause 1.3 – Biomedical Technologist Grade 2:** a Grade 2 Biomedical Technologist is also an employee who has completed 12 months' service at Grade 1 Year 4.

E.2 **Clause 2 – Child Psychotherapist:** Removal of the word “basic” in sub-clauses 2.2 and 2.5.

E.3 **Clause 3 – Client Adviser/Rehabilitation Consultant:** Amendments and inclusion of new provisions:

- (a) **Clause 3.1 - Grade 1 Client Adviser/Rehabilitation Consultant:** after the completion of 12 months service at Grade 1 Year 4 a Grade 1 employee will automatically progress to Grade 2 Year 1;
- (b) **Clause 3.2 - Grade 2 Client Adviser/Rehabilitation Consultant:** a Grade 2 Client Adviser/Rehabilitation Consultant is an employee who has completed 12 months' service at Grade 1 Year 4; and
- (c) **Clause 3.3 - Grade 3 Client Adviser/Rehabilitation Consultant:** removal of the reference to:
 - (i) Grade 3 employees normally having 7 years' experience in their profession; and
 - (ii) removal of references to “as recognised by the Employer” in Grade 3.

E.4 **Clause 4 – Community Development Worker:** Amendments and inclusion of new provisions:

- (a) **Clause 4.3 – Qualified Community Development Worker:** clarification that an employee classified as another profession in the enterprise agreement, for example as a Social Worker, cannot be taken to be a Qualified Community Development Worker for the purposes of clause 4 of Section E of Appendix 4;
- (b) **Clause 4.6 - Community Development Worker Class I (1):**
 - (i) removal of sub-clause 4.6(d); and



WITHOUT PREJUDICE

(ii) after the completion of 12 months service at Community Development Worker Class I (1) Year 4 a Community Development Worker Class I (1) Employee will progress to Community Development Worker Class II (2) Year 4;

(c) **Clause 4.7 - Community Development Worker Class II (2):**

(i) clear wording that a qualified Community Development Worker must be classified at no less than Class 2; and

(ii) a Community Development Worker is also an employee who has completed 12 months' service at Community Development Worker Class I (1) Year 4;

(d) **Clause 4.9 - Community Development Worker Class III (3):** expansion of Community Development Worker Class 3 to include someone who possesses specific knowledge in and works in an area of Community Development Work recognised as requiring high levels of specialist knowledge;

(e) **Clause 4.9 – Yearly Increments for Community Development Workers:** removal of this clause; and

(f) **New Clause – Interaction with AHP1 Professions:** clear wording that an employee whose qualification would enable them to be classified as a:

(i) Social Worker under the enterprise agreement must be classified as a Social Worker;

(ii) Health Promotion Officer (Health Promotion Practitioner) under the enterprise agreement must be classified as a Health Promotion Officer (Health Promotion Practitioner);

(iii) Public Health Officer under the enterprise agreement must be classified as a Public Health Officer;

(iv) Spiritual Carer (Pastoral Carer) under the enterprise agreement must be classified as a Spiritual Carer (Pastoral Carer); and

(v) Counsellor (Telephone and Online - Turning Point) under the enterprise agreement must be classified as a Counsellor (Telephone and Online - Turning Point);

except where they would be entitled to a higher rate of pay if they were classified as a Community Development Worker; and



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- (g) **New Clause – Interaction between Community Development Worker Classes:** clear wording that where an employee meets the requirements of more than one Community Development Worker Class and/or Year, they will be classified at the highest Community Development Worker Class and Year they meet the requirements of.

E.5 Clause 5 – Dental Prosthetist: Removal of this clause.

E.6 Clause 6 – Dental Technician: Amendments and inclusion of new provisions:

- (a) **Clause 6.2 – Dental Technician Level I (1):** after the completion of 12 months service at Level 1 Year 4 a Level 1 employee will automatically progress to Level 2 Year 1; and
- (b) **Clause 6.3 – Dental Technician Level II (2):** a Level 2 Dental Technician is also an employee who has completed 12 months' service at Level 1 Year 4.

E.7 Clause 7 – Medical Laboratory Technician: Amendments and inclusion of new provisions:

- (a) **Clause 7.2 - Qualified Medical Laboratory Technician (Grade 1):** after the completion of 12 months service at Grade 1 Year 5 a Grade 1 employee will automatically progress to Grade 2 Year 1;
- (b) **Clause 7.3 – Medical Laboratory Technician Grade:** A Grade 2 Medical Laboratory Technician is also an employee who has completed 12 months' service at Grade 1 Year 5; and
- (c) **New Clause – Medical Laboratory Technician Grade 3:** introduction of a Medical Laboratory Technician Grade 3, which is an employee who:
- (i) teaches Medical Laboratory Technicians;
 - (ii) manages Medical Laboratory Technicians; and/or
 - (iii) possesses specific knowledge in and works in an area of Medical Laboratory Technician work recognised as requiring high levels of specialist knowledge.

E.8 Clause 8 – Renal Dialysis Technician: Amendments and inclusion of new provisions:

- (a) **Clause 8.1 – Renal Dialysis Technician Grade 1:** after the completion of 12 months service at Grade 1 Year 4 a Grade 1 employee will automatically progress to Grade 2 Year 1;



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- (b) **Clause 8.2 – Renal Dialysis Technician Grade 2:** a Grade 2 Renal Dialysis Technician is also an employee who has completed 12 months' service at Grade 1 Year 5;
- (c) **New Clause – Renal Dialysis Technician Grade 3:** introduction of a Renal Dialysis Technician Grade 3, which is an employee who:
 - (i) teaches Renal Dialysis Technicians;
 - (ii) manages Renal Dialysis Technicians; and/or
 - (iii) possesses specific knowledge in and works in an area of Renal Dialysis Technician work recognised as requiring high levels of specialist knowledge; and
- (d) **New clause – Interaction with Renal Physiology classification:** An employee performing renal dialysis technician work who has an undergraduate or postgraduate qualification relevant to renal physiology must be classified as a Renal Physiologist under the AHP1 classification structure and cannot be classified as a Renal Dialysis Technician.

E.9 Clause 9 – Technical Officer: Amendments and inclusion of new provisions:

- (a) **Clause 9.2 – Technical Officer Grade 1:** after the completion of 12 months service at Grade 1 Year 4 a Grade 1 employee will automatically progress to Grade 2 Year 1; and
- (b) **Clause 9.3 – Technical Officer Grade 2:** a Grade 2 Technical Officer is also an employee who has completed 12 months' service at Grade 1 Year 4.

E.10 Clause 10 – Welfare Worker: Amendments and inclusion of new provisions:

- (b) **Clause 10.2 – Qualified Welfare Worker:** inclusion of new wording that clarifies:
 - (i) who a qualified welfare worker is;
 - (ii) that an employee performing Welfare Work whose qualification would enable them to be classified as a Community Development Worker under the enterprise agreement must be classified as a Community Development Worker, save that an employee performing Welfare Work whose qualification would enable them to be classified as a Social Worker under the enterprise agreement must be classified as a Social Worker or would enable them to be classified as a Spiritual Carer (Pastoral Carer) must be classified as Spiritual Carer (Pastoral Carer);



WITHOUT PREJUDICE

- (c) **Clause 10.4 – Welfare Worker Class I (1):** after the completion of 12 months service at Welfare Worker Class I (1) Year 7 a Welfare Worker Class I (1) Employee will progress to Welfare Worker Class II (2) Year 3;
- (d) **Clause 10.5 – Welfare Worker Class II (2):** a Welfare Worker Class 2 includes:
- (i) a Welfare Worker who is not required to perform their duties under direct supervision; and
 - (ii) an employee who has also completed 12 months' service at Welfare Worker Class I (1) Year 7;
- (e) **Clause 10.7 – Welfare Worker Class III (3):** a Welfare Worker Class 3 includes:
- (i) a Welfare Worker in charge of an agency or department with a staff of up to 7 employees covered by the enterprise agreement, and/or with other staff totaling 6 to 12 in number; and
 - (ii) a Welfare Worker who possesses specific knowledge in and works in an area of Welfare Work recognised as requiring high levels of specialist knowledge;
- (f) **Clause 10.9 – Welfare Worker Class IV (4):** a Welfare Worker Class 4 includes:
- (i) a Welfare Worker in charge of an agency or department with a staff of 8 or more employees covered by the enterprise agreement, and/or with other staff totaling at least 13 in number; and
 - (ii) a Welfare Worker who has extensive specialised knowledge in Welfare Work or an area of Welfare Work, and/or is at a supervisory level in one (1) or more of the specific areas of Welfare Work which require extensive specialised knowledge and holds significant responsibilities; and
- (g) **Clause 10.12 – Increments for Welfare Workers:** Removal of this clause.

E.11 **Clause 11 – Youth Worker:** Amendments and inclusion of new provisions:

- (a) **Clause 11.2 – Qualified Youth Worker:** inclusion of new wording that clarifies that an employee performing Youth Work whose qualification would enable them to be classified as a Community Development Worker under the enterprise agreement must be classified as a Community Development Worker, save that an employee performing Youth Work whose qualification would enable them to be classified as a Social Worker under the enterprise agreement must be classified as a Social Worker or would enable



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them to be classified as a Spiritual Carer (Pastoral Carer) must be classified as Spiritual Carer (Pastoral Carer);

(b) **Clause 11.3 – Youth Worker Class I (1):** after the completion of 12 months service at Youth Worker Class I (1) Year 7 a Youth Worker Class I (1) Employee will progress to Youth Worker Class II (2) Year 4;

(c) **Clause 11.4 – Youth Worker Class II (2):** a Youth Worker Class 2 includes:

(i) a Youth Worker who is not required to perform their duties under direct supervision; and

(ii) an employee who has completed 12 months' service at Youth Worker Class I (1) Year 7;

(d) **Clause 11.6 – Youth Worker Class III (3):** a Youth Worker Class 3 includes:

(i) a Youth Worker in charge of an agency or department with a staff of up to 7 employees covered by the enterprise agreement, and/or with other staff totaling 6 to 12 in number; and

(ii) a Youth Worker who possesses specific knowledge in and works in an area of Youth Work recognised as requiring high levels of specialist knowledge;

(e) **Clause 11.8 - Youth Worker Class IV (4):** a Youth Worker Class 4 includes:

(i) a Youth Worker in charge of an agency or department with a staff of 8 or more employees covered by the enterprise agreement, and/or with other staff totaling at least 13 in number; and

(ii) a Youth Worker who has extensive specialised knowledge in Youth Work or an area of Welfare Work, and/or is at a supervisory level in one (1) or more of the specific areas of Youth Work which require extensive specialised knowledge and holds significant responsibilities; and

(f) **Clause 11.10 – Increments for Youth Workers:** Removal of this clause.

E.12 Clause 12 – Mechanical Officer: Amendments and inclusion of new provisions:

(a) **Clause 12.1 – Mechanical Officer Grade 1:** after the completion of 12 months service at Grade 1 Year 2 a Grade 1 employee will automatically progress to Grade 2 Year 1; and

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- (b) **Clause 12.2 – Mechanical Officer Grade 2:** a Grade 2 Mechanical Officer is also an employee who has completed 12 months' service at Grade 1 Year 2.

E.13 **Clause 13 – Radiation Engineer:** Amendments and inclusion of new provisions:

- (a) **Clause 13.1 – Radiation Engineer Grade 1:** after the completion of 12 months service at Grade 1 Year 2 a Grade 1 employee will automatically progress to Grade 2 Year 1; and
- (b) **Clause 13.2 – Radiation Engineer Grade 2:** a Grade 2 Radiation Engineer is an employee who has completed 12 months' service at Grade 1 Year 2.

E.14 **Clause 14 – Research Technologists (Research Scientists):** Amendments and inclusion of new provisions:

- (a) **Clause 14.2 – Part-time Student:** increase the rates of pay for part-time students above the national minimum wage;
- (b) **Clause 14.3 – Full-time student:** increase the rates of pay for full-time students above the national minimum wage;
- (c) **Clause 14.4 – Level A Research Technologist (Research Scientist):** after the completion of 12 months service at Level A Senior Research Assistant 2 a Level A employee will automatically progress to Level B Senior Research Officer 3; and
- (d) **Clause 14.5 – Level B Research Technologist (Research Scientist):** a Level B Research Technologist is also an employee who has completed 12 months' service at Level A Senior Research Assistant 2.

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ATTACHMENT 1: WORKLOAD MANAGEMENT

1. This workload management system is applicable across all professions covered by the enterprise agreement and at all grades/levels/classes.
2. The list of Direct Commitments is not an exhaustive list and covers all work that is not Organisational and Practitioner Development.
3. Employees can perform duties across Clinical, Education, Management and Research areas, however Direct Commitments cannot exceed 60% of the Employee's work time. In the event an Employee's Direct Commitments exceed 60%, the Employer must immediately adjust the Employee's workload to ensure compliance.
4. Overtime and/or time in lieu must not be used as a means to augment the existing workforce or workload requirements.
5. Clinical work, in the case of professions that do not perform clinical work in the traditional sense that most Allied Health Professionals do, such as Health Information Managers, Medical Librarians and Medical Photographers and Medical Illustrators, refers to work that is not Organisational and Practitioner Development and are not Direct Commitments in Education, Management and Research areas. This work will often be work specific to their profession or a related profession/role (for example, work that is performed by both a Health Information Manager and a Clinical Coder).
6. Employees in training positions, graduate positions, project positions or newly employed/appointed employees will have Organisational and Practitioner Development of greater than 40% for a time limited period as part of their position work plan arrangements, and in line with their skill level and /or orientation needs.
7. This Workload Management System may be varied by agreement in writing between the Union and the Employer to deal with particular localised need where there is evidence of the need for this and it will not have a negative impact on the workload of employees. This agreement will be recorded in writing as a local agreement signed by the parties.
8. Where the duties/tasks currently allocated to an Employee that are part of Organisational and Practitioner Development are greater than 40% of the Employee's work time, the introduction of this Workload Management System will not disturb this arrangement.



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Organisational and Practitioner Development (minimum 40% of Employee's work time)	
	<ul style="list-style-type: none">○ Rest breaks○ Meetings:<ul style="list-style-type: none">● Team meetings● Discipline meetings● Department meetings● Organisational meetings○ Mandatory/other training (such as hand hygiene, no-lift manual handling, fire response, CPR)○ Professional Development:<ul style="list-style-type: none">● In-services● Education sessions● Journal reviews○ Quality assurance activities○ Portfolios○ Projects (non-research)○ Receiving individual supervision/preparation time○ Reading employer policies/procedures
Direct Commitments (maximum of 60% of Employee's work time)	
	<p>Patient facing tasks</p> <ul style="list-style-type: none">○ Direct patient/client contact (individual or group) including but not limited to:



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<p>CLINICAL</p>	<ul style="list-style-type: none">• Interviews• Telephone calls• Assessment• Interventions counselling○ Contact with families, carers and/or nominated persons including family meetings○ Other direct clinical dutiesNon patient facing tasks○ Triage of new referrals/new admissions○ Triage and assessment of daily caseload/s○ Clinical allocation and handover○ Scheduling patient/client appointments○ Clinically related administrative work (e.g. reading or researching patient/client notes for any purpose, reading/researching in preparation for or after patient/client contact)○ Documentation requirements, such as, but not limited to;<ul style="list-style-type: none">• Progress notes/documentation of clinical interventions• Referrals to other disciplines/professions/community services• Handovers• Collection/documentation of outcome measures○ Discharge planning○ Report writing○ Completion of forms/support letters/applications
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- Clinical review meetings (e.g. multidisciplinary team meetings, ward handovers, huddles)
- Case conferences
- External meetings such as, but not limited to VCAT hearings
- Equipment maintenance
- Delegation of Allied Health Assistant duties
- Preparation for patient procedures (Room and equipment preparation and any other preplanning required)
- Clinical leadership**
- Clinical supervision of Employees or other staff
- Supervising in one or more clinical areas of the Employee's profession
- Clinical leadership of a team or stream of care
- Discipline specific responsibilities
- Mentoring and/or professional supervision of other Employees or other staff
- Providing specialist advice to other Employees or staff in their profession/discipline or other disciplines including secondary consultation
- Acting on expert advisory committees
- Other duties related to supervision of Employees or other staff
- Community liaison activities**
- Contact when a service and/or information is provided to another organisation as part of the Employee's work. This includes, but is not limited to:
 - Consultation services



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	<ul style="list-style-type: none">• Case conferences○ Community Development/Health Promotion Activities
EDUCATION	<p>Supervision of students – undergraduate and/or post graduate</p> <ul style="list-style-type: none">○ Preparation time○ Supervision○ Assessment○ Feedback <p>Teaching and Training of Students (undergraduate and/or post graduate) and/or other Employees/staff</p> <ul style="list-style-type: none">○ Preparation and/or delivery of in-services, tutorials, workshops at a local or organisational level○ Lecturing○ Coordination of student placements○ Assisting more senior educators○ Managing the clinical teaching program○ Provision of specialist education programs○ Directing, coordinating and providing academic supervision of undergraduate and/or post graduate students○ Administering and managing relationships with universities and other education providers○ Managing the Allied Health clinical teaching and/or training program
	<ul style="list-style-type: none">○ Supervision of Employees and/or other staff - where this involves supervising Employees and/or other staff with patients/clients and any



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MANAGEMENT	<p>work associated with this prior to and after supervising the Employee and/or staff member with a patient/client</p> <ul style="list-style-type: none">○ Rostering○ Administrative functions○ Mentoring and/or managerial supervision of Employees and/or other staff○ Advocating to more senior management on behalf of their team○ Budget and/or human resource management○ Management of a program/s, such as the quality assurance program○ Management/supervision of Employees and/or other staff within a program○ Management of imaging specific computer systems○ Equipment replacement procedures (tender writing & submission, funding paperwork, etc)○ Managing regulatory requirements of staff (for example AHPRA registration and Employee satisfying their CPD requirements)
RESEARCH	<p>Research categories</p> <ul style="list-style-type: none">○ Research projects approved by a local ethics committee○ Service development including new practice/s in the profession (e.g. implementation of advanced practice roles)○ Complex projects requiring grant funding <p>Organisational leadership</p> <ul style="list-style-type: none">○ Managing the department's research program○ Leading and driving the research agenda and capability in the department or service○ Mentoring Employees and/or other staff



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	<ul style="list-style-type: none">○ Principal investigator of research projects (e.g., directing and coordinating research and clinical trials)○ Publishing research findings in peer reviewed journals○ Undertaking project management roles which include;<ul style="list-style-type: none">● Project synthesis and planning● Initiation and submission of grant funding applications,● Data collection● Data analysis● Report writing○ Assisting principal investigators/project managers
General	<ul style="list-style-type: none">○ Specialty specific meetings○ Travel time○ Statistics gathering and reporting○ Putting on and taking off of work specific clothing and/or PPE