



**Queensland
Government**

Queensland Health

MEMORANDUM

To: District CEOs
Executive Director, Population Health
Executive Director, Clinical and Statewide Services

Copies to: Executive Director, Oral Health
Executive Director, Mental Health
Directors, Allied Health
Executive Directors, People and Culture
Director, SSP Recruitment Services

From: Michael Kalimnios
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Corporate Services

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Subject: Guidelines to Support District Management of HP Vacancies

File Ref: AH000335

The outcomes of the health practitioner (HP) Phase 2 evaluation process have been positive for the workforce. The HP classification structure provides staff with opportunities for advancement and a framework to improve recruitment and retention. Work now needs to occur to ensure the workforce structures facilitate a sustainable health practitioner workforce with an appropriate level of skills, appropriate skill mix and succession planning to meet the present and future service delivery requirements.

At the HR Executive Committee on the 7 December 2009 the following recommendation was endorsed in principle:

- That health practitioner vacancies will be advertised as HP2 (technical level) or HP3 (for graduate positions) unless otherwise approved.

It was agreed that People and Culture Corporate would develop guidelines to support this principle (refer attached).

As noted at the DCEO forum on the 15 December 2009, a small working group has been established to oversight the development of these guidelines. This group comprises Dr Keith McNeil, District CEO, Metro North as the CEO representative as well as the Directors Allied Health, Princess Alexandra Hospital, Gold Coast, Central Queensland, Sunshine Coast – southern cluster, Director Workplace Relations, People and Culture Corporate, and the Director, Allied Health Workforce Advice and Coordination Unit.

These guidelines are attached for your implementation from this point forward. Please note the guidelines are to be utilised for all new positions, permanent vacancies, temporary vacancies of three months or longer in duration, and short term vacancies where subsequent extensions have or are likely to exceed a three month period in duration.

This process requires a District HP Oversight Committee be established to oversight the process and provide recommendations to the District CEO. An excel spreadsheet will be provided to assist districts with management of the process and reporting. Further support material will be provided on organisational structures and other issues to support this process in the near future.

This process is designed to ensure all vacancies are critically assessed at the local level prior to advertising. Vacant positions will need to be advertised at the HP2 or HP3 level unless it is determined by the District CEO on advice from the District HP Oversight Committee that a higher level is warranted for organisational or service delivery needs.

Please note that all requests to fill vacancies and evaluations of all HP positions will continue to be managed centrally by SSP Recruitment.

If you have any questions with regard to these issues please contact Grant Brown on 3234 1565 or Julie Hulcombe on 3234 0901.



Michael Kalimnios

Deputy Director-General

1/2/10