



# Payment for Patient Escorting Duties for Nurses Policy

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## 1. Purpose

The *Payment for Patient Escorting Duties for Nurses Policy* provides for the appropriate payment to be made to Nurses when required to undertake Patient Escorting Duties.

This Policy is a mandatory requirement under the *Employment Policy Framework* pursuant to section 26(2)(f) of the *Health Services Act 2016*.

This Policy supersedes *OP 1858/04 Nurses – Payment for Patient Escorting Duties*.

## 2. Applicability

This Policy is applicable to all Health Service Providers.

To the extent that the requirements contained within this Policy are applicable to the services purchased from contracted health entities, Health Service Providers are responsible for ensuring these requirements are accurately reflected in the relevant contract and managed accordingly.

## 3. Policy requirements

### 3.1 Payment arrangements

Managers must ensure a Nurse understands and agrees to the associated payments in writing prior to undertaking Patient Escorting Duties.

Where there is flexibility for the option of Time Off In Lieu to be agreed in accordance with the applicable Industrial Instrument, managers are to ensure these arrangements are determined and documented prior to the Nurse undertaking Patient Escorting Duties.

### 3.2 Working time, travelling time and free time

The period of time from when a Nurse collects a patient until the Nurse is released from duty can be divided into three time periods; working time, travelling time and free time. Each time period incurs the below prescribed payment, as applicable.

#### 3.2.1 Working time

All time spent caring for a patient, including time in transit, until the patient is no longer under a Nurse's care is regarded as working time.

Working time is paid at rates prescribed in the applicable Industrial Instrument, for example the ordinary rate of pay during normal hours of duty or overtime for all time worked in excess of ordinary working hours.

### **3.2.2 Travelling time**

Time spent travelling but not caring for a patient is regarded as travelling time. This includes time spent travelling to and from an airport and requisite time spent waiting at an airport for flights.

Waiting time for flights includes the time required for pre departure check-in (approximately two hours for international flights and 40 minutes for domestic flights).

Travelling time is paid at the ordinary rate of pay for all occasions as prescribed in the applicable Industrial Instrument.

### **3.2.3 Free time**

Free time is when a Nurse is no longer caring for a patient or travelling.

Free time may be time spent in accommodation or awaiting a return flight that does not meet the definition of travelling time prescribed at 3.2.2.

Free time is unpaid, unless the time falls within the Nurse's normal rostered hours, in which case it is paid at the ordinary rate of pay prescribed by the applicable Industrial Instrument. Where the time is unpaid, a Nurse will not be required to undertake other duties.

## **3.3 Other payments**

Meal, incidental and accommodation allowances will be paid in accordance with the applicable Industrial Instrument.

Copies of the relevant Industrial Instruments can be accessed on the [Awards and Agreements Library](#).

## **4. Compliance monitoring**

Health Service Providers are responsible for complying with this Policy.

System-wide Industrial Relations also undertake activities to assure the System Manager that Health Service Providers are complying with this Policy. These compliance monitoring activities may include, but are not limited to:

- monitoring and evaluating the industrial relations environment, including trends, issues and disputes
- monitoring and evaluating compliance with the Policy by Health Services Providers, which may include requesting audit reports into compliance with the Policy
- liaising with Health Service Providers, unions and other external stakeholders in relation to relevant issues and disputes. Any action taken will be commensurate to the associated level of system risk.

## 5. Related documents

The following documents are mandatory pursuant to this Policy:

- N/A

## 6. Supporting information

The following information is not mandatory but informs and/or supports the implementation of this Policy:

- N/A

## 7. Definitions

The following definition(s) are relevant to this Policy.

<b>Term</b>	<b>Definition</b>
<b>Staff Member</b>	Staff Member has the same meaning as provided for in section 6 of the <i>Health Services Act 2016</i> .
<b>Industrial Instrument</b>	The following Industrial Agreements of the Western Australian Industrial Relations Commission applicable to the WA health system and their replacements: <ul style="list-style-type: none"><li>• WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses – Industrial Agreement 2018</li><li>• WA Health System – United Voice – Enrolled Nurses, Assistants in Nursing, Aboriginal and Ethnic Health Workers Industrial Agreement 2018.</li></ul>
<b>Nurse</b>	For the purposes of this policy, a Staff Member engaged pursuant to an Industrial Instrument.
<b>Patient Escorting Duties</b>	Where a Nurse is required to travel to and/or from a hospital or health service within the state, interstate or internationally, in order to escort patients, as part of their duties.
<b>Time Off In Lieu</b>	Time accrued in lieu of payment where a Nurse is required to undertake Patient Escorting Duties and elects for time off to be accrued in lieu of payment, in accordance with the applicable Industrial Instrument.

## 8. Policy contact

Enquiries relating to this Policy may be directed to:

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## 9. Document control

Version	Published date	Effective from	Review date	Amendment(s)
MP 0148/20	23 December 2020	23 December 2020	December 2023	Original version
MP 0148/20 v1.1	23 August 2022	23 December 2020	December 2023	Policy Contact section amended from the Executive, Director Governance and System Support to Director, Systemwide Industrial Relations

## 10. Approval

Approval by	Nicole O'Keefe, Assistant Director General, Strategy and Governance Division, Department of Health
Approval date	22 December 2020

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