

REGISTER OF ENTERPRISE AGREEMENTS

ENTERPRISE AGREEMENT NO: EA05/288

**TITLE: North Coast Radiology/Clarence Valley Imaging
(NCR/CVI) Staff Enterprise Agreement 2005-2007**

I.R.C. NO: IRC5/2987

DATE APPROVED/COMMENCEMENT: 27 June 2005 / 27 June 2005

TERM: 30

**NEW AGREEMENT OR
VARIATION:** New.

GAZETTAL REFERENCE: 21 October 2005

DATE TERMINATED:

NUMBER OF PAGES: 45

COVERAGE/DESCRIPTION OF

EMPLOYEES: The agreement applies to all employees employed by Llesilver Pty Ltd t/a North Coast Radiology , located at 16 Keen Street, Lismore NSW 2480, and North Coast Radiology/Clarence Valley Imaging (NCR/CVI); and employees of North Coast Radiology/Clarence Valley Imaging (NCR/CVI) for whom classifications and rates of pay are prescribed by the agreement, who fall within the coverage of the following awards: Private Medical Imaging (State) Award 2004, and Nurses, &c., Other Than in Hospitals, &c. (State) Award.

PARTIES: Llesilver Pty Ltd trading as North Coast Radiology -&- the New South Wales Nurses' Association

NORTH COAST RADIOLOGY/CLARENCE VALLEY IMAGING (NCR/CVI) STAFF ENTERPRISE AGREEMENT 2005 - 2007

1. Preliminary

1.1 Title

This Agreement is to be known as the North Coast Radiology/Clarence Valley Imaging (NCR/CVI) Staff Enterprise Agreement 2005 - 2007 (the Agreement).

1.2 Enterprise Agreement Coverage

This Agreement shall apply to the following parties:

- (i) North Coast Radiology/Clarence Valley Imaging (NCR/CVI); and
- (ii) Employees of North Coast Radiology/Clarence Valley Imaging (NCR/CVI) for whom classifications and rates of pay are prescribed by this Agreement.

1.3 Date of Operation

This Agreement is to operate from the date of certification by the New South Wales Industrial Relations Commission and shall remain in force until 31 December 2007 ('nominal expiry date').

1.4 Agreement stands alone

This award replaces the Health Services Union of Australia (ACT/NSW Private Medical Imaging and Radiation Therapy) Award, Nurses (Other Than Hospitals) State Award and the Miscellaneous Workers General Services State Award.

The rates of pay, allowances, penalties, loading and overtime provided in this Agreement are inclusive of all and any other allowances and may be applied in satisfaction of any entitlements any employee may have under any applicable award, including any pay increases provided in any award.

1.5 No Extra Claims

- (i) It is a term of this Agreement that employees undertake that no further claims will be made upon the Employer in respect of any industrial matter (including entitlements) that will increase employment costs, for the term of this Agreement.
- (ii) The Employer undertakes that no further claims will be made upon those employees who are covered by this Agreement in respect of any industrial matter (including entitlements) for the term of this Agreement.

1.6 No net detriment test

In the case of this agreement covering employees to whom State awards would otherwise apply the agreement does not, on balance, disadvantage the employees when compared with the aggregate package of conditions of employment under the State acts and awards.

1.7 Posting up of Agreement

North Coast Radiology/Clarence Valley Imaging (NCR/CVI) will make a copy of this Agreement available to all employees. Any new employee will be given access to a copy of this Agreement. The Agreement will also be exhibited in a conspicuous and convenient place on the premises of North Coast Radiology/Clarence Valley Imaging (NCR/CVI) so as to be easily read by employees.

1.8 Monitoring the Agreement

The Consultative Committee and North Coast Radiology/Clarence Valley Imaging (NCR/CVI) will review the operation of this Agreement, six (6) months after the date the Agreement is certified by the New South Wales Industrial Relations Commission and six (6) months prior to the nominal expiry date, to ensure that it meets business requirements and reflects current trends in employee conditions. Where necessary, any variations to this Agreement will be processed in accordance with the *Industrial Relations Act 1996*.

1.9 Objectives of the Agreement

- (i) To facilitate exceptional service standards and promote a cooperative approach between employees and management.
- (ii) To maintain a skilled, flexible work force.
- (iii) To promote a safe work environment through shared responsibility for site OH&S in accordance with current legislation.
- (iv) To continually strive for improved business performance without compromise in standard of care, job satisfaction or compliance.
- (v) To promote a sense of shared responsibility for the people, the service, the success and future viability of the business.
- (vi) To support programs devised to promote continuous improvement and best practice.

Key factors will be:

- (a) A client focused organisation
- (b) Respect for individuals
- (c) Teamwork
- (d) Open communication
- (e) Education and development
- (f) Compliance with accreditation, statutory and legislative requirements
- (g) Health and safety
- (h) Productivity/Profitability

1.10 Productivity Commitment/Co-operation

The parties to this agreement are committed to improving productivity and efficiencies across all NCR/CVI branches and all facets of the business.

All parties recognise the need for management and staff to co-operate in the identification of key performance indicators and benchmarking best practice.

Key areas may be:

- (i) Quality patient care and customer service
- (ii) Workplace safety

- (iii) Efficiency and effectiveness
- (iv) Patient/Referrer satisfaction
- (v) Employee satisfaction
- (vi) Education/Training and professional development

1.11 Workplace Consultation

The parties recognise that the involvement of all employees in decisions which will affect them will lead to better decisions and a greater commitment to the implementation of decisions.

Where North Coast Radiology/Clarence Valley Imaging (NCR/CVI) is proposing significant changes in work practices, rostering or staffing levels, consultation will occur with all employees affected to allow reasonable opportunities for their input.

These principles lead to section 1.12 below

1.12 Consultative committee

A consultative committee will be established which may comprise of employee elected representatives and three (3) management representatives.

The employee representatives must be drawn from and representative of a cross section of disciplines and may include:

- (i) Six (6) technical representatives (drawn from Radiographers, Sonographers, MRI Radiographers and Nuclear Medicine Technologists)
- (ii) Four (4) clerical representatives
- (iii) Three (3) nursing representatives

The committee's purpose will be to negotiate this agreement and assist in its interpretation during the life of the agreement. A new committee is to be elected six (6) months prior to the end of this agreement for the purposes of negotiating a new agreement.

1.13 Parties

This agreement, specifically clauses 1 to 11 and clause 14 will be binding upon the New South Wales Nurses Association (the Union) and its officers and members in respect of work done by nursing employees of NCR/CVI employed in the nursing classifications set out in Clause 15 and Schedule A.

1.14 Definitions

In this Agreement:

Employees	Refers to all employees engaged by North Coast Radiology/Clarence Valley Imaging (NCR/CVI) in the classifications referred to in Schedule A of this Agreement.
NCR/CVI	Means North Coast Radiology/Clarence Valley Imaging
Day Shift	Any shift where an employee's rostered ordinary hours are between 7am and 7pm.

Afternoon Shift	Any shift where an employee's rostered ordinary hours commence on or after 12 midday and finish at or before 12 midnight to which the loadings in clause 7 apply. Afternoon shifts will only be available at St. Vincent's Hospital rooms.
Rostered Hours	The hours an employee is rostered to work their ordinary hours.
Permanent Employee	An employee engaged on a full-time or part-time basis.
Continuous Service	An unbroken contract of employment. For purposes relating to periods of 'unpaid leave', including parental leave and authorised unpaid absences from work are viewed as breaks in service and are not counted towards an employee's length of continuous service or accumulation of leave entitlements.

2. Terms and Conditions of Employment

The ordinary hours of work for all employees covered by this Agreement are detailed in sections 12, 13, 14 and 15.

2.1 Engagement

Each employee shall be engaged on one of the following bases:

- (i) as a full-time employee; or
- (ii) as a part-time employee; or
- (iii) as a casual employee; or
- (iv) as a fixed term employee.

2.2 Full-time Employment

- (i) A full-time employee shall mean a permanent employee engaged to work regular rostered hours as determined by the NCR/CVI Management and /or the person designated to record the roster.
- (ii) Where a full-time employee is required to work in excess of their agreed rostered hours for a shift, the additional hours worked at the direction of NCR/CVI will be paid at the appropriate overtime rate or may be accumulated as time off in lieu (TOIL) in accordance with clause 8 of this Agreement.
- (iii) The ordinary hours of work for all employees covered by this Agreement are detailed in sections 12, 13, 14 and 15.

2.3 Part-time Employment

- (i) A part-time employee shall mean a permanent employee engaged to work regular rostered hours as determined by the NCR/CVI Management and /or the person designated to record the roster.
- (ii) The minimum engagement for part-time employee is two (2) consecutive hours. Part time employees receive a minimum payment of two (2) hours per engagement.
- (iii) Where a part-time employee is required to work in excess of their agreed rostered hours for a shift, the additional hours worked at the direction of NCR/CVI will be paid at the appropriate overtime rate or may be accumulated as TOIL in accordance with clause 8 of this Agreement.
- (iv) Where a part-time employee works a shift that is other than their regular rostered hours, the employee will be paid at their ordinary rate of pay for actual hours worked.

- (v) A part-time employee will receive pro rata entitlements to annual leave, sick leave and long service leave in accordance with the provisions contained in this Agreement.
- (vi) Where a public holiday falls on a day on which a part time employee is normally rostered to work, that employee shall be paid at the appropriate rate for the number of hours so rostered.

2.4 Casual Employment

- (i) A casual employee shall mean an employee who is engaged by the hour.
- (ii) Casual employees shall be engaged for a minimum of two (2) hours work. Casual employees receive a minimum payment of two (2) hours per engagement.
- (iii) A casual employee may leave NCR/CVI's service or be discharged at any moment without notice.
- (iv) Casual employees shall be paid an hourly rate for the appropriate classification and adding a casual loading of 20%, plus an additional 1/12th in lieu of annual leave, sick leave and public holidays not worked.
- (v) Where the operational needs of the business can be met, long term casual employees may be offered employment on a permanent basis.
- (vi) A casual employee is not under obligation to accept an engagement.

2.5 Fixed Term Employment

- (i) An employee engaged on a fixed term will be employed for a nominated period to fulfil a specific function or to cover a period of approved leave by another employee.
- (ii) Any periods of fixed term employment will have an expiry date.
- (iii) Fixed term employees cannot be engaged on a casual basis.
- (iv) Fixed term employment covering approved leave by another employee may be terminated early shall the absent employee return to their position earlier than expected. If a fixed term employee is terminated on these grounds they will receive an agreed period of notice of not less than four (4) weeks.
- (v) Upon termination of employment by the employee the required period of notice will be two (2) weeks.

2.6 Job Share Arrangements

- (i) Job sharing is a voluntary arrangement where two or more employees may request to fill a full-time position on a job-share basis with each appointee performing the full range of duties on a part-time basis. Where it is appropriate and the business can support such an arrangement, NCR/CVI will consider proposals from employees seeking to job share a position(s).
- (ii) The conditions of such an arrangement are as follows:
 - (a) The arrangement must be by written agreement;
 - (b) The length of the agreement (whether for a fixed term or an indefinite period) must be agreed between the employees who seek the arrangement and NCR/CVI;
 - (c) The principal underlying the job-share arrangement is that a participating employee will receive full-time entitlements on a pro-rata basis based on the percentage division of the work;

- (d) Job share arrangements are voluntary, an existing employee cannot be forced into one;
 - (e) The wages paid to job share participants will be in accordance with the appropriate level contained in the classification structure in Schedule A;
 - (f) The responsibility for organising the job share of employees' coverage of work is the primary responsibility of the job share employees to roster themselves so that they adequately cover the entire spread of hours for the job shared (including coverage for personal leave, annual leave and long service leave);
 - (g) Where this is not possible because of ill-health of other unexpected emergency, NCR/CVI must be notified as soon as possible of the inability of the job share employees to cover the entire spread of hours;
 - (h) if a participating employee is unable to attend for duty because of illness or carer's leave responsibilities, the other participant may be offered the day(s) work, as extra paid shifts;
 - (i) A job share employee does not receive overtime payments for any time worked within the agreed rostered full-time ordinary hours for the job.
- (iii) Unless detailed in the Job Share Agreement, there is no automatic right to revert to full-time employment after a job share arrangement has ceased.
 - (iv) At the commencement of this Agreement this clause is not applicable to the current operational requirements of NCR/CVI. Should during the life of this Agreement for business operational purposes Clause 2.6 needs to be implemented the aforementioned will apply.

2.7 Probationary Period

- (i) The period of probation will be for an initial period of not more than three (3) months provided that, where considered by NCR/CVI to be justified and following performance review the initial probationary period may be extended by a further probationary period of not more than three (3) months. An employee may not be employed on a probationary basis for a period extending six (6) months.
- (ii) During the probationary period an employee will be assessed against the position requirements as outlined in the position description. At the end of the period NCR/CVI will confirm the employee's appointment if the employee is found to meet NCR/CVI's standards. This confirmation is to be made in writing by Human Resources.
- (iii) During the probationary period either NCR/CVI or the employee may terminate the employment contract with one (1) weeks notice.

2.8 Payment of Wages

- (i) Employees shall be paid fortnightly by direct deposit into the employee's nominated bank account(s) by electronic transfer of funds and where practical not later than three (3) working days after the last day of a pay period.
- (ii) NCR/CVI shall supply each employee with a detailed wages payment advice showing the name of the employee, the amount paid, the period of the payment, any additions and deductions, the balance of any accrued annual leave and the employee's classification.

3. Termination of the Employment Relationship

3.1 Termination of Employment by NCR/CVI

- (i) In order to terminate the employment of the employee NCR/CVI is required to give the following notice:

Period of Continuous Service	Period of Notice
Less than 1 year	1 week
1 year and up to the completion of 3 years	2 weeks
3 years and up to the completion of 5 years	3 weeks
5 years and over	4 weeks

- (ii) In addition to the above notice, if the employee is over the age of 45 years at the time of the giving of the notice, the employee shall be entitled to an additional week's notice.
- (iii) Payment in lieu of notice prescribed above will be made if the appropriate notice period is not given. Provided that employment may be terminated by part of the period of notice specified and part payment in lieu thereof.
- (iv) The period of notice in this clause shall not apply to:
- (a) Casual employees; or
 - (b) Fixed Term employees; or
 - (c) Any employee who is terminated as a consequence of conduct that justifies instant dismissal.

3.2 Termination of Employment by the Employee

- (i) The employee is required to give a minimum of two (2) weeks written notice to NCR/CVI to terminate their employment.
- (ii) If the employee fails to give this notice NCR/CVI shall have the right to withhold moneys due to the employee with a maximum amount equal to the ordinary time rate of pay for the period of notice.

3.3 Time off during notice period

Where NCR/CVI has given notice of termination to the employee, the employee shall be allowed up to one (1) day's time off without loss of pay for the purpose of seeking other employment. The time off shall be taken at times that are convenient to the employee after consultation with NCR/CVI.

3.4 Statement of Employment

NCR/CVI shall provide to the employee on termination of employment a written statement specifying the period of employment and the classification of or the type of work performed.

3.5 Issued Property

All monies owing on termination may be withheld pending return by the employee of all issued property to NCR/CVI held by the employee.

3.6 Redundancy

- (i) The parties are committed to ongoing employment and the creation of future opportunities.

- (ii) Redundancy in this clause means where the work the employee performs is no longer required to be performed within the foreseeable future by the employer. However it does not cover situations where there is a need to reclassify or relocate staff.
- (iii) Notice of redundancies arising from changes in production, program, organisation or structure will be given to employees dependent on the employee's length of service.
- (iv) Three (3) months notice for redundancies will be given to employees for redundancies arising from changes in technology.
- (v) The employees shall receive notice and termination payments as per the schedule below.

Period of Service	Under 45 years	Over 45 years
1 year or less	Nil	Nil
1 year and up to the completion of 2 years	4 weeks' pay	5 weeks' pay
2 years and up to the completion of 3 years	7 weeks' pay	8.75 weeks' pay
3 years and up to the completion of 4 years	10 weeks' pay	12.5 weeks' pay
4 years and up to the completion of 5 years	12 weeks' pay	15 weeks' pay
5 years and up to the completion of 6 years	14 weeks' pay	17.5 weeks' pay
6 years and over	16 weeks' pay	20 weeks' pay

- (vi) Week's pay means the ordinary time rate of pay for the employee.
- (vii) NCR/CVI shall not be obliged to make a severance payment if NCR/CVI obtains acceptable alternative employment for the employee and the employee unreasonably rejects the offer of employment.
- (viii) During the period of notice of termination given by the employer, an employee shall be allowed up to one (1) day's time off without loss of pay during each week of notice, to a maximum of five (5) weeks, for the purposes of seeking other employment.
- (ix) The procedure for redundancies is as follows:
 - (a) Management identifies positions which may be in excess
 - (b) Management will advise the relevant employees the fact that these employees have been identified as in excess as soon as possible.
 - (c) Reasons for the proposed redundancies and the measures including alternative employment to avoid or minimise redundancies will be discussed with the affected employees.
 - (d) Meetings will take place with the employees to discuss the process. The employee will be redeployed, where possible. This redeployment will involve placing the employee in an acceptable alternative position having regard for their skills and experience and the operations needs of the NCR/CVI. Where redeployment is not possible then the employee will be offered the redundancy package contained in this Agreement.

3.7 Redeployment

In the event of the sale, transfer, succession, assignment or restructure of the business of NCR/CVI, then the following conditions apply:

- (i) If the employee is offered a position with the new employer, transmittee, successor, assignee or within the new restructure, severance payment in clause 3.6 (v) will not apply provided the position offered is one that would constitute an 'acceptable alternative position'.

- (ii) This outcome is applicable whether the role is taken up by the employee or rejected. In such circumstances, the goal would be to ensure continuity of employment of individuals with the new employer.

3.8 Acceptable Alternative Employment

For the purposes of clauses 3.6 and 3.7, an offer of alternative employment/position will be deemed to be an 'acceptable alternative employment/position' where it:

- (i) Entails substantially similar accountabilities and responsibilities;
- (ii) Pays at least the equivalent remuneration as the employee's redundant position; and
- (iii) Is located within reasonable proximity (45 minute drive) to the employees' usual residence or present workplace.

If the employee does not accept the alternative employment, they must provide reasons why the alternative position is not acceptable. If reasons cannot be provided the notice of termination in clause 3.1 shall apply.

4. Classification and Pay

4.1 Pay Increases

- (i) The pay rates specified in Schedule A will take effect from the date of certification of this Agreement, or no later than the first pay period in January 2005.
- (ii) The following pay increases will apply over the life of the Agreement and are outlined in detail in the attached Schedule A:

First pay period on or after 1 January 2006	3%; and
First pay period on or after 1 January 2007	3%

4.2 Savings

In keeping with the principles of equity, employees who are paid above the pay rates specified in Schedule A will not receive an across the board fixed pay increase until their pay is equal to or less than their classification for their position. This applies to employees who are senior employees, but being trained in another role.

4.3 Classification Structure

- (i) The classification structure is developed in order to establish a systematic approach to wages, skills development, training and proficiency assessment.
- (ii) The classification and pay structure is attached in Schedule A.
- (iii) Employees will be classified or appointed to the appropriate classification as determined by NCR/CVI in accordance with NCR/CVI's standard practice at the annual performance appraisals.
- (iv) Movements between levels shall be based on the attainment of the required skills, knowledge and qualifications in accordance with the classification structure.
- (v) For all employees:
 - (a) Should an employee voluntarily elect to cease to fulfil the duties required within a classification, they may be re-classified to the appropriate level.

- (b) An employee is eligible for an assessment of their classification after completing twelve (12) months continuous service at their current classification, provided that a newly qualified employee may be reclassified after six (6) months continuous service. Part-time and casual employees are eligible once they have completed twelve (12) months service.
- (c) The employee must apply to Human Resources for an assessment of their classification. The employee must be able to demonstrate that they have the required skills and proficiency to be classified at the higher level.

4.4 Superannuation

NCR/CVI will contribute on behalf of each eligible employee superannuation in accordance with the provisions of the *Superannuation Act 1916*.

4.5 Salary Sacrifice

- (i) Employees may enter into salary sacrifice arrangements for the following items provided that the current taxation arrangements continue to exist:
 - (a) Motor Vehicles
 - (b) Superannuation
 - (c) Laptop computers
- (ii) Employees will be responsible for seeking their own independent financial advice regarding salary sacrifice.
- (iii) The employee can elect to terminate the arrangement in writing at any time. Such written notice shall be provided to the administration department.

5. Allowances

5.1 On-Call Rates

- (i) At specific workplaces employees will negotiate to participate in on-call arrangements organized by NCR/CVI.
- (ii) Where these employees are instructed to be available on-call outside ordinary or rostered working hours they shall be paid, in addition to their ordinary rate, an allowance of \$10.00 per week night, \$50.00 per weekend day and \$50.00 public holiday.

5.2 Recall Rates

- (i) Where an employee is recalled to work to perform duties outside their normal rostered hours they will be paid a minimum of two (2) hours for the first call out in each 24 hour period (5pm to 5pm the following day).
- (ii) Any subsequent callouts within the respective period of two (2) hours will not be regarded as a separate callout. Any time worked beyond this two (2) hour period will be paid for according to the actual time worked.
- (iii) Any subsequent callouts outside of the two (2) hours for the first call out will be paid at actual time worked (including travel time).
- (iv) Payment for any recall will be at triple ordinary hourly rate.

5.3 Travel Allowance

- (i) Where employees are working at a job away from NCR/CVI's recognised place or places of business and are required to use their own transport travelling to or from such a job in NCR/CVI's time, an employee shall be paid by NCR/CVI in accordance with NCR/CVI's standard travel expenses policy current at the time, which is in line with the Australian Taxation Office's (ATO) standard recommendations.
- (ii) Where an employee is rostered to work at one (1) of the following NCR/CVI branches, and where this is not their usual location of work, the employee will receive access to a company vehicle, if available. Where the employee is required to use their own transport for travelling to these branches they will be paid in accordance with clause 5.3 (i).
 - (a) CVI Grafton
 - (b) CVI Maclean
 - (c) NCR Tenterfield
 - (d) NCR Casino
- (iii) Where an employee's usual place of work is as detailed in clause 5.3 (ii - a, b, c) and they are rostered to work at any other NCR branch in the Lismore, Ballina, Byron Bay or Casino region and the employee is required to use their own transport for travelling they will be paid in accordance with clause 5.3 (i).
- (iv) Travel time for employees who are rostered to work in accordance with 5.3 (ii) and 5.3 (iii) will be incorporated into their ordinary working hours. Any additional hours (including travel time) will be paid in accordance with clause 8.

5.4 Accommodation Allowance

- (i) Where an employee is required to remain away from home overnight to attend training or conferences, NCR/CVI will pay the employee an accommodation allowance to cover the expenses of obtaining board/accommodation along with any other costs associated with staying away including but not limited to meals and telephone calls. Depending on location the allowance will be:
 - (a) \$165 per night within an Australian capital city
 - (b) \$125 per night within an Australian country region
 - (c) \$150 per night outside of Australia

5.5 Living Away From Home Allowance

- (i) Where an employee is required in the course of the employee's work to remain away from home overnight in close proximity to a NCR/CVI branch then NCR/CVI will pay the employee a living away from home allowance to cover the expenses of obtaining board/accommodation along with any other costs associated with staying away from home including but not limited to meals and telephone calls. The allowance will be equal to \$125 per night.

5.6 Meal Allowance

- (i) If an employee works three (3) hours of overtime in addition to their rostered hours, the employee is entitled to:
 - (a) A meal, paid for by NCR/CVI; or

- (b) A \$14 meal allowance.
- (ii) A half hour meal break will be paid.
- (iii) If the employee works an additional four (4) hours of overtime on the same day, the employee will be entitled to a further meal entitlement as above.

6. Hours of Work

6.1 Meal Breaks

- (i) All employees will be entitled to a meal break of not less than thirty minutes and not more than one hour when they work more than six (6) ordinary hours, unless otherwise mutually agreed between NCR/CVI and the employees of each branch.
- (ii) The meal break should be taken within five (5) hours of the employee starting the shift.
- (iii) In the case of employees on day shift the meal break will be unpaid.
- (iv) In the case of employees on afternoon shift, the rostered hours of duty are inclusive of meal times and no deduction shall be made from the employee's wages.
- (v) In circumstances where a day worker is needed to work through a scheduled unpaid meal break, and the meal break is unable to be re-scheduled, the employee is to be paid at the appropriate overtime rate for that day for the duration of the scheduled meal break or have the entitlement accrue toward time off in lieu in accordance with clause 8.4.

6.2 Rest Breaks

- (i) Employees working six (6) hours or more in one (1) shift may take a total of twenty (20) minutes in rest breaks. This can consist of two (2) ten (10) minute rest breaks duration in the first and second half of their shift or one (1) twenty (20) minute rest break during the first half of their shift.
- (ii) Employees working less than six (6) hours in any one shift are entitled to one (1) ten (10) minute rest break.

6.3 Rosters

- (i) The ordinary working hours of employees shall be undertaken in accordance with an indicative roster prescribing starting and finishing times. A copy of such a roster shall be available at <http://www.kc.ncrad.com> . Rosters will be posted fourteen (14) days in advance of the commencement whenever possible.
- (ii) NCR/CVI may change an employee's rostered hours, in consultation with the employee and by giving the employee forty-eight (48) hours notice or such lesser period as mutually agreed.
- (iii) Notwithstanding clause 6.3 (ii), in the case of an emergency, NCR/CVI may give the employee twelve (12) hours notice of a change of roster.
- (iv) Should, due to operational requirements, during the life of this Agreement, a full-time employee be rostered to work on Saturday or Sunday they shall be allowed one (1) whole rostered day off in each week.
- (v) Should, due to operational requirements, during the life of this Agreement, a full-time employee be required to work on Saturday and Sunday they shall be allowed two (2) whole consecutive rostered days off in each week or, either of the following in lieu:
 - (a) One day off in one week and three (3) consecutive days off in the other week; or

- (b) Four (4) consecutive days off; or
 - (c) Two (2) groups of two (2) consecutive days off.
- (vi) At the commencement of this Agreement this clause (6.3) is not applicable to the current operational requirements of NCR/CVI. If during the life of this Agreement for operational purposes clause 6.3 need to be implemented the aforementioned will apply.

7. Penalties and Loadings

7.1 Penalties for Weekend Work

- (i) Any permanent employee who works ordinary hours on a weekend will receive the following loadings in addition to their ordinary rate of pay:
 - (a) Saturday 50%
 - (b) Sunday 100%

7.2 Shift Loading

- (i) The ordinary time loadings for afternoon shift will be as follows:

Monday to Friday:

 - (a) Afternoon Shift 20%

(Rostered ordinary hours to commence at and or after midday and finish at or before midnight)

 - (b) Gazetted public holidays 150%
- (ii) The shift loadings prescribed in this clause will be paid for all rostered ordinary hours worked on the whole of each shift. The shift loadings are not compounded.
- (iii) At the commencement of this Agreement this clause (7) is not applicable to the current operational requirements of NCR/CVI. If during the life of this Agreement for operational purposes Clause 7.1 and 7.2 needs to be implemented the aforementioned will apply.

8. Overtime

8.1 Entitlement

- (i) No employee shall work overtime unless required by NCR/CVI bookings. Payment for any overtime worked shall be claimed, adjusted, and made at the next ensuing date of payment of such employee.
- (ii) For the purpose of calculating overtime, each shift stands alone.
- (iii) A minimum of twenty (20) minutes must be worked in order for an employee to claim overtime through their pay. Overtime shall be calculated to reflect the total amount of time which is claimed by the employee, including the twenty (20) minute minimum.

For example: If an employee works forty (40) minutes overtime (i.e., outside of their rostered hour), the employee's entitlement to be paid overtime accrues once the employee works the first twenty (20) minutes overtime. However, the employee will be paid for the full forty (40) minutes at overtime rates.

(iv) If an employee works less than twenty (20) minutes overtime then this time will accrue as Time off in lieu.

(v) Penalties for afternoon shift and weekend work shall not apply in addition to overtime payments.

8.2 Payment - Day Shift (employees whose ordinary hours are Monday - Friday between 7am and 7.00 pm)

All time worked by a permanent employee outside the ordinary working hours, or in excess of their rostered working hours shall be deemed to be overtime and shall be paid for at the following rates:

(i) Monday to Saturday - time and a half for the first two (2) hours and double time thereafter.

(ii) Sunday - double time.

8.3 Payment - Afternoon and Weekend Day Shifts

Any time worked in excess of the ordinary hours by an employee regularly rostered to afternoon and weekend day shifts will be deemed as overtime and shall be paid for at the following rates:

(i) Monday to Friday (Rostered ordinary hours to commence at and or after midday and finish at or before midnight) - double time.

(ii) Saturday and Sunday - double time.

At the commencement of this Agreement this clause (8.3) is not applicable to the current operational requirements of NCR/CVI. Should during the life of this Agreement for operational purposes Clause 8.3 need to be implemented the aforementioned will apply.

8.4 Time Off In Lieu (TOIL)

(i) Notwithstanding the provisions of clauses 8.2 and 8.3, where a permanent employee elects and NCR/CVI agrees, an employee may access the provisions for time off in lieu of overtime.

(ii) Time off in lieu will be accrued at a rate equivalent to the time actually worked, on the basis of time for time.

(iii) If an employee elects to bank overtime worked on a shift that attracts a loading, weekend penalty or a public holiday, this time will accrue at a rate equivalent to the time actually worked. That is, penalties and loadings will not apply to the time banked.

(iv) The employee must apply for TOIL at least five (5) working days prior to the commencement of banked time leave. Applications should be made to the roster co-ordinator.

(v) Banked hours shall be taken at such times as mutually agreed between NCR/CVI and an employee.

(vi) NCR/CVI will consider the operational requirements of the business when considering granting an employee's application for requesting TOIL. The granting of such applications will not unreasonably be withheld.

(vii) Employees shall not accumulate more than their ordinary working hours per week in TOIL. Where an employee has accumulated more than their ordinary working hours per week in TOIL, any additional overtime worked will be paid at overtime rates.

(viii) Notwithstanding the foregoing provisions of this clause, to suit the operational requirements of the business, NCR/CVI may direct an employee to take banked time off which has been accumulated. In such circumstances the conditions as to TOIL shall be the same, so far as is relevant as the conditions which apply when TOIL is requested by an employee, and agreed to by NCR/CVI.

- (ix) Banked, untaken TOIL at the date of termination of employment will be paid out to the employee at the rate of time and one half at the time of termination.
- (x) Employees are required to document all TOIL accrued and taken on their fortnightly timesheets.
- (xi) This clause operates in addition to clause 12.6 for all technical employees.

9. Leave Entitlements

9.1 Sick Leave

- (i) Permanent employees (pro rata for part-time employees) are entitled to paid sick leave as follows:
 - (a) Ten (10) days where the employee has twelve (12) months or more continuous service;
 - (b) Eight (8) days sick leave where the employee has less than twelve (12) months continuous service.
- (ii) Sick leave may be used where the employee is ill or injured and unable to attend work.
- (iii) Employees must notify the roster coordinator of their illness and the expected duration of their absence at least one (1) hour prior to the start of the employee's rostered shift.
- (iv) Employees are required to provide a valid medical certificate from a qualified medical practitioner for all sick leave if the employee has three (3) or more consecutive days off work. The medical certificate must state the expected duration of the employee's absence.
- (v) Notwithstanding the previous provisions in this clause, where the employee has an unacceptable pattern of sick leave absences in the preceding twelve (12) months, NCR/CVI may require the employee to undertake an absence management plan following consultation with the employee.
- (vi) Sick leave entitlements are cumulative.
- (vii) Continuity of employment with NCR/CVI for sick leave accumulation purposes shall be deemed to be not broken by any of the following:
 - (a) Absence from work on leave granted by NCR/CVI (excluding any leave without pay taken by the employee); or
 - (b) The employee having been terminated or the employee having terminated their own employment with NCR/CVI, for any period not exceeding three (3) months, where the employee is re-employed by NCR/CVI.

9.2 Carer's Leave

- (i) Permanent employees (pro rata for part time employees) will be entitled to four (4) days carers leave where the employee is responsible for the care of an ill or injured member of the employee's household or immediate family.
- (ii) Employees must notify the roster coordinator of the illness of the immediate family or household member and the expected duration of their absence at least one (1) hour prior to the start of the employee's rostered shift.
- (iii) Employees are required to provide a valid medical certificate from a qualified medical practitioner for periods of carers leave of two (2) or more consecutive working days. The medical certificate must state the expected duration of the employee's absence.

- (ix) Employees may elect, with the consent of NCR/CVI, to take unpaid leave for the purpose of providing care to a family member who is ill or injured.
- (x) Carers leave will be non-cumulative.

9.3 Bereavement Leave

- (i) All permanent employees shall be entitled to paid bereavement leave on the death of the following persons:
 - (a) Wife, husband, partner, father, mother, step-parent, parent-in-law, brother, brother-in-law, sister, sister-in-law, child, step-child, grandparent, or grandchild.
- (ii) On the death of a person defined in clause 9.3 (i), NCR/CVI shall grant the employee leave up to and including the day of the funeral, without deduction of pay equivalent to the number of ordinary rostered hours worked by the employee:
 - (a) For a death within Australia - over a three (3) day period; and
 - (b) For a death outside Australia - over a five (5) day period.
- (iii) At the request of an employee, NCR/CVI may allow the employee to access annual leave or long service leave entitlements for the purposes of taking further bereavement leave, which will not be unreasonably withheld.
- (iv) Casual employees shall be entitled to unpaid bereavement leave.

9.4 Study/Examination Leave

- (i) Employees may apply for study and/or examination leave in courses which NCR/CVI approves for up to a maximum of two (2) days per semester.
- (ii) Study leave can be used for exams or assignment completion. Study and examination leave will not accrue for future semesters if unused.
- (iii) Students will be required to provide Human Resources with reasonable evidence of both their attendances at lectures and their examination timetable.

9.5 Jury/Witness Leave

- (i) NCR/CVI recognises jury duty as a civic duty. Employees who are summoned for jury service will normally be expected to comply.
- (ii) NCR/CVI will continue to remunerate employees whilst on jury duty; however the amount of the fee received by the employee for this service will be deducted from the employee's next pay. This will ensure the employee is not financially disadvantaged.
- (iii) Prior to commencing jury duty employees must discuss this obligation with the pay office. In addition, proof of attendance, duration and the amount paid for attendance must be submitted to payroll following jury duty.

9.6 Leave Without Pay

- (i) If there is annual leave owing and/or Time off in lieu owing this must be taken first.
- (ii) Leave without pay can be granted to the employee in special circumstances subject to mutual consent by Human Resources and the employers.

- (iii) During any period of unpaid leave, the accrual of entitlements will be suspended until resumption of normal duties.
- (iv) All periods of leave without pay will not be counted towards continuous service.

9.7 Parental Leave

Employees are entitled to parental leave in accordance with the Industrial Relations Act 1996. These provisions include:

(i) Maternity Leave

- (a) Permanent staff members, who have become pregnant and have been employed by NCR / CVI for a continuous period of not less than one (1) year, prior to the expected date of confinement shall be entitled to maternity leave.
- (b) Maternity leave is unpaid. All leave entitlements will not accrue whilst an employee is on maternity leave.
- (c) A maximum period of fifty-two (52) weeks may be taken. Maternity leave can be combined with periods of long service leave (if eligible) and annual leave entitlements, however the combined types of leave must not exceed the maximum period of fifty-two (52) weeks.
- (d) Maternity leave cannot be taken concurrently with any period of parental leave taken by the employee's spouse (except one (1) week at the time of birth/adoption). If the employee's spouse is to take parental leave, the employee must provide a letter to NCR / CVI detailing this leave.

(ii) Paternity Leave

- (a) Paternity leave is available to staff members who have had at least one (1) year's continuous service with NCR/CVI and who will be responsible as the primary carer of their spouse's child.
- (b) Paternity leave is unpaid. All leave entitlements will not accrue whilst an employee is on paternity leave.
- (c) The maximum period of paternity leave is fifty-two (52) weeks, which can be broken into two (2) blocks of leave:
 - (I) An unbroken period of up to one (1) week at the time of birth
 - (II) A further unbroken period of up to fifty-one (51) weeks (prior to the child's first birthday)
- (d) Paternity leave can be combined with periods of long service leave (if eligible) and annual leave entitlements, however the combined types of leave must not exceed the maximum period of fifty-two (52) weeks.
- (e) Paternity leave cannot be taken concurrently with any period of parental leave taken by the employee's spouse (except one (1) week at the time of birth/adoption). If the employee's spouse is to take parental leave, the employee must provide a letter to NCR / CVI detailing this leave.

- (iii) Adoption Leave
 - (a) Adoption leave is available to staff members who have been employed by NCR/CVI for not less than one (1) year's continuous service, where the employee (and/or their spouse) is adopting a child of eighteen (18) years of age or less and has been identified as the primary carer.
 - (b) Adoption leave is unpaid. All leave entitlements will not accrue whilst an employee is on adoption leave.
 - (c) The maximum period of adoption leave is fifty-two (52) weeks, which can be broken into two (2) blocks of leave:
 - (I) An unbroken period of up to one (1) week at the time of adoption.
 - (II) A further unbroken period of up to fifty-one (51) weeks.
 - (d) Adoption leave can be combined with periods of long service leave (if eligible) and annual leave entitlements, however the combined types of leave must not exceed the maximum period of fifty-two (52) weeks.
- (iv) Return to work from Parental Leave
 - (a) Any staff member who returns to work following a period of parental leave (maternity / paternity / adoption) shall have the right to return to the position occupied immediately prior to taking such leave.
 - (b) The employee may wish to consider returning to work on a full-time or part-time basis. If the employee wishes to return on a part-time basis, the employee must provide at least a further one (1) months notice of their intention to do so.
 - (c) Applications for parental leave must be made in accordance with NCR/CVI's Parental Leave policy.

10. Public Holidays

10.1 Recognised Public Holidays

- (i) All permanent employees shall be entitled to the following paid national gazetted public holidays:
 - (a) New Years Day
 - (b) Australia Day
 - (c) Good Friday
 - (d) Easter Saturday (the day after Good Friday)
 - (e) Easter Monday
 - (f) Anzac Day
 - (g) Labour Day
 - (h) Queen's Birthday
 - (i) Christmas Day

- (j) Boxing Day
- (ii) Employees are also entitled to any public holiday that is gazetted in the employee's State, Territory or locality. For example: a State or regional show public holiday.
- (iii) This clause does not apply to an employee who is on-call and is recalled to work.
- (iv) Where employees perform work on a public holiday which falls on a weekend and the gazetted public holiday is observed on another day, the employee shall be paid a loading of 100% in the case of work being performed on a Saturday, and a loading of 150% in the case of work performed on a Sunday.
- (v) In addition to the holidays specified in this clause there shall be added one other day to be observed as a holiday, which will be granted in the weeks around the Christmas and New Years period of each year.

10.2 Entitlement

- (i) Where an employee is rostered to work on a public holiday as recognised in clause 10.1, the employee may elect to either:
 - (a) be paid the rate of time and a half of their ordinary rate of pay and receive a substitute day off for the public holiday; or
 - (b) be paid at double time and a half of their ordinary rate of pay, and will not receive a substitute day off for the public holiday.

11. Miscellaneous Provisions

11.1 Timesheets

- (i) All employees covered by this agreement will be required to complete and submit a timesheet on a fortnightly basis, detailing:
 - (a) Start and finish times
 - (b) Amount of time taken for lunch
 - (c) Leave taken (paid and unpaid)
 - (d) Overtime claimed in pay
 - (e) RDO and TOIL time accrued
 - (f) RDO and TOIL time taken
 - (g) Travel to other branches
- (ii) It is the responsibility of the employee to provide an accurate and truthful record of the hours that they worked when completing timesheets.
- (iii) All timesheets are to be authorised by the employee's line manager.

11.2 Commitment to Training and Careers

- (i) The parties to this Agreement recognise that in order to increase the efficiency and productivity of NCR/CVI a significant commitment to training and skill development is required. Accordingly, the parties commit themselves to:
 - (a) Developing a more highly skilled and flexible workforce; and
 - (b) Providing employees with career opportunities through appropriate training to assist an employee to acquire additional skills.
- (ii) NCR/CVI shall endeavour to provide in-service training during normal business hours. However if required, an employee agrees to undertake training during their own time.
- (iii) NCR/CVI undertakes to introduce a conference budget for the life of this Agreement. This conference budget will be administered by Human Resources, and its allocation will be based on demonstrated performance and commitment by the employee to NCR/CVI, CPD requirements and the determination of attendance to the course as being beneficial to NCR/CVI. Staff must apply to Human Resources for the allocation of funds for such use.
- (iv) Allocation of funds may cover registration fees and travel costs associated with attending conferences.
- (v) If an employee requires accommodation whilst away at a conference they may receive the relevant accommodation allowance as outlined in clause 5.4. These allowances will also be included within the conference budget. All other expenses incurred by the employee will be their personal responsibility.
- (vi) Upon attendance at a conference or training course funded by NCR/CVI, employees will be required to provide a summary report and/or presentation to staff on the content of the course.

11.3 Professional Indemnity

All employees of NCR/CVI are included and covered by the organisations professional indemnity insurance.

11.4 Policies and Procedures

All employees are required, at the direction of NCR/CVI, to work in accordance with NCR/CVI's policies in place. These policies are outlined at orientation and on the Human Resources page of the company intranet <http://www.kc.ncrad.com>

11.5 Anti-Discrimination

- (i) The intention of the parties to this Agreement is to achieve the principal objective in the *Industrial Relations Act 1996* by helping to prevent and eliminate discrimination on the basis of sex, sexual preference, physical or mental disability, marital status, family responsibilities, pregnancy, age, race, impairment, religion, political belief or activity and association or relation to a person identified on any of the basis of the above attributes.
- (ii) Accordingly, in fulfilling their obligations under the Act, the parties to this Agreement will make every endeavour to ensure that the Agreement is not directly, or indirectly, discriminatory in its effect.

11.6 Dispute Resolution Procedure

The grievance procedure has three levels. Time limits are set at each level to ensure speedy resolution of issues and processes must be completed within these time limits unless the parties agree otherwise.

Accurate and appropriate records will be kept by the person(s) responsible at the particular level during the process. These records will be forwarded to Human Resources for filing in a confidential staff grievance file.

Any employee involved in a grievance or dispute is welcome to request a support person be present at any time throughout the process. A support person can include a work colleague, family member, friend or union representative.

(i) Level 1

- (a) Where a staff member wishes to raise a grievance the staff member shall, in the first instance, raise the matter verbally with the person who has made the decision or undertaken the action causing the grievance (the respondent). This must be done within five (5) working days of the decision being communicated or the action occurring.
- (b) The respondent shall attempt to resolve the grievance and make a full verbal response to the staff member not later than five (5) working days from when the matter was first raised.

(ii) Level 2

- (a) If the matter remains unresolved, or if there is not a reply from the respondent within the time agreed, the staff member should approach Human Resources about the grievance. Human Resources will attempt to resolve the grievance. The grievance may be referred to the Practice Manager for conciliation if the grievance is with the Human Resources representative. Resolution or referral shall occur within five (5) working days.

(iii) Level 3

- (a) If agreement has not been reached through conciliation or if a timely meeting was not convened, the staff member must advise the employer in writing of the unresolved grievance if it has not already been done by the Conciliator.
- (b) The investigation will be conducted and a report given within fifteen (15) working days from the date the grievance was first referred to the Committee. In carrying out its investigations, the Committee shall make all reasonable attempts to resolve the matter and shall have access to relevant information, records and persons, other than material exempt under the Freedom of Information.
- (c) The Committee shall provide a written report to both parties and provide a copy to Human Resources.
- (d) If the matter is still not settled within a reasonable period of time, it may be referred/notified to the Australian Industrial Relations Commission for conciliation.
- (e) Further information in relation to dispute and grievance resolution can be found in the Human Resources page of the NCR/CVI intranet.

12. Technical Staff Conditions of Employment

12.1 Staff Classifications

Staff covered under this, clause 12, of the agreement are engaged with NCR/CVI as technical staff, otherwise employed as:

- (i) Radiographers
- (ii) Sonographers

- (iii) Nuclear Medicine Technologists

12.2 Hours of Work

- (i) The ordinary working hours for employees engaged to perform day work as a Radiographer or Sonographer will not exceed an average of seventy (70) hours in each two (2) consecutive week cycle.
- (ii) The ordinary working hours for employees engaged to perform day work as a Nuclear Medicine Technologist will not exceed an average of seventy six (76) hours in each two (2) consecutive week cycle.
- (iii) The spread of ordinary hours of work will be worked between the hours of 7am and 7pm, Monday to Sunday inclusive.
- (iv) The ordinary hours shall not exceed seven (7) hours in any one (1) day for employees engaged to perform work as a Radiographer or Sonographer.
- (v) The ordinary hours shall not exceed seven hours and thirty six minutes in any one (1) day for employees engaged to perform work as a Nuclear Medicine Technologist.
- (vi) The ordinary working hours of employees engaged to perform the duties of a Radiographer or Sonographer on shift work shall not exceed an average of 70 hours over a two (2) week roster cycle.
- (vii) The ordinary working hours of employees engaged to perform the duties of a Nuclear Medicine Technologist on shift work shall not exceed an average of 76 hours over a two (2) week roster cycle.

12.3 Annual Leave

- (i) Permanent employees engaged as Radiographers or Sonographers shall at the completion of each year be entitled accrued annual leave entitlements of 175 hours per annum (i.e. five (5) weeks annual leave per annum on a thirty five (35) hour week basis).
- (ii) Permanent employees engaged as Nuclear Medicine Technologist shall at the completion of each year be entitled accrued annual leave entitlements of 190 hours per annum (i.e. five (5) weeks annual leave per annum on a thirty eight (38) hour week basis).
- (iii) When annual leave is taken, employees will be paid leave loading at the rate of 17.5% of the employee's ordinary rate of pay.
- (iv) Annual leave shall be exclusive of any statutory holiday which may occur during the period of that annual leave.
- (v) Annual leave shall generally be paid during the normal pay cycle. However, the employee may request that annual leave be paid in advance. NCR/CVI shall not unreasonably refuse such a request.
- (vi) In respect of annual leave entitlements to which this clause applies, annual leave pay (including any proportionate payments), shall be paid at the employee's ordinary wage rate as prescribed by this agreement for the period of the annual leave.
- (vii) To assist with exceptional circumstances and where NCR/CVI agrees, employees may take some or all of their annual leave in advance. Annual leave taken in advance will have 17.5% leave loading paid with it. Any annual leave taken in advance may be recovered from the employee's final pay where the employee's employment is terminated before the entitlement to the amount of annual leave taken in advance has accrued.

- (viii) Any accrued, untaken annual leave will be paid out on termination at the employee's ordinary rate of pay at that time plus annual leave loading.

12.4 Long Service Leave

- (i) All technical employees covered by this agreement shall be entitled to Long Service Leave on full pay after ten (10) years continuous service of two (2) calendar months and accumulating a further 10.1 days (pro-rated) for each additional year of service.
- (ii) Employees will be entitled to a pro rata long service leave payment after completion of five (5) years and less than ten (10) years continuous service, in the following circumstances:
 - (a) Death of the employee;
 - (b) The employee resigns because of illness or incapacity or a domestic or other pressing necessity; or
 - (c) NCR/CVI terminates the employment for a reason other than the employee's conduct, capacity or performance.
- (iii) For employees not receiving their long service entitlement as detailed in clause 12.4(ii), continuity of employment with NCR/CVI for long service leave accumulation purposes shall be deemed to be not broken by any of the following:
 - (a) Absence from work on leave granted by NCR/CVI (excluding any leave without pay taken by the employee); or
 - (b) The employee having been terminated by NCR/CVI or the employee having terminated their own employment with NCR/CVI, for any period not exceeding three (3) months, where the employee is re-employed by NCR/CVI.

12.5 Continual Professional Development (CPD) Requirements

- (i) Where an employee is required to be registered and/or accredited with a professional organisation for CPD requirements, NCR/CVI will meet the costs of such registration, licensing or accreditation.
- (ii) Radiographers must hold a radiation license with the Environment Protection Agency (EPA). This licence fee is paid by NCR/CVI. NCR/CVI will also pay the costs associated for Radiographers to register with an approved CPD program.
- (iii) Sonographers must also be accredited and hold current registration with Australian Sonographers Association Registry (ASAR). NCR/CVI will pay the accreditation and registration fee for ASAR.
- (iv) Nuclear Medicine Technicians must hold a radiation license with the Environment Protection Agency (EPA). This licence fee is paid by NCR/CVI. NCR/CVI will also pay the costs associated with being accredited members of the Australian & New Zealand Society of Nuclear Medicine (ANZSNM).
- (v) NCR/CVI must be presented with a current copy of the above registrations for inclusion in Human Resources files.

12.6 Time Off In Lieu (TOIL)

- (i) All employees engaged as Radiographers or Sonographers will be rostered for a shift up to seven and a half hours (7.5) hours, excluding any meal breaks.

- (ii) Employees working these 7.5 hour shifts will accrue .5 hour each day towards TOIL. Employees are to show the accumulation of their TOIL time on their fortnightly timesheet.
- (iii) Any additional TOIL accrued in lieu of paid overtime (as per clause 8.4) will be any time in addition to TOIL accumulation for this clause 12.8.

13. Clerical Staff Conditions of Employment

13.1 Staff Classifications

- (i) Medical Receptionist
- (ii) Medical Typist
- (iii) Medical Receptionist/Typist
- (iv) Medical Trainer

13.2 Hours of Work

- (i) The ordinary working hours for employees engaged to perform day work will not exceed an average of 76 hours in each two (2) consecutive week cycle.
- (ii) The spread of ordinary hours of work will be worked between the hours of 7am and 7pm, Monday to Sunday inclusive.
- (iii) The ordinary hours shall not exceed seven and thirty-six minutes (7.6) hours in any one (1) day.
- (iv) The ordinary working hours of employees engaged to perform shift work shall not exceed an average of 76 hours over a two (2) week roster cycle.

13.3 Annual Leave

- (i) Permanent clerical employees shall at the completion of each year be entitled accrued annual leave entitlements of 152 hours per annum (ie four (4) weeks annual leave per annum on a thirty eight (38) hour week basis) (pro-rata for part-time).
- (ii) When annual leave is taken, employees will be paid leave loading at the rate of 20% of the employee's ordinary rate of pay.
- (iii) Annual leave shall be exclusive of any statutory holiday which may occur during the period of that annual leave.
- (iv) Annual leave shall generally be paid during the normal pay cycle. However, the employee may request that annual leave be paid in advance. NCR/CVI shall not unreasonably refuse such a request.
- (v) In respect of annual leave entitlements to which this clause applies, annual leave pay (including any proportionate payments), shall be paid at the employee's ordinary wage rate as prescribed by this agreement for the period of the annual leave.
- (vi) To assist with exceptional circumstances and where NCR/CVI agrees, employees may take some or all of their annual leave in advance. Annual leave taken in advance will have 20% leave loading paid with it. Any annual leave taken in advance may be recovered from the employee's final pay where the employee's employment is terminated before the entitlement to the amount of annual leave taken in advance has accrued.
- (vii) Any accrued, untaken annual leave will be paid out on termination at the employee's ordinary rate of pay at that time plus annual leave loading.

13.4 Long Service Leave

- (i) All employees covered by this agreement shall be entitled to Long Service Leave on full pay after ten (10) years continuous service of two (2) calendar months and accumulating a further one (1) month for each additional five (5) years of service.
- (ii) Employees will be entitled to a pro rata long service leave payment after completion of five (5) years and less than ten (10) years continuous service, in the following circumstances:
 - (a) Death of the employee;
 - (b) The employee resigns because of illness or incapacity or a domestic or other pressing necessity; or
 - (c) NCR/CVI terminates the employment for a reason other than the employee's conduct, capacity or performance.
- (iii) For employees not receiving their long service entitlement as detailed in clause 13.4(ii), continuity of employment with NCR/CVI for long service leave accumulation purposes shall be deemed to be not broken by any of
 - (a) Absence from work on leave granted by NCR/CVI (excluding any leave without pay taken by the employee); or
 - (b) The employee having been terminated by NCR/CVI or the employee having terminated their own employment with NCR/CVI, for any period not exceeding three (3) months, where the employee is re-employed by NCR/CVI.

13.5 Roving Allowance

- (i) Employees who are employed to perform the duties of Medical Receptionist or Medical Receptionist/Typist at various branch locations on a day-to-day basis and who are not designated to one (1) branch will receive an additional \$1.00 per hour.
- (ii) Employees who are employed to perform such duties as detailed in clause 13.5 (i) will also be entitled to the travel allowance as detailed in clause 5.3 when required to use their own transport to travel to any branch except travel to:
 - (a) Lismore branches (Killclare, Orion Street, St Vincent's, Avondale Avenue and Lismore Health Campus)
 - (b) Ballina branch (Tamar Street)

13.6 Rostered Day Off (RDO)

- (i) For full-time employees who are employed at all NCR branches and CVI Mclean the following RDO entitlements will apply:
 - (a) Full time clerical employees may be rostered for a shift up to eight (8) hours, excluding any meal breaks.
 - (b) Employees working these eight hours shifts will accrue .4 hours each day towards a RDO. Employees are to show the accumulation of their RDO time on their fortnightly timesheet.
 - (c) Any TOIL, accrued in lieu of paid overtime will be any time in addition to the RDO accumulation.

- (ii) For full-time employees who are employed at CVI Grafton the following RDO entitlements will apply:
 - (a) Full time clerical employees may be rostered for a shift up to 8.5 hours, excluding any meal breaks.
 - (b) Employees working these 8.5 hours shifts will accrue .8 hours each day towards an RDO. Employees are to show the accumulation of their RDO time on their fortnightly timesheet.
 - (c) Any TOIL, accrued in lieu of paid overtime will be any time in addition to the RDO accumulation.

14. Nursing Staff Conditions of Employment

14.1 Staff Classifications

Staff covered under this, Clause 14, of the agreement are engaged with NCR/CVI as nursing staff, otherwise employed as:

- (i) Registered Nurses
- (ii) Clinical Nurse Specialist
- (iii) Clinical Nurse Consultant
- (iv) Nurse Unit Manager
- (v) Nurse Manager

14.2 Hours of Work

- (i) The ordinary working hours for employees engaged to perform day work will not exceed an average of 76 hours in each two (2) consecutive week cycle.
- (ii) The spread of ordinary hours of work will be worked between the hours of 7am and 7pm, Monday to Sunday inclusive.
- (iii) The ordinary hours shall not exceed seven and thirty-six minutes (7.6) hours in any one (1) day.
- (iv) The ordinary working hours of employees engaged to perform shift work shall not exceed an average of 76 hours over a two (2) week roster cycle.

14.3 Annual Leave

- (i) Permanent nursing employees shall at the completion of each year be entitled accrued annual leave entitlements of 152 hours per annum (ie four (4) weeks annual leave per annum on a thirty eight (38) hour week basis) (pro-rata for part-time).
- (ii) When annual leave is taken, employees will be paid leave loading at the rate of 20% of the employee's ordinary rate of pay.
- (iii) Annual leave shall be exclusive of any statutory holiday which may occur during the period of that annual leave.
- (iv) Annual leave shall generally be paid during the normal pay cycle. However, the employee may request that annual leave be paid in advance. NCR/CVI shall not unreasonably refuse such a request.

- (v) In respect of annual leave entitlements to which this clause applies, annual leave pay (including any proportionate payments), shall be paid at the employee's ordinary wage rate as prescribed by this agreement for the period of the annual leave.
- (vi) To assist with exceptional circumstances and where NCR/CVI agrees, employees may take some or all of their annual leave in advance. Annual leave taken in advance will have 20% leave loading paid with it. Any annual leave taken in advance may be recovered from the employee's final pay where the employee's employment is terminated before the entitlement to the amount of annual leave taken in advance has accrued.
- (vii) Any accrued, untaken annual leave will be paid out on termination at the employee's ordinary rate of pay at that time plus annual leave loading.

14.4 Long Service Leave

- (i) All employees covered by this agreement shall be entitled to Long Service Leave on full pay after ten (10) years continuous service of two (2) calendar months and accumulating a further one (1) month for each additional five (5) years of service.
- (ii) Employees will be entitled to a pro rata long service leave payment after completion of five (5) years and less than ten (10) years continuous service, in the following circumstances:
 - (a) Death of the employee;
 - (b) The employee resigns because of illness or incapacity or a domestic or other pressing necessity; or
 - (c) NCR/CVI terminates the employment for a reason other than the employee's conduct, capacity or performance.
- (iii) For employees not receiving their long service entitlement as detailed in clause 14.5(ii), continuity of employment with NCR/CVI for long service leave accumulation purposes shall be deemed to be not broken by any of the following:
 - (a) Absence from work on leave granted by NCR/CVI (excluding any leave without pay taken by the employee); or
 - (b) The employee having been terminated by NCR/CVI or the employee having terminated their own employment with NCR/CVI, for any period not exceeding three (3) months, where the employee is re-employed by NCR/CVI.

14.5 Uniform and Laundry Allowances

- (i) An employee shall receive the following uniform and laundry allowances per week (pro-rata for part time employees).
 - (a) Uniforms \$6.49 per week
 - (b) Stockings \$3.21 per week
 - (c) Laundry \$4.49 per week
 - (d) Shoes \$1.69 per week
- (ii) All shoes worn by nursing staff are required to meet occupational health and safety standards and are to have enclosed toes and a low/flat heel.
- (iii) Employees who are required to wear lead gowns whilst conducting their duties will receive an allowance of \$1.32 per hour. Employees will be required to complete a log sheet detailing the

date and time lead gowns are worn. This log sheet must be sent to administration on the Friday prior to the next pay run.

15. Classifications

RADIOGRAPHERS

Level 1 - PDY Medical Radiographer

An employee at this level will be completing their Professional Development Year (PDY) and who will:

Have completed a Bachelor of Science (Medical Imaging) or equivalent as accredited by the Australian Institute of Radiologist (AIR)

Hold provisional accreditation with the AIR as a PDY imaging technologist

Hold a current radiation licence with the Environmental Protection Authority (EPA)

Be undertaking a supervised training program in an AIR approved centre

Be competent in performing routine procedures but will require on the job training and supervision

Level 2 - Medical Radiographer (Basic)

An employee at this level will:

Have successfully completed their PDY

Have completed a Bachelor of Science (Medical Imaging) or equivalent as accredited by the AIR

Hold a current radiation licence with the EPA

Perform work, except for advanced procedures, without supervision

Possess basic knowledge of processor operation and ability to identify general equipment faults

Be responsible for their own imaging quality and productivity levels

Be responsible for their own professional development and maintaining CPD requirements

Level 3 - Medical Radiographer (Intermediate)

An employee at this level will:

Fulfil all requirements of a Medical Radiographer Level 2

Be capable of performing complex and difficult examinations with limited supervision

Effectively manage the examination quality of routine procedures

Demonstrate ability and willingness to assist with the training of less experienced staff

Be willing to perform and have knowledge of general maintenance requirements

May be training in areas of subspecialisation (CT//Mammography/BMD/DSA)

Be responsible for their own professional development and maintaining CPD requirements

Level 4 - Medical Radiographer (Advanced)

An employee at this level will:

- Fulfil all requirements of a Medical Radiographer Level 3
- Be capable of performing all examinations unsupervised
- Effectively manage the examination quality of all procedures
- Liaise with referring doctors and adjust protocols accordingly
- Assist with the training of less experienced staff
- Be able to perform general maintenance requirements of equipment
- Be trained in an area of subspecialisation (CT/Mammography/BMD/DSA)
- Be responsible for their own professional development and maintaining CPD requirements

Level 5 - Medical Radiographer (Advanced - Relief In-Charge)

An employee at this level will:

- Fulfil all the requirements of a Medical Radiographer Level 4
- Be able to perform the responsibilities of a Medical Radiographer level 6 and 7, and able deputise at any branch as required
- Supervise and train less experienced staff
- Assist with the administrative functions of the practice (including but not limited to Occupational Health and Safety, accreditation requirements, EPA equipment compliance, imaging protocols and quality assurance)
- Assist with the maintenance of the branch building and equipment
- Be responsible for their own professional development and maintaining CPD requirements

Level 6 - Medical Radiographer (In-Charge of a branch with 2 or less modalities)

An employee at this level will:

- Fulfil all requirements of a Medical Radiographer Level 4
- Hold the responsibilities for being in charge of a branch with 2 or less modalities
- Supervise and train less experienced staff
- Assist with the administrative functions of the practice (including but not limited to Occupational Health and Safety, accreditation requirements, EPA equipment compliance, imaging protocols, quality assurance, stock control and maintenance)
- Be responsible for co-ordinating the maintenance of the branch building and equipment
- Be responsible for all aspects of radiation safety within the branch
- Be responsible for the standard and quality of work produced by staff in the branch

Be responsible for the efficient running of the branch

Be responsible for their own professional development and maintaining CPD requirements

Level 7 - Medical Radiographer (In-Charge of branch with more than 2 modalities)

An employee at this level will:

Fulfil all requirements of a Medical Radiographer Level 4

Hold the responsibilities for being in charge of a branch with more than 2 modalities

Be trained in an area of subspecialisation (CT/MRI/Mammography/BMD/DSA)

Supervise and train less experienced staff

Assist with the administrative functions of the practice (including but not limited to Occupational Health and Safety, accreditation requirements, EPA equipment compliance, imaging protocols, quality assurance, stock control and maintenance)

Be responsible for the maintenance of the branch building and equipment

Be responsible for all aspects of radiation safety within the branch

Be responsible for the standard and quality of work produced by staff in the branch

Be responsible for the efficient running of the branch

Be responsible for their own professional development and maintaining CPD requirements

Level 8 - Medical Radiographer (Chief Radiographer)

An employee at this level will:

Fulfil all requirements of a Medical Radiographer Level 4

Hold the responsibilities for being in charge of a branch with more than 2 modalities

Be trained in an area of subspecialisation (CT/MRI/Mammography/BMD/DSA)

Be responsible for the supervision and training of less experienced staff

Responsible for technical administration functions of the practice, including but not limited to accreditation and compliance requirements, quality assurance, Occupational Health and Safety, imaging protocols, stock control and maintenance

Be responsible for the maintenance of branches and equipment

Be responsible for all aspects of radiation safety across the practice

Be responsible for the purchasing of equipment

Be responsible for staff management (including training and recruitment)

Be responsible for the standard and quality of work produced by staff in all branches

Be responsible for the efficient running of all branches

Be responsible for their own professional development and maintaining CPD requirements

MRI

Level 1 - MRI Medical Radiographer (Training)

An employee at this level will:

- Fulfil all requirements of a Medical Radiographer Level 4
- Be committed to completing AIR MRI Advisory Panel Level 1 Accreditation examination or equivalent
- Perform MRI examinations to required standards of quality under supervision and direction
- Be responsible for their own professional development and maintaining CPD requirements

Level 2 - MRI Medical Radiographer (Basic)

An employee at this level will:

- Fulfil all requirements of a MRI Medical Radiographer Level 1
- Be working towards an AIR MRI Advisory Panel Level 1 Accreditation certificate or equivalent
- Be proficient in carrying out routine MRI procedures
- Perform specialist procedures with limited supervision
- Effectively manage examination quality of procedures performed
- Be responsible for their own professional development and maintaining CPD requirements

Level 3 - MRI Medical Radiographer (Intermediate)

An employee at this level will:

- Fulfil all requirements of a MRI Medical Radiographer Level 2
- Have attained an AIR MRI Advisory Panel Level 1 Accreditation certificate or equivalent or be actively working towards the achievement and/or actively working towards Level 2 Accreditation
- Be proficient in carrying out all MRI procedures
- Assist with the training of less experienced staff
- Liaise with referring doctors and adjust protocols accordingly
- Perform general maintenance requirements of equipment
- Be able to relieve the Head MRI Radiographer during periods of absence
- Be responsible for their own professional development and maintaining CPD requirements

Level 4 - MRI Medical Radiographer (Advanced)

An employee at this level will:

- Fulfil all requirements of a MRI Medical Radiographer Level 3
- Have attained an AIR MRI Advisory Panel Level 2 Accreditation certificate or equivalent

Assist with the administrative functions of the department (including but not limited to Occupational Health and Safety, accreditation requirements, EPA equipment compliance, imaging protocols and quality assurance)

Relieve the Head MRI Radiographer during periods of absence

Be responsible for their own professional development and maintaining CPD requirements

Level 5 - Head MRI Medical Radiographer

An employee at this level will:

Fulfil all requirements of a MRI Medical Radiographer Level 4

Be responsible for the supervision and training of less experienced staff

Be maintaining MRI Advisory Panel Level 2 Accreditation or actively working towards it

Be responsible for the technical administration functions of the practice, including but not limited to accreditation and compliance requirements, quality assurance, Occupational Health and Safety, imaging protocols, stock control and maintenance

Be responsible for the standard and quality of work produced by staff within MRI

Be responsible for their own professional development and maintaining CPD requirements

ULTRASOUND

Level 1 - Sonographer (Training)

A person at this level has begun training in ultrasound to be eligible as a Sonographer with ASAR and who will:

Fulfil the requirements of a Medical Radiographer Level 2 or a Nuclear Medicine Technologist Level 2

Have commenced stage 1 of DMU or has enrolled in a tertiary post graduate ultrasound course

Perform all basic examinations under instruction and constant supervision

Perform duties as a Medical Radiographer or a Nuclear Medicine Technologist as required by the roster

Be responsible for their own professional development and maintaining CPD requirements

Level 2 - Sonographer (Training)

An employee at this level will:

Have completed stage 1 of DMU and be enrolled in stage 2 of DMU or be enrolled in a tertiary post graduate ultrasound course

Work under direct supervision performing abdominal, renal, pelvis, thyroid, breast, obstetrics and small part ultrasounds.

Be responsible for their own professional development and maintaining CPD requirements

Level 3 - Sonographer (Basic)

An employee at this level will:

Have completed stage 2 of DMU or completed a tertiary post graduate ultrasound course

Effectively manage examination quality of all ultrasounds examinations performed including abdominal, renal, pelvis, thyroid, breast, small parts and obstetrics

Works under direct supervision when performing vascular examinations

Demonstrate a willingness to perform and to have knowledge of the general maintenance requirements of equipment

Be responsible for their own professional development and maintaining CPD requirements

Level 4 - Sonographer (Intermediate)

An employee at this level will:

Effectively manage examination quality of all ultrasounds examinations performed including abdominal, renal, pelvis, thyroid, breast, small parts and obstetrics

Have the ability to competently perform either musculo skeletal or vascular examinations unsupervised

Demonstrate a willingness to perform and to have knowledge of the general maintenance requirements of equipment

Be responsible for their own professional development and maintaining CPD requirements

Level 5 - Sonographer (Advanced)

An employee at this level will:

Effectively manage examination quality of all ultrasounds examinations performed including abdominal, renal, pelvis, thyroid, breast, small parts and obstetrics

Have the ability to perform musculo skeletal and vascular examinations unsupervised

Assist with staff training and supervision of staff and be experienced in and have demonstrated competence in all areas of ultrasound as required by the Radiologist

Demonstrate a willingness to perform and to have knowledge of the general maintenance requirements of equipment

Be responsible for their own professional development and maintaining CPD requirements

Level 6 - Sonographer (Advanced +)

An employee at this level will:

Fulfil the requirements of a Level 5 Sonographer

Effectively manage examination quality of all ultrasounds examinations performed including abdominal, renal, pelvis, thyroid, breast, small parts, obstetrics and musculo skeletal

Have the ability to perform advanced vascular examinations unsupervised

Supervise staff training and be experienced in and have demonstrated competence in all areas of ultrasound

Demonstrate a willingness to perform and to have knowledge of the general maintenance requirements of equipment

Liaise with referring doctors and adjust protocols accordingly

Assist with the administrative functions of the practice (including but not limited to Occupational Health and Safety, accreditation requirements, equipment compliance, imaging protocols and quality assurance)

Relieve Head Sonographer during periods of absence

Assist in equipment evaluation

Be responsible for their own professional development and maintaining CPD requirements

Level 7 - Sonographer (Higher Duty)

An employee at this level will:

Fulfil the requirements of a Level 6 Sonographer

Hold a designated tutorial/training role with both new and existing staff and participate in coordinating seminars and conferences (internal and external) OR

Be responsible for the rostering of all technical staff and participate in coordinating seminars and conferences (internal and external)

Level 8 - Head Sonographer

An employee at this level will:

Fulfil the requirements of a Level 7 Sonographer

Perform general maintenance requirements of equipment

Be responsible for all ultrasound administration functions of the practice, including but not limited to accreditation and compliance requirements, quality assurance, Occupational Health and Safety, imaging protocols, stock control and maintenance

Be responsible for the standard and quality of work produced by all Ultrasound staff

Be responsible for their own professional development and maintaining CPD requirements

NUCLEAR MEDICINE

Level 1 - PDY Nuclear Medicine Technologist

An employee at this level will be completing their Professional Development Year (PDY) and who will:

Have completed a Bachelor of Science (Nuclear Medicine) or equivalent as accredited by the ANZSNM

Hold provisional accreditation with the ANZSNM as a PDY imaging technologist

Hold a current radiation licence with the EPA

Be undertaking a supervised training program in an ANZSNM approved centre

Be competent in performing routine procedures but requires on the job training and supervision

Level 2 - Nuclear Medicine Technologist (Basic)

An employee at this level will:

Have successfully completed their PDY

Have completed a Bachelor of Science (Nuclear Medicine) or equivalent as accredited by the ANZSNM

Hold a current radiation licence with the EPA

Perform work, except advanced procedures, without supervision

Possess basic knowledge of processor operation and the ability to identify general equipment faults

Be responsible for their own imaging quality and productivity levels

Be responsible for their own professional development and maintaining CPD requirements

Level 3 - Nuclear Medicine Technologist (Intermediate)

An employee at this level will:

Fulfil all requirements of a Nuclear Medicine Technologist Level 2

Be capable of performing complex and difficult examinations with limited supervision

Effectively manage the examination quality of routine procedures

Demonstrate the ability and willingness to assist with the training of less experienced staff

Be willing to perform and have knowledge of the general maintenance requirements

Liaise with referring doctors/specialists regarding bookings and adjust protocols accordingly

Be responsible for their own professional development and maintaining CPD requirements

Level 4 - Nuclear Medicine Technologist (Advanced)

An employee at this level will:

Fulfil all requirements of a Nuclear Medicine Technologist Level 3

Be capable of performing all examinations unsupervised

Effectively manage the examination quality of all procedures

Assists with the training of less experienced staff

Perform general maintenance requirements of equipment

Be responsible for their own professional development and maintaining CPD requirements

Level 5 - Senior Nuclear Medicine Technologist

An employee at this level will:

Fulfil all requirements of a Nuclear Medicine Technologist Level 4

Be responsible for the supervision and training of less experienced staff

Assist with the technical administration functions of the practice, including but not limited to accreditation and compliance requirements, quality assurance, Occupational Health and Safety, imaging protocols, stock control and maintenance

Assist in equipment evaluation

Relieve the Head Nuclear Medicine Technologist during periods of absence

Be responsible for their own professional development and maintaining CPD requirements

Level 6 - Head Nuclear Medicine Technologist

An employee at this level will:

Fulfil all requirements of a Nuclear Medicine Technologist Level 5

Be responsible for technical administration functions of the practice, including but not limited to accreditation and compliance requirements, quality assurance, Occupational Health and Safety, imaging protocols, stock control and maintenance

Be responsible for the standard and quality of work produced by staff in the department

Be responsible for the efficient running of the department

Be responsible for their own professional development and maintaining CPD requirements

MEDICAL TYPIST

Level 1 - Medical Typist (Training)

Shall mean an employee who:

Possess basic typing skills

Possess good Dictaphone skills

Works under direct supervision of senior staff

Is training to be capable in typing routine medical reports

Level 2 - Medical Typist (Basic)

Shall mean an employee who:

Has a basic knowledge of medical terminology

Be capable of typing routine reports

Possess basic typing skills

Possess good Dictaphone skills

Level 3 - Medical Typist (Intermediate)

Shall mean an employee who fulfils all the requirements of a Level 2 Medical Typist and who:

- Has productive and accurate report typing skills
- Has advanced medical terminology knowledge
- Is capable of typing reports for multiple imaging modalities with varying complexity
- Is capable of typing dictation for a variety of Radiologist

Level 4 - Medical Typist (Advanced)

Shall mean an employee who fulfils all the requirements of a Level 3 Medical Typist and who:

- Has productive and accurate report typing skills
- Has advanced medical terminology knowledge
- Is capable of typing reports for multiple imaging modalities with varying complexity
- Is capable of typing dictation for a variety of Radiologist
- Assists in training staff in all aspects of medical typing

Level 5 - Medical Typist (Senior)

Shall mean an employee who fulfils all the requirements of a Level 4 - Medical Typist and who:

- Is responsible for training less experienced staff in all aspects of medical typing
- Exhibits excellence in quality, productivity and versatility in report typing
- Performs random proof reading duties to ensure high quality report typing is maintained throughout the organisation

MEDICAL RECEPTIONIST

Level 1 - Medical Receptionist (Training)

Shall mean an employee who:

- Works under direct supervision of senior staff, following established routines, methods and procedures
- Is training to be able to perform booking of single examinations, gaining an understanding of examination preparations, billing policies and HIC rules

Level 2 - Medical Receptionist (Basic)

Shall mean an employee who:

- Works under supervision of senior staff, following established routines, methods and procedures
- Has a working knowledge of all office equipment
- Is competent in booking single examinations relevant to the modalities at individual branches
- In conversant in examination preparations and has a basic understanding of procedures and the ability to give clear directions to clients

Has a basic understanding of item numbers and HIC rules

Has a basic understanding of billing and the ability to receive payments and issue receipts

Level 3 - Medical Receptionist (Intermediate)

Shall mean an employee who fulfils all requirements of Level 2 and who:

Is capable of working autonomously and requires guidance rather than direct supervision of duties

Assist in identifying and completion of tasks for other staff

Is conversant in preparations and radiological procedures performed at individual branches

Capable of organising multi-modality appointments to maximise efficiency and diagnostic outcomes

Liaise with patients and referrers and have the ability to take appropriate follow-up action to any queries

Be conversant in item numbers and have a knowledge of HIC compliance issues related to bookings and billings

Be conversant in billing requirements

Prepare and perform banking, record petty cash transactions and perform petty cash reconciliation

Has a sound working knowledge of NCR/CVI's appointment and accounts system

Level 4 - Medical Receptionist (Advanced)

Shall mean an employee who fulfils all requirements of Level 3 and who:

Has full knowledge of all banking procedures

Is fully conversant in HIC compliance

Assist with the training of less experienced staff

Is fully conversant in preparations and radiological procedures performed at individual branches

Must be fully conversant in item numbers

Communicates well with referring doctors, radiologists and all members of staff

Level 5 - Branch Supervisor (Non-typing branch)

Shall mean an administrative staff member who fulfils all requirements of Level 4 and who:

Communicates well with staff regarding their needs and problems

Counsels staff within the limitations of their training and positions

Allocates tasks to other staff members and equip staff to complete these tasks

Perform performance appraisal and staff reviews

Communicates well with other departments within the site

Is accountable for the overall performance and service standards of others

Is responsible for the administrative functions within the branch (including but not limited to OH&S, accreditation requirements, clerical protocols, policy and procedures)

MEDICAL RECEPTIONIST/TYPIST

Level 1 - Receptionist/Typist (Training)

Shall mean an employee who:

Works under direct supervision of senior staff, following established routines, methods and procedures

Is training to be able to perform booking of single examinations, gaining an understanding of examination preparations, billing policies and HIC rules

Possess basic typing and Dictaphone skills

Is training to be capable in typing routine medical reports

Level 2 - Receptionist/Typist (Basic)

Shall mean an employee who fulfils all the requirements of a Level 2 Medical Typist and a Level 2 Medical Receptionist.

Level 3 - Receptionist/Typist (Intermediate)

Shall mean an employee who fulfils all the requirements of a Level 3 Medical Typist and a Level 3 Medical Receptionist.

Level 4 - Receptionist/Typist (Advanced)

Shall mean an employee who fulfils all the requirements of a Level 4 Medical Typist and a Level 4 Medical Receptionist.

Level 5 - Receptionist/Typist (Relief In-Charge responsibilities)

Shall mean an employee who fulfils all requirements of Level 4 and who:

Able to perform the responsibilities of being in charge of a branch with 2 or more FTE

Supervise and train less experienced staff

Communicates well with staff regarding their needs and problems

Counsels staff within the limitations of their training and positions

Allocates tasks to other staff members and equip staff to complete these tasks

Is accountable for the overall performance and service standards of others

Assists with the administrative functions of the practice (including but not limited to OH&S, accreditation requirements, clerical protocols, policy and procedures)

Level 6 - Branch Supervisor (In-Charge of branch with 4 or less clerical FTE)

Shall mean an administrative staff member who fulfils all requirements of Level 4 and who:

Communicates well with staff regarding their needs and problems

Counsels staff within the limitations of their training and positions

Allocates tasks to other staff members and equip staff to complete these tasks

Perform performance appraisal and staff reviews

Communicates well with other departments within the site

Is accountable for the overall performance and service standards of others

Is responsible for the administrative functions within the branch (including but not limited to OH&S, accreditation requirements, clerical protocols, policy and procedures)

Level 7 - Branch Supervisor (In-charge of branch with more than 4 clerical FTE)

Shall mean an administrative staff member who fulfils all requirements of Level 4 and who:

Communicates well with staff regarding their needs and problems

Counsels staff within the limitations of their training and positions

Allocates tasks to other staff members and equip staff to complete these tasks

Perform performance appraisal and staff reviews

Communicates well with other departments within the site

Is accountable for the overall performance and service standards of others

Is responsible for the administrative functions within the branch (including but not limited to OH&S, accreditation requirements, clerical protocols, policy and procedures)

Level 8 - Clerical Supervisor

Shall mean an administrative staff member who fulfils all requirements of a level 6 and who:

Prepares rosters for staff and manages rosters in times of staff shortages and leave

Highly motivated and actively involved in a career development program

Ability to identify and implement strategies in accordance with organisation objectives

High level administrative and management responsibilities

Responsible for recruitment and training of clerical staff

Is responsible for the clerical administrative functions of the practice including but not limited to accreditation requirements, OH&S, clerical protocols, policy and procedures

Medical Receptionist/Typist Trainer

Shall mean an administrative staff member who fulfils all requirements of a level 4 Medical Receptionist/Typist and who:

Is responsible for the orientation and training of all new clerical staff

Trains all staff at new branches or in new modalities

Works in conjunction with Clerical Supervisor, Branch Supervisors and HR to develop training manuals and programs

Communicates well with staff regarding their needs and problems

Is accountable for the overall performance and service standards of trainees

Assists with the administrative functions of the practice (including but not limited to OH&S, accreditation requirements, clerical protocols, policy and procedures)

NURSES CLASSIFICATIONS

Level 1 - Registered Nurse (1 to 8 years thereafter)

An employee at this level will:

Have completed a General Nursing Certificate or Bachelor of Nursing degree

Have at least 2 years recent post graduate experience

Hold a current Authority to Practise license from the NSW Nurses Registration Board

Be responsible for the daily care of patients undergoing radiological examinations

Level 2 - Clinical Nurse Specialist (Basic)

An employee at this level will fulfil all requirements of level 1 and will:

Hold relevant post-basic qualifications and twelve months experience working in the clinical radiology environment OR have a minimum of four years post basic registration experience, including three years experience in the radiology field

Be competent in performing all duties independently

Demonstrate the ability and willingness to assist in the training of less experienced staff

Level 3 - Clinical Nurse Specialist (Intermediate)

An employee at this level will fulfil all requirements of level 2 and will:

Be able to work within all sub-specialisation areas of NCR including CT, Nuclear Medicine, Angiography, Ultrasound, MRI and general radiography

Level 4 - Clinical Nurse Specialist (Advanced)

An employee at this level will fulfil all requirements of level 3 and will:

Actively support and provide professional/clinical guidance and training to less experienced staff

Demonstrate the ability and willingness to assist with the operational requirements of the nursing services including but not limited to procedures, protocols, OH&S, stock control and maintenance

Have the ability to relieve Nurse Unit Manager during periods of absence

Level 5 - Clinical Nurse Consultant

An employee at this level will:

Have at least five years full time equivalent post registration experience in Radiology and have completed an approved post nursing qualification; OR

Have at least ten years full time equivalent post registration experience in Radiology

Level 6 - Nurse Unit Manager

(Angiography)

An employee at this level will:

Be responsible for coordinating patient services within the Angiography unit

Liaise effectively with other health care professionals

Be responsible for the implementation and development of policies and procedures relevant to the Angiography unit, including but not limited to occupational health and safety, accreditation and compliance requirements, infection control and day centre licensing

Monitor the use and maintenance of Angiography equipment in the unit

Actively participate in the recruitment and performance management of nursing staff within the Angiography unit

Work as a clinical nurse manager within the Angiography suite

(Radiology)

An employee at this level will:

Be responsible for the rostering, workflow and timesheets for all nursing staff

Be responsible for the performance management of nursing staff within NCR/CVI

Liaise effectively with other health care professionals

Work as a clinical nurse specialist within all sub-specialisation areas of NCR/CVI including CT, Nuclear Medicine, Angiography, Ultrasound, MRI and general radiography

Be responsible for the professional/clinical guidance and training of nursing staff

Actively participate in the recruitment of nursing staff

Level 7 - Nurse Manager

An employee at this level will:

Be responsible for the coordination of patient services within NCR/CVI

Liaise effectively with other health care professionals

Be responsible for the management of nursing services within NCR/CVI

Development, implement and review nursing protocols, policies and procedures with NCR/CVI

In consultation with the management of NCR/CVI, be responsible for developing new initiatives in accordance with organisational objectives

SCHEDULE A - CLASSIFICATION RATES

Classification	Jan 2005	Jan 2006	Jan 2007
Radiographers			
Level 1 - PDY Medical Radiographer	21.20	21.84	22.49
Level 2 - Medical Radiographer (Basic)	25.99	26.77	27.57
Level 3 - Medical Radiographer (Intermediate)	29.38	30.26	31.17
Level 4 - Medical Radiographer (Advanced)	31.64	32.59	33.57
Level 5 - Medical Radiographer (Advanced - Relief In-Charge)	34.50	35.54	36.60
Level 6 - Medical Radiographer (In-charge of small branch)	36.61	37.71	38.84
Level 7 - Medical Radiographer (In-charge of large branch)	39.63	40.82	42.04
Level 8 - Chief Radiographer	43.50	44.81	46.15
MRI			
Level 1 - MRI Medical Radiographer (Training)	31.64	32.59	33.57
Level 2 - MRI Medical Radiographer (Basic)	35.38	36.44	37.53
Level 3 - MRI Medical Radiographer (Intermediate)	37.77	38.90	40.07
Level 4 - MRI Medical Radiographer (Advanced)	38.90	40.07	41.27
Level 5 - Head MRI Radiographer	40.03	41.23	42.47
Ultrasound			
Level 1 - Sonographer (Training)	25.99	26.77	27.57
Level 2 - Sonographer (Training)	29.38	30.26	31.17
Level 3 - Sonographer (Basic)	33.19	34.19	35.21
Level 4 - Sonographer (Intermediate)	36.00	37.08	38.19
Level 5 - Sonographer (Advanced)	38.46	39.61	40.80
Level 6 - Sonographer (Advanced +)	41.17	42.41	43.68
Level 7 - Sonographer (Higher Duty)	42.07	43.33	44.63
Level 8 - Head Sonographer	42.97	44.26	45.59
Nuclear Medicine			
Level 1 - PDY Nuclear Medicine Technologist	21.20	21.84	22.49
Level 2 - Nuclear Medicine Technologist (Basic)	26.65	27.45	28.27
Level 3 - Nuclear Medicine Technologist (Intermediate)	30.31	31.22	32.16
Level 4 - Nuclear Medicine Technologist (Advanced)	33.21	34.21	35.23
Level 5 - Senior Nuclear Medicine Technologist	38.55	39.71	40.90
Level 6 - Head Nuclear Medicine Technologist	39.00	40.17	41.38
Medical Typist			
Level 1 - Medical Typist (Training)	15.00	15.45	15.91
Level 2 - Medical Typist (Basic)	16.39	16.88	17.39
Level 3 - Medical Typist (Intermediate)	17.61	18.14	18.68
Level 4 - Medical Typist (Advanced)	18.53	19.09	19.66
Level 5 - Medical Typist (Senior)	19.80	20.39	21.01
Medical Receptionist			
Level 1 - Medical Receptionist (Training)	15.00	15.45	15.91
Level 2 - Medical Receptionist (Basic)	16.39	16.88	17.39
Level 3 - Medical Receptionist (Intermediate)	17.61	18.14	18.68
Level 4 - Medical Receptionist (Advanced)	18.53	19.09	19.66
Level 5 - Branch Supervisor (Non-typing branch)	19.80	20.39	21.01
Medical Receptionist/Typist			
Level 1 - Medical Receptionist/Typist (Training)	15.00	15.45	15.91
Level 2 - Medical Receptionist/Typist (Basic)	16.90	17.41	17.93
Level 3 - Medical Receptionist/Typist (Intermediate)	17.91	18.45	19.00

Level 4 - Medical Receptionist/Typist (Advanced)	18.89	19.46	20.04
Level 5 - Medical Receptionist/Typist (Relief In-Charge)	19.80	20.39	21.01
Level 6 - Branch Supervisor (In-Charge <4 FTE)	20.80	21.42	22.07
Level 7 - Branch Supervisor (In-Charge >4 FTE)	22.00	22.66	23.34
Level 8 - Clerical Supervisor	23.50	24.21	24.93
Medical Receptionist/Typist Trainer	22.00	22.66	23.34
Nurses			
Level 1 - Registered Nurse			
1st year	20.13	20.73	21.35
2nd year	21.23	21.86	22.52
3rd year	22.32	22.99	23.68
4th year	23.49	24.20	24.93
5th year	24.66	25.40	26.16
6th year	25.83	26.60	27.40
7th year	27.15	27.96	28.80
8th year	28.27	29.12	29.99
Level 2 - Clinical Nurse Specialist (Basic)	29.42	30.30	31.21
Level 3 - Clinical Nurse Specialist (Intermediate)	30.42	31.33	32.27
Level 4 - Clinical Nurse Specialist (Advanced)	31.42	32.36	33.33
Level 5 - Clinical Nurse Consultant	35.36	36.42	37.51
Level 6 - Nurse Unit Manager	35.46	36.52	37.62
Level 7 - Nurse Manager	36.80	37.90	39.04

DECLARATION

This enterprise agreement has been negotiated through extensive consultation between management and employees. The content of the agreement has been canvassed with all parties. All parties are entering into this agreement with full knowledge as to the content and effect of the document. The parties declare that this Agreement:

- i. Is not contrary to public interest
- ii. Is not unfair, harsh or unconscionable
- iii. Does not breach relevant statutory requirements
- iv. Reflects the interests and desires of the parties

Signed for and on behalf of North Coast Radiology/Clarence Valley Imaging:

Jim Pryce

Dr Craig Dyer

Dr Ian Cappe

Singed for and on behalf of employees by the nominated employees:

Peter Ogg

Kerrie Wilson

Cecile Davis

Peter Murphy

Diana Williams

Ross Cook

Barry Lennon

Leanne Russ

Jan McDonald

Emma Wilsher

Vicki Smith

Steven Brown

Sue Stenning

Linda McGregor

Signed for and on behalf of the New South Wales Nurses Association for the staff covered by clause 14 of the Agreement:

Secretary
NSW Nurses Association