



Right and Responsibilities

Receiving Facility

Responsibilities

- Provide adequate notice of the need for relief to both the Relinquishing Facility and the Relief Nurse
- Provide starting and finishing dates for the relief period to both the Relinquishing Facility and the Relief Nurse
- Organise & provide accommodation for Relief Nurse (as per IRM 2.3-13)
- Provide the Relief Nurse with transportation to and from the relinquishing facility (as per IRM 2.3-13)
- Meet the Relief Nurse on arrival
- Provide orientation for Relief Nurse
- Provide a supportive environment for Relief Nurse
- To reimburse relinquishing facility for salary plus on-costs for relieving nurse for the relieving period
- To pay the Relief Nurse at least at the level of their substantive position (ie. paid at level 2 if substantive position is a level 2 nurse but is relieving in a level 1 position)
- To organise and arrange payment of entitlements to the Relief Nurse as per IRM 2.3-13
- To provide feedback to the Relief Nurse during and on completion of a Relief Assignment
- To contribute to and complete evaluation tools related to the relief program

Rights

- To be provided with a Relief Nurse who is safe and competent at the level they are employed at
- To be provided with a Relief Nurse for the period required or agreed to
- To receive feedback

Relief Nurse

Responsibilities

- To provide safe and competent care
- To work harmoniously within a team environment
- To participate in additional initiatives as negotiated and agreed to
- To respect the rights of the community
- To respect the status of the health service within the community
- To fulfil the roles and responsibilities of the position being relieved
- To prepare for the roles and responsibilities of the position being relieved
- To work in accordance with local policies

- To report any concerns to the Receiving Facility's Director of Nursing in a timely manner
- To actively participate in local performance management processes when providing relief for periods of longer than three (3) months
- To contribute to and complete evaluation tools related to the relief program
- To notify the State Coordinator of any changes to information provided in the application or if no longer able to provide relief

Rights

- To receive notice of the commencing and finishing dates of the period of relief
- To decline the offer of providing relief
- To be provided with the position description / roles and responsibilities of the position
- Have access to educational preparation which is based on the clinical knowledge and skills identified as core for the relief program
- To retain substantive position at base facility
- To be released for the relieving period with no ill consequence
- Be provided with accommodation that is clean and contains furniture and fittings in good repair
- Have transportation to & from Receiving Facility organised and provided
- Be met on arrival
- Receive an orientation
- Be Provided with a supportive environment
- To be paid at least at the level of substantive position (ie. paid at level 2 if substantive position is a level 2 nurse but is relieving in a level 1 position)
- To have no financial disadvantage while relieving
- To be provided with readjustment support when returning to base facility
- To receive feedback from the Receiving Facility during and on the completion of each Relief Assignment

Relinquishing Facility

Responsibilities

- To provide a 'point of contact' for coordinating the relief program
- To release Relief Nurse(s) as agreed
- To retain the Relief Nurse(s) substantive position
- To not disadvantage the Relief Nurse, while relieving, in terms of succession planning, career progression and educational opportunities
- To plan for the return of the Relief Nurse eg. if a nurse has been working in a remote area for any length of time, there will be an adjustment period when they return to their base facility
- To contribute to and complete evaluation tools related to the relief program

Rights

- To have the relief negotiated – including number of nurses, frequency, time frames etc.
- To receive adequate notice of the need for relief
- To receive starting and finishing dates for each period of relief
- For staff to be paid via Cross District function so as not to incur any financial burden
- To receive feedback

State Coordinator

Responsibilities

- Coordination of the relief program
- To maintain the database used for the relief program
- To monitor and evaluate the relief program

Rights

- That Relief Nurses, Receiving Facilities and Relinquishing Facilities will contribute to the on-going development of the relief program through for example, participation in evaluation processes

- That Relief Nurses, Receiving Facilities and Relinquishing Facilities will provide feedback outside of organised mechanisms when necessary
- That Relief Nurses, Receiving Facilities and Relinquishing Facilities will comply with policies and procedures associated with the relief program
- That Relief Nurses, Receiving Facilities and Relinquishing Facilities will meet their responsibilities