

Doctors and Registered Nurses Attraction and Retention Incentives Policy

MINUTE NUMBER	750/2013
DATE APPROVED	18 August 2013
EFFECTIVE	18 August 2013
AUTHORITY	Corporate Services
CONTACT OFFICER	Corporate Services

1 PURPOSE

- 1.1 Forbes Shire Council recognises the importance of attracting and retaining medical professionals as part of ensuring the sustainability of medical services in Forbes. Accordingly, this Policy seeks to identify strategies to more effectively address the prevailing skills shortage of both medical and health professionals as well as enhance the lifestyle benefits of relocating to Forbes.

2 POLICY STATEMENT

2.1 Financial Incentives Conditions

- 2.1.1 Council offers two tiers of financial incentives to medical professionals:

i. Doctors

Council may provide an allowance of up to \$7,000 on the following conditions:

- a. The recipient is required to practice in Forbes for a minimum of two years.
- b. If the recipient ceases to practice in Forbes within a two year period Council requires the allowance to be refunded in full.

ii. Registered Nurses/Midwives

Council may provide an allowance of up to \$5,000 as a means of attracting both Registered Nurses and Midwives on the following conditions:

- a. The recipient obtains and maintains employment with the Greater Western Area Health Service (Forbes) or Catholic Health Care (Jemalong Residential Village, Mater Nursing Home);
- b. The employment period must be for a minimum of two years. If the recipient ceases to be employed in Forbes within the two year period, Council requires the allowance be refunded on a pro-rata basis;
- c. Any incentive payment may be aligned with employment status e.g. full time employment may entitle the Registered Nurse/Midwife to the full incentive payment whilst part time employment may attract partial payment.

2.2 Other Attraction and Retention Incentives for Nurses and General Practitioners

- 2.2.1 A lifestyle package to eligible applicants incorporating membership to local facilities such as the Forbes Swimming Pool and Golf Club may be negotiated.
- 2.2.2 Rental assistance may be offered to successful candidates.

2.3 Eligibility

- 2.3.1 To be eligible for financial incentive under this Policy:

- i. The application must be received for Council's assessment and determination within one month of the commencement of employment. This Policy is not intended to be applied retrospectively;

- ii. The recipient must maintain a residence within the Forbes Local Government Area; and
- iii. Where applications are received under this Policy by other medical or health professionals, Council may consider these requests on merit where there is a recognised skills shortage within this service area subject to Council's financial capacity.

2.4 Application and determination procedure

2.4.1 Doctors:

- i. Application for financial incentive under the Doctor's tier must be submitted in writing to the General Manager;
- ii. Council staff will submit a report to Council for assessment against the eligibility criteria and final determination.

2.4.2 Registered Nurses/Midwives:

- i. Application for financial incentive under the Registered Nurses/Midwives tier must be submitted in writing to the General Manager;
- ii. An application under this tier must include a letter of support from the applicant's employer confirming their employment status, including the employment term, if employed on a fixed term contract, employment commencement date and hours of employment per week;
- iii. Council staff will submit a report to Council for assessment against the eligibility criteria and final determination.

2.5 Payment of funds

- 2.5.1 On receipt of the successful applicants signed Financial Incentive Payment Agreement, Council will process the payment of 50% of the financial incentive.
- 2.5.2 The final 50% payment will be made on the two year anniversary of the signed Financial Incentive Payment Agreement, after confirmation from the recipient's employer of the recipient's employment status both during and at the conclusion of the two year period.
- 2.5.3 Any assistance offered under this Policy will be paid in two equal instalments over two years unless otherwise approved by Council.

3 COUNCIL RIGHTS

The intention of this Policy is to attract and retain medical professionals where a skills shortage has been identified, particularly in relation to doctors and registered nurses/midwives. Accordingly application of this Policy is restricted to times where a shortage of skills in these professions has been recognised. Council reserves the right to cease accessibility to this incentive a scheme of any period of time where a skills shortage within this service area is not of issue.

4 VARIATION

- 5.1 Council reserves the right to vary the terms and conditions of this policy subject to a report Council.

5 APPENDICES

6.1 This policy is supported by the following appendices:

Appendix No.	Description
1	Registered Nurses – Financial Incentive Payment Agreement
2	Doctors – Financial Incentive Payment Agreement



Doctors and Registered Nurses Attraction and Retention Incentives Policy

I, _____ of _____, a Registered Nurse employed by the Greater Western Area Health Service/Jemalong Residential Village/Catholic Health Care (Mater Nursing Home) hereby accept the terms of Council's financial assistance pursuant to Council's Doctors & Registered Nurses Attraction and Retention Policy.

Specifically

[Insert Council's resolution]

The first part of this funding agreement (\$2,500) will be paid by Forbes Shire Council upon receipt of this signed agreement and the following conditions:

1. The recipient obtains and maintains employment with Greater Western Area Health or Catholic Health Care (Jemalong Residential Village or Mater Nursing Home).
2. The employment period must be for a minimum of two years.
3. If employment ceases within this period the recipient will refund Council the financial assistance on a pro-rata basis.

General Manager

Mayor

Name:

Signature:

Date:

Witness:



Doctors and Registered Nurses Attraction and Retention Incentives Policy

I, _____ of _____, a Doctor employed by Forbes Apex Medical Centre hereby accept the terms of Council's financial assistance pursuant to Council's Doctor's and Registered Nurses Attraction and Retention Policy.

The first part of this funding agreement (\$3,500) will be paid by Forbes Shire Council upon receipt of this signed agreement and the following conditions:

4. The recipient obtains and maintains employment with Forbes Apex Medical Centre.
5. The employment period must be for a minimum of two years.
6. If employment ceases within this period the recipient will refund Council the financial assistance on a pro-rata basis.

General Manager

Mayor

Name:

Signature:

Date:

Witness:

Revision History

Version	Adoption Date	Authorised by	Approved by	Revision Date
V1	18/05/06	Director Corporate Services	General Manager	27/09/09
V2	19/06/08	Director Corporate Services	General Manager	29/06/10
V3	18/12/08	Director Corporate Services	General Manager	18/12/10
V4	16/12/10	Director Corporate Services	General Manager	16/12/12
V5	15/08/13	Director Corporate Services	General Manager	15/08/15

Change History

Version	Change Details
V1	Initial Policy
V2	Amended Policy
V3	Amended Policy
V4	Amended Policy – Minute No: 62/2011
V5	Amended Policy – Amendment to Clause 3 – Council Rights – Minute No: 750/2013

Related Documents

Title
