

WORK PLACE AGREEMENT
SUPPLEMENTARY TO
THE PRIMARY HEALTH CARE MECA
FOR NURSES EMPLOYED AT
WELLINGTON ACCIDENT & URGENT
MEDICAL CENTRE

1. PARTIES TO THE AGREEMENT

The parties to this agreement are Wellington After Hours Medical Service Ltd (the employer) and the Nurses (the employees) employed to work at the Wellington Accident and Urgent Medical Centre (WAMC).

2. COVERAGE

- i. This agreement covers all registered nurses employed by the employer whether permanent or casual staff.
- ii. This agreement does not cover medical, managerial, administrative or reception employees.
- iii. The Nurse Manager is not covered by the agreement, except when working as a clinical nurse.

3. VARIATION OF AGREEMENT

This agreement may be varied by discussion and agreement between the employer and the employees.

4. INTRODUCTION

The employer carries on the business of an Urgent Care Centre accredited under the Urgent Care Standard 2015.

5. HOURS AND ROSTERS

Shifts are rostered on a two-week rotation and allocated to employees as per roster agreement.

- i. Permanent employees shall be rostered to work no less than twenty-eight (28) hours per fortnight either existing shift allocation or rostered and rotating, both to include evening and weekend shifts.
- ii. Rostered shifts for nurse employees are normally 4 or 7 hours in length. NETP nurses will work 8-hour shifts. Variations to this will be by mutual agreement.
- iii. Nurses working the closing shift are expected to continue working if there are still patients waiting to be seen.
- iv. Permanent shifts may be varied, in consultation and by mutual agreement with employees affected, where workloads require changed staffing with a 14-day notice period as per clause 7.8 of the MECA.
- v. Different winter/summer and Christmas/New Year rosters may be required because of patient numbers and /or patient flow.
- vi. Exceptions to point i. above are at the discretion of Management, based on special circumstances or roster requirements, and are by mutual agreement.
- vii. Nurses who currently work permanent hours/days of work will be notified in writing if these hours change by mutual agreement.

6. WEEKEND AND EVENING SHIFT COORDINATOR

Due to the number of patients seen on weekends there is a nurse coordinator allocated in the morning and afternoon to streamline processes and improve communication.

- i. Nurses nominated as the weekend co-ordinator will receive a one-off payment of \$50 per shift in addition to their hourly rate.
- ii. There is also a week-day evening nurse coordinator. This nurse coordinator will be paid a one-off payment of \$30 per shift
- iii. Nurses working as the nominated coordinator on a Public Holiday will be paid at the weekend rate of a one-off payment of \$50 in addition to their hourly rate.
- iv. Coordinator Shifts can only be covered by another coordinator. Nurse Coordinators will be appointed by the Nurse Manager. A role description is available.

7. PERMANENT SHIFTS

When permanent shifts become available the employer will revert these shifts to rostered and rotating.

- i. Nurses resigning from shifts need to give 4 weeks' notice as per clause 38.1 of the MECA.
- ii. Nurses cannot resign from a shift if it drops their hours below the hours as per section 5.
- iii. A senior nurse will be allocated to every shift.

8. ANNUAL LEAVE

- i. Once the roster is published any nurse who wishes not to work their rostered shift(s) must apply for leave or swap the shifts with another nurse. The swaps must be worked within two pay periods (four weeks). Depending on the time frame and other planned leave in place, nurses may need to assist management in finding cover for these shifts.
- ii. Nurses who wish to take leave for a single shift will need to find cover for that shift before leave will be approved. Leave forms must still be completed.
- iii. Prior approval is required for all leave including leave without pay.
- iv. Extra shifts worked cannot be substituted for rostered shifts – annual leave will need to be requested.
- iv. Annual leave is approved by the Nurse Manager, after taking into account other nurses who will be on leave, especially over the Christmas/New Year period. Generally, only 2 nurses will be allocated leave at one time
- v. Nurses will not usually be given leave for two consecutive Christmas/New Year periods unless by prior arrangement.
- vi. When leave is approved, any lieu days owing will be used before annual leave

9. SICK LEAVE AND BEREAVEMENT LEAVE

Where an employee is taking sick leave or bereavement leave, WAMC should be notified as soon as practicable. Notify the Nurse Manager during weekdays and the Weekend Coordinator during the weekend.

10. PUBLIC HOLIDAYS

As an urgent care service, WAMC is open on public holidays.

- i. The employer will prepare the proposed roster of shifts for any public holiday period at least six (6) weeks in advance. This roster may differ from the standard roster in shift length and number of shifts, due to patient load.
- ii. Employees normally rostered to work that day of the week are expected to work their shift or find a replacement/swap.
- iii. Where an employee works on the 25th December s/he shall be paid double time i.e. T2.

11. CASUAL NURSES

- i. Providing shifts are available, it is expected that casual nurses will work a minimum of one shift a month in order to maintain familiarity with WAMC processes.
- ii. Casual nurses may need to undergo re-orientation if they have not worked for a period of six months.
- iii. If a casual nurse has not worked for three months (unless by prior arrangement) they may be removed from WAMC's casual pool.

12. CALLED IN AT SHORT NOTICE

It is recognised that staffing levels are based on anticipated patient flow and that on occasions patient numbers are greater than rostered employees can safely cater for. (*Code Black = the number of patients exceeds the resources to safely care for them.*)

- I. Where nurses are called in at short notice i.e. six (6) hours or less before being required, a callout payment of \$50.00 will be made. **Please see clause III.**
- II. The employee shall receive their ordinary rate of pay, for each hour worked including penal rates.
- III. Nurses called in must work a minimum of two hours to be eligible for the callout payment.

GUIDELINES FOR CALLED IN AT SHORT NOTICE

- A. On evenings and weekends, the Nurse Coordinator will assess the situation and message nurses for help if deemed necessary
- B. On weekdays nurses will liaise with the Nurse Manager. If the Nurse Manager is not present, the decision to call in a nurse at short notice will be made by the senior nurse on duty.

13. MEDICAL SERVICES

WAMC will provide acute, free of charge after-hours urgent medical services for employees, partners, and any dependants who live with them under 18 years of age. (this does not include x-rays, fracture clinics and ECGs)

14. HEALTH AND SAFETY

- i. The employer will provide Hepatitis B and Tdap immunisations as required and annual flu vaccines will be offered at no cost to employees who are not eligible for this at any other place of employment.
- ii. PPE will be provided and available as per Ministry of Health guidelines for staff use.
- iii. Employees will assist the employer in identifying and addressing work place hazards and in assisting to develop appropriate procedures and training for hazard management.
- iv. All employees will adhere to any Ministry of Health vaccine mandates.

15. COMMUNICATIONS PROCESSES AND COMPETENCE

All employees are required to read the daily communications book at the beginning of a shift and to comply with instructions therein.

- i. All employees are required to read emails, light bulbs, check Core Schedule, check the nurse page on the website, and to ensure they remain up to date with any and all processes.
- ii. All employees are required to keep updated with policies and sign off in the Policy Folder (kept at reception) that they have been read.
- iii. All employees are expected to maintain familiarity with WAMC processes and proficiency in WAMC required competencies after initial training. Nurses who only work busy after-hours shifts will need to liaise with nurse manager / nurse educator if they need additional hours to maintain familiarity and proficiency in required competencies
- iv. All employees will be responsible for meeting NZNC RN competency requirements and for demonstrating how they are doing this.

16. STAFF TRAINING

All employees are expected to attend and will be paid for attending regular staff meetings and clinical training. When possible, cover will be arranged to enable rostered staff to attend meetings and training sessions. Minutes from meetings will be sent out no later than one week after the meeting. Training will be provided for specific resource roles. Training allocation (CPD) will be as per the MECA or IEA.

17. ANNUAL PRACTICING CERTIFICATE

WAMC will reimburse the annual practicing certificate fee for those nurses whose primary employment is with WAMC.

18. DRESS CODE

Nurses are required to wear scrubs.

- All staff are required to maintain a standard of dress which reflects a professional image and complies with infection control and health and safety standards.
- ID must be worn at all times.
- As per Health & Safety requirements all shoes worn on duty must have covered toes and secure heel

19. MERIT STEPS

In addition to the Merit Steps entitlement detailed in the MECA, Merit Steps are awarded at WAMC as follows:

- i. M1 = Resource role
- ii. M2 = Specialised skill teaching / Preceptor
- iii. Employees may be awarded multiple steps, e.g. M2 x 2 for undertaking two significant resources, at the discretion of Nurse Manager.
- iv. Application of plaster backslabs and NZRC Core Advanced are requirements for all nurses at WAMC and are therefore included in the WAMC base rate rather than as merit steps.
The WAMC base rate is based on the relevant MECA remuneration step +\$1.70 AMC Loading
Step x (without plaster backslabs and NZRC competency) = (MECA rate +\$1.70)
Step x (with both competencies) = (MECA rate + \$1.70+\$1.20+\$1.00)
- v. New employees are expected to achieve the required competencies in the first year of employment.

20. EMPLOYMENT RELATIONSHIP PROBLEMS

Tell us first!

If you have a problem in your employment, then you should let your manager know immediately, so we can try and resolve it with you.

- i. If you don't feel you can approach your manager, you can go to the General Manager.
- ii. If you don't feel comfortable approaching them or if you are not happy with their response, you can raise the issue with a Board Member.