



Queensland
Government

Metro North
Hospital and Health Service

File number: J20/8575

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Our ref:

Medical Workforce Unit
The Prince Charles Hospital
+61 7 31394041
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TPCH-MedicalWorkforce@health.qld.gov.au
TARASYUK 2021 App Let

Igar TARASYUK
1/1a Fanny Street
Newtown Qld 4350

Dear Dr TARASYUK

Letter of Offer of Appointment

I am pleased to make this formal offer of employment with Metro North Hospital and Health Service (Metro North HHS) as a **Principal House Officer – General Medicine** at **The Prince Charles Hospital** commencing on **1st February 2021** and ending on **6th February 2022**. I am delighted to welcome you to our organisation.

Here at Metro North HHS we are extremely passionate about making our values more than just words. Our Values are: *Respect, Compassion, Integrity, High Performance and Teamwork*. The way our team members behave within these values is part of the fabric that makes us not just the biggest Hospital and Health Service in Queensland but most importantly the nicest. It is these values and behaviours that we use to hold each other to account. They are what make us successful as individuals in our roles, members of a team, and providers of high-quality care to our community. We encourage and reward our team members for translating our values into action through providing connected care that is relevant, efficient and respectful of our patients' needs and wishes every day.

We expect that all team members will have a personal commitment to the health and safety of our patients, and importantly, take into account what matters to them and their experience of our health care services. This is because these priorities are fundamental to everything we do.

Position Details

Position Title	Principal House Officer – General Medicine
Position Number	
Commencement Date	1 February 2021
End Date	<p>6 February 2022</p> <p>PLEASE NOTE:</p> <p>Metro North HHS is not able to guarantee the continuation or extension of your employment beyond the end date of this appointment. We welcome your participation in the relevant annual RMO Recruitment Campaign conducted by the Department of Health each year as well as applying for suitable vacancies which may be advertised on the Smartjobs website or the Metro North HHS intranet from time to time.</p> <p>From time to time a multi-year contract could be considered by the HHS. In this circumstance the end date may be greater than 12 months.</p>
Employer	Metro North HHS
Location	<p>Primary Site: The Prince Charles Hospital (TPCH)</p> <p>PLEASE NOTE:</p> <p>As a condition of your employment you may be reasonably required to work at any location within Metro North HHS. You may also be seconded to other private hospitals or hospitals in other HHSs.</p>
Salary Classification	Level 4 – 7 (MEDPHO.01-MEDPHO.04)
Award	<i>Medical Officers (Queensland Health) Award – State 2015</i>
Certified Agreement	Medical Officers' (Queensland Health) Certified Agreement (No.5) 2018 (MOCA 5)
Supervision	<p>Your position operationally reports to the Director of General Medicine. Clinical supervision will be provided by the consultant/s in your department/clinical unit. All medical positions are professionally accountable to the Executive/Director of Medical Services, as the hospital Medical Professional lead.</p>

Employment Details

Employment Status	Temporary full-time
Hours per fortnight	76 hours per fortnight
After hours and on-call	You will be required to participate in the on-call roster and undertake recall duties.
Termination of Employment	Employment may be terminated by 4 weeks' notice given by either Metro North HHS or by yourself or by payment or forfeiture of 4 weeks' salary as the case may be, provided a lesser period may be mutually agreed.
Provider Number	If eligible, you are required to obtain a provider number/s from Medicare Australia for your primary hospital site. If you work at more than one facility you may be required to obtain additional provider numbers for any additional physical sites as required by Medicare Australia.
Prescriber Number	If eligible, you are required to obtain a prescriber number from Medicare Australia.
Compliance with policies and procedures	You are required to comply with all applicable Metro North HHS policies and procedures as amended from time to time.
Vaccine Preventable Diseases	It is a mandatory condition of employment for this role to be vaccinated against, and remain vaccinated against, certain vaccine preventable diseases (VPD) including: measles, mumps, rubella, varicella (chicken pox), pertussis (whooping cough), and Hepatitis B. Your offer of appointment is conditional upon your consent and agreement to maintain vaccination as required by Queensland Health policy. Reference: Health Employment Directive No.01/16 – <i>VPD Requirements</i> and Human Resource Policy B1 - <i>Recruitment and Selection</i>
Tuberculosis	It is a mandatory condition of employment for this role to have completed a TB risk assessment form prior to commencement. If further assessment is required, this must occur soon after commencement and any identified required action must be undertaken to ensure that a clinical clearance to continue employment is obtained. Reference: Health Service Directive #QH040: 2018 - <i>Protocol for the Control of Tuberculosis</i>
Fringe Benefit Tax	The Fringe Benefit Tax (FBT) consequences for employees participating in salary sacrifice arrangements will differ depending on their eligibility or otherwise for the FBT exemption cap for public hospitals. Employees are to be aware that if they are rotating to a "for profit" private hospital they will not be eligible for the exemption cap during this period and may need to review their salary packaging arrangements to avoid incurring personal FBT liability. Individual financial management is the responsibility of the employee. Further information on the Queensland Health salary packaging arrangements can be found at: http://www.remsservsalarypackage.com.au/ (employer code "health") or https://qld.smartsalary.com.au/ (employer code "health").

Your appointment and ongoing employment with Metro North HHS is subject to you complying with the following terms and conditions:

1. Proof of Identification

Prior to commencement of duty with Metro North HHS you must provide proof of identity. Identification must be current and must include at least one type of photographic ID and identification which contains a signature and date of birth.

Documents can be the originals or copies certified by a Justice of the Peace, Commissioner of Declarations, barrister or solicitor or notary public.

If a document is not in English, an English translation from a translator approved by the National Accreditation Authority for Translators and Interpreters (NAATI) is required.

Failure to provide "Proof of Evidence" documentation prior to commencement of duty may result in your appointment being revoked.

In addition, you will be required to present one form of photographic ID on your first day of work.

2. Criminal History Check and Notifications

All appointments to Metro North HHS are subject to a Criminal History Check clearance. Information and documentation about a person's criminal history is only used during recruitment in assessing the suitability of a person to perform the duties of a job.

You must notify your Chief Executive, clinical supervisor and relevant regulatory bodies of any charges or convictions for indictable offences in accordance with section 181 of the *Public Service Act 2008*. Failure to do so may result in disciplinary action.

3. MNHHS Orientation, Facility Orientation and Mandatory Training

You are required to attend the Facility specific Orientation Program (which includes orientation to the HHS) and undertake all mandatory training as soon as practicable after commencement. Details regarding the orientation program, if required, will be provided in due course. Attendance at orientation will meet the majority of the mandatory training requirements of your position. However, as a condition of your employment, it is essential that you complete mandatory training via the Talent Management System (TMS) within 1 month of commencement. Information relating to accessing the TMS will be provided upon commencement. If you have completed mandatory training with a previous employer other than Metro North Hospital and Health Service, please provide the Medical Workforce Unit with a statement of training.

It is an expectation that you will monitor and complete your mandatory training requirements throughout your employment.

4. Registration with the Medical Board of Australia

Your registration as a medical practitioner with the Medical Board of Australia (MBA) must be consistent with your appointment and allow you to undertake the duties of your position.

It is your responsibility to maintain appropriate registration with the MBA for the duration of your employment with Metro North HHS and to ensure that you work within your registration at all times. If circumstances arise in which your registration may be or is affected, you are required to immediately notify your Executive/Director Medical Services.

If, at any time during your employment with Metro North HHS, your registration with the MBA lapses for any reason, you must immediately cease practice. Your employment may be immediately terminated.

5. **Overseas appointment**

You must have appropriate visa status and Australian work rights to work in the position to which you have been appointed. You must maintain your visa status and Australian work rights for the duration of your employment with Metro North HHS. You must comply with all requirements of your visa and any legislative requirements and have private health cover if you hold a visa with work rights.

Your employment will only commence on the Commencement Date if you have provided sufficient evidence of your visa entitling you to work in Australia in the capacity outlined in this offer. This offer of employment will be deemed to be withdrawn immediately by Metro North HHS, if you are not granted such working rights.

Should your immigration/visa status change at any time during your employment with Metro North HHS you must immediately advise the Medical Workforce Unit and/or Director Medical Administration at The Prince Charles Hospital.

6. **Radiation/Laser Licence**

If your role involves use of a radiation source or use of laser equipment you must obtain the appropriate licence prior to your commencement date. If you already hold a licence, please ensure it is current and provide a copy to The Prince Charles Hospital Medical Workforce Unit, TPCH-RMOMedicalWorkforce@health.qld.gov.au. To obtain or renew a licence, please contact Health Protection Branch/Prevention Division on 3328 9310 or email: licensing@health.qld.gov.au

Metro North HHS General Terms and Conditions of Employment are attached.

Conditions of service require that you provide medical services including the keeping and maintaining of adequate medical records for persons coming under the responsibility of the Hospital.

The appointment carries a responsibility to teach others including more junior medical staff, undergraduates and other hospital staff, and to participate fully in the training and educational activities of your Department.

You are required to adhere to the local Infection Control Guidelines and Metro North HHS Infection Control Standard Precautions.

As a condition of your employment, you will be required to have an assessment of your performance completed by your Clinical Supervisor/s.

You are required to wear an identity badge at all times while on duty.

Metro North HHS Indemnity arrangements for medical staff are outlined in Human Resource Policy 12 Indemnity for Queensland Health medical practitioners. You should familiarise yourself with your responsibilities under this Policy which may be viewed on the Metro North HHS intranet at: https://www.health.qld.gov.au/data/assets/pdf_file/0023/164093/gh-pol-153.pdf

Metro North HHS is committed to the responsible management of medical officer fatigue and has processes in place for the reporting and management of fatigue and its associated risks. You should familiarise yourself with the Metro North HHS Fatigue Risk Management Procedure: <https://metronorth.health.qld.gov.au/wp-content/uploads/2017/10/fatigue-management.pdf>) and the [Medical Officer Fatigue Risk Management Governance](https://qheps.health.qld.gov.au/data/assets/pdf_file/0022/2230078/04595.pdf) (https://qheps.health.qld.gov.au/data/assets/pdf_file/0022/2230078/04595.pdf)

It is Queensland Government Policy that any employee found to have used a government-owned communication or information device to download, store or distribute pornography will be dismissed. You should familiarise yourself with the *Code of Conduct for the Queensland Public Service* which contains the ethics principles and values prescribed in the *Public Sector Ethics Act 1994*. The Code of Conduct can be viewed at <https://www.forgov.qld.gov.au/code-conduct-queensland-public-service>

Metro North HHS does not accept liability for losses of property incurred by employees on its property and buildings.

Metro North HHS recognises the right of individuals to join a union and encourages employees to join a relevant union. On commencement of duty, your name, position and workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with you the benefits of union membership.

I have attached a number of forms and documents which are relevant to your employment with Metro North HHS. These forms must be returned to the Medical Workforce Unit via Email: TPCH-RMOMedicalWorkforce@health.qld.gov.au within seven (7) days from the receipt of this letter prior to you commencing duty.

The Queensland Government is committed to actively promoting and providing equal employment opportunities for people who identify with groups that have historically been disadvantaged in employment. The attached EEO Employee Census Form is attached for your consideration and return with other documentation as above.

Your signed Acceptance of Offer and other documents should be returned to: -

Kim Jamieson
Medical Workforce Unit
The Prince Charles Hospital
Rode Road CHERMSIDE QLD 4032
07-31394041
email: TPCH-RMOMedicalWorkforce@health.qld.gov.au

This offer is subject to you returning your signed Acceptance of Offer letter within seven (7) days of the date of this letter. If your signed Acceptance of Offer is not received within this time, Metro North HHS reserves the right to revoke this offer.

If you have any questions regarding your appointment, please contact Donna Faulks, Manager Medical Workforce Unit, The Prince Charles Hospital on +61 7 31394041.

Congratulations on your appointment. I look forward to your contribution to the delivery of Metro North health services and I hope you find your work enjoyable and rewarding.

Yours sincerely



Dr Rosalind Crawford
Director Medical Administration
The Prince Charles Hospital
Metro North Hospital and Health Service

14/10/2020



MetroNorth
Hospital and Health Service

Acceptance of Appointment

Please return this form within 7 days

Medical Workforce Unit
The Prince Charles Hospital
Metro North Hospital and Health Service
Rode Road CHERMSIDE QLD 4032
or Fax: +61 7 31394231
or Email: TPCH-RMOMedicalworkforce@health.qld.gov.au

I acknowledge your letter of offer dated / / and accept the appointment to the position of Principal House Officer General Medicine from 1 February 2021 – 6 February 2022.

I confirm my acceptance of the offer of employment with the understanding that:

- **My appointment** is subject to the evidence of, and maintenance of, medical registration with the Medical Board of Australia consistent with this appointment,
- **If my** appointment is subject to having been granted adequate working rights in Australia for the duration of my temporary appointment in accordance with my employment conditions and hours of work and I will immediately notify the Executive Director Medical Services or Director Medical Administration, The Prince Charles Hospital of any changes to my immigration status. I acknowledge my appointment offer will be deemed to be withdrawn immediately if I do not present evidence of having been granted such working rights.

I agree to acquaint myself with and abide by the *Code of Conduct for the Queensland Public Service* and all policy, regulations, standards, procedures and work practices that operate within Metro North HHS at any given time.

I agree to acquaint myself with, and maintain, the vaccine preventable diseases (VPD) requirements for my role within Metro North HHS during my employment.

I agree to complete mandatory training via the Talent Management System (TMS) within 1 month of commencement.

I understand the Queensland Government recognizes my right to join a registered union. Whilst I am not obligated to join a union, I understand the Government encourages its employees to do so and that I can contact my relevant union for membership application forms. I also understand that my name, the name of my workplace and my workplace location may be provided to a relevant union for the purpose of providing the union with the opportunity to discuss with me the benefits of union membership.

I understand that Section 350 of the *Industrial Relations Act 2016* allows unions to access certain employee records. These records will be made available to the relevant union unless I submit a written request to Metro North HHS that the record not be available for inspection. This written request can be lodged at any time during my employment via post to Metro North Recruitment Services, Level 14, Block 7, Royal Brisbane and Women's Hospital, Herston, QLD 4029 or email to: MetroNorthRecruitment@health.qld.gov.au

Dr Igar TARASYUK

Date: / /

Important Information - Salary Sacrificing Arrangements -

As you may be aware, by virtue of the provisions of the relevant certified agreements Queensland Health employees are able to participate in the Queensland Government Salary Sacrificing arrangements which are administered by Remuneration Services (QLD) Pty Limited ("RemServ").

The Fringe Benefits Tax (FBT) consequences for employees participating in the salary sacrifice arrangements will differ depending on eligibility or otherwise for the FBT exemption cap for public hospitals.

The FBT exemption cap allows for concessional FBT treatment through the provisions of the Fringe Benefits Tax Assessment Act 1986 if the duties of the employment of the employee are exclusively performed in, or in connection with a public hospital. Private hospitals may also be eligible for an equivalent FBT concession, but only where they are run by a not-for-profit entity.

It is important to note that eligibility for the FBT exemption cap concession is not an employee entitlement. Queensland Health employees may be eligible to take advantage of this employer FBT concession through the salary sacrifice arrangements depending on whether they work exclusively in and for a business area that is eligible for the FBT exemption cap. Therefore not all employees of Queensland Health are eligible for the FBT concession.

For employees of Queensland Health, eligibility at any given point in time is determined based on the facility within which the employee is working in and for. An employee working exclusively in and for a public hospital such as Princess Alexandra Hospital or a not-for-profit private hospital (eg the Wesley Hospital) will be eligible for the FBT concession. However, where a Queensland Health employee works in a "for profit" private hospital e.g. Greenslopes Private Hospital, the eligibility for the FBT concession is lost.

Should you currently have a salary sacrificing arrangement through RemServ, or be considering entering a salary packaging arrangement, you must seek immediate independent financial advice and/or contact RemServ to discuss your options.

These may include:

Advising RemServ to suspend payments from your RemServ salary packaging account until such time as you commence/return to work in an eligible Queensland Health facility/hospital; or

Modify your salary packaging arrangements through RemServ, e.g. utilising FBT exempt benefits only (e.g. superannuation); or

Continue salary packaging arrangements but only with your acceptance of full responsibility for any resultant FBT liability.

RemServ can be contacted on 1300 304 010.