

Title:  <b>Nurses Providing Short Term Relief To Rural &amp; Remote Facilities - Conditions</b>	Number: <b>IRM 2.2-13</b>
	Date: JANUARY 2003
	Replaces: FEBRUARY 2002

As part of the Ministerial Taskforce on Nursing Recruitment and Retention, a Rural Relief Project Working Group was established to examine the feasibility of a statewide system of nursing relief for rural and remote facilities. An outcome of the Working Group is an approval to provide a consistent approach to the provision of travel, accommodation, meals and incidental expenses for nurses, employed by Queensland Health, who volunteer to provide short term relief to rural and remote Queensland Health facilities.

For those nurses who volunteer to provide short term relief to rural and remote facilities, the following relief arrangements will be provided by the receiving District and will apply as from 1 January 2002: -

### **Accommodation**

- Provision of adequate accommodation at no cost.
- Where no accommodation is available within the facility, provision of alternative accommodation in the town in accordance with IRM 2.3-3, "*Fares and Travelling – Health Service District Employees*".

### **Meals**

- For periods of up to four (4) weeks – the receiving District is to provide meals **or** pay meal allowances as set out in IRM 2.3-3, "*Fares and Travelling – Health Service District Employees*".
- For periods that are in excess of four weeks – the receiving District is to provide meals. Where this is not possible, the District is to provide the makings of the meals **or** refund the costs of food purchased by the relief nurse up to a maximum of the meal allowances set out in IRM 2.3-3, "*Fares and Travelling – Health Service District Employees*". **This applies to the whole period.**

### **Travel**

- Travel to and from the relieving facility is to occur during work time to the equivalent of the time taken by the recommended mode of transport up to a maximum of eight (8) hours.
- Where travel is in excess of four hours by road, travel shall be provided by air at the level of economy class airfares as a minimum.

- Where travel is less than four (4) hours by road, travel shall be arranged by bus or coach unless negotiated otherwise. If rail travel is arranged then travel shall be at the first class level.
- Reasonable out of pocket expenses incurred during travel by the recommended mode of transport (air, bus or rail) to and from the facility will be reimbursed to the relieving nurse to a maximum prescribed in IRM 2.3-3, "*Fares and Travelling – Health Service District Employees*".
- Where a relief nurse chooses to drive to and from the receiving facility, they shall be reimbursed in accordance with IRM 2.1.22 "Motor Vehicle Allowance – Health Service Employees".
- Bookings are the responsibility of the receiving facility.

### **Incidental Expenses**

- In addition to the above entitlements, the relief nurse shall also be paid the Incidental Expenses Allowance in accordance with IRM 2.3-3, "*Fares and Travelling – Health Service District Employees*". **The payment of the Incidental Expenses Allowance applies to the whole period.**

### **Notes:**

1. These arrangements are for nurses providing relief through the Queensland Health Rural and Remote Nursing Relief Program.
2. *Short Term* for the purpose of the Queensland Health Rural and Remote Nursing Relief Program is any time up to four (4) months duration.