

Nursing and Allied Health Recruitment Agreement

SERVICE AGREEMENT

This agreement is intended to clearly identify responsibility for the various tasks and stages involved in the recruitment of nursing and allied health professionals. The Northern Territory PHN (NT PHN) is only able to proceed with a recruitment request once this agreement is signed and returned.

The NT PHN offers a full recruitment and case management service to health services in the Northern Territory. This can relieve the employer/health service of some of the burden of work involved. However, while the NT PHN may advise as to the suitability of candidates, the final decision will be made by the employer/health service and the employer/health service will be responsible for contractual negotiations and the employment of the successful candidate.

The NT PHN will work proactively with candidates to ensure their recruitment progresses as quickly as possible. There is no specific time frame for recruiting nurse and allied health professionals as all circumstances are different. The NT PHN has set timeframes for the completion of internal activities for which they have control, NT PHN cannot be accountable for activities managed outside the organization.

Employer Responsibilities

- Advise the NT PHN of position requirements for the vacancy by completing the Vacancy Information Form and providing a current position description;
- Work in a timely manner with the NT PHN and the candidate;
- Agree to advise the NT PHN of any changes to the employment arrangement once the position is filled;
- Agree to assist the candidate with retention supports offered by the NT PHN such as access to education and training for the purpose of continuing professional development;
- Enter into an employment contract for a preferred minimum of 12 months (and a minimum 0.4 FTE or more) and provide a signed copy of the agreement, confirming offer and acceptance;

It is expected that you retain the current supports usually offered for this position. The supports that are offered by NT PHN are intended to add value to the position with the purpose of attracting and retaining health professionals. They are not intended to replace supports that are already offered by the employer.

www.ntphn.org.au

5 Shepherd Street Darwin NT 0800
GPO Box 2562 Darwin NT 0801
t 08 8982 1000 f 08 8981 5899

National Remote Health Precinct
5 Skinner Street Alice Springs NT 0870
PO Box 1195 Alice Springs NT 0871
t 08 8950 4800 f 08 8952 3536

Health Network Northern Territory Ltd operating as Northern Territory PHN • ABN 17 158 970 480

We value: Relationships • Equity • Responsiveness • Innovation • Results

Northern Territory PHN Responsibilities

- Deliver the requirements as a Rural Workforce Agency in relation to the Rural Health Professional Programme (RHPP) schedule from the Department of Health by recruiting nursing and allied health professionals to regional, rural and remote areas of the Northern Territory;
- Assess the credentials of a candidate prior to their commencement of employment and confirm to the employer/health service that all requirements have been met. The credentialing of a candidate broadly includes but is not limited to:
 - Professional registration issued by AHPRA
 - Right to work in Australia
 - Medical Indemnity
 - Ochre card (Working with Children card)
 - Criminal History Check

Relocation and Orientation Support

The NT PHN offers support and assistance to nurses and allied health professionals who are relocating to the Northern Territory for the purposes of employment. The NT PHN recognizes that relocating can incur considerable expense over a short time period and so the New to the Territory Grant (NT Grant) is available to assist with some of the costs.

Please visit the NT PHN website for a copy of the guidelines and eligibility criteria or seek further assistance from the Senior Project Officer – Nursing and Allied Health Recruitment Support.

Orientation Support

Northern Territory PHN provides a personalised orientation program to all nurses and allied health professionals commencing work in the Northern Territory. All nurses and allied health professionals who are relocating or have recently relocated to the Northern Territory are eligible to participate in the orientation program.

The aim of the orientation program is to ensure that all nurses and allied health professionals receive an introduction to the clinical and cultural aspects of practicing in the Northern Territory and to the health care system in the Northern Territory.

The orientation program provides the following components:

- Communication and cultural safety
- Introduction to the local jurisdiction, health services and facilities
- Available support services, including professional development and networking

www.ntphn.org.au

5 Shepherd Street Darwin NT 0800
GPO Box 2562 Darwin NT 0801
t 08 8982 1000 f 08 8981 5899

National Remote Health Precinct
5 Skinner Street Alice Springs NT 0870
PO Box 1195 Alice Springs NT 0871
t 08 8950 4800 f 08 8952 3536

Health Network Northern Territory Ltd operating as Northern Territory PHN • ABN 17 158 970 480

We value: Relationships • Equity • Responsiveness • Innovation • Results

VACANCY INFORMATION

Vacancy Contact Information				
Health Service/ Employer name:				
Physical Address:				
Contact person:				
Position:				
Email address:				
Contact number:				
Vacancy Information				
Job title:				
Location of vacancy:				
This is a:	<input type="checkbox"/> Fulltime position		<input type="checkbox"/> Part time position	
This role is offered as a:				
<input type="checkbox"/> Contractor (ABN required)		<input type="checkbox"/> Fulltime employee		
<input type="checkbox"/> Fixed term contract		<input type="checkbox"/> Casual employee		
Hours or sessions per week:	Hours:		Sessions:	
Start date:		End date:		
Vacancy open date:		Vacancy closing date:		

www.ntphn.org.au

5 Shepherd Street Darwin NT 0800
GPO Box 2562 Darwin NT 0801
t 08 8982 1000 f 08 8981 5899

National Remote Health Precinct
5 Skinner Street Alice Springs NT 0870
PO Box 1195 Alice Springs NT 0871
t 08 8950 4800 f 08 8952 3536

Health Network Northern Territory Ltd operating as Northern Territory PHN • ABN 17 158 970 480

We value: Relationships • Equity • Responsiveness • Innovation • Results

Do you require the candidate to address a selection criteria?	<input type="checkbox"/> Yes (please attach)		<input type="checkbox"/> No
Do you have a position description for the vacancy?	<input type="checkbox"/> Yes (please attach)		<input type="checkbox"/> No
A relocation package will be provided by the health service:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
	Details:		
Benefits Offered (E.g Salary Sacrificing, Vehicle and Accommodation)	Details:		
This role involves on-call, weekend, or after hours work:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
	Details:		
Details of superannuation offered:			
Annual Leave Allowance:			
Salary:			
Please note any special requirements or any information of role (special interests or qualifications required)			

ACTIONS FOR NORTHERN TERRITORY PHN

Please indicate which action you require NT PHN to undertake in relation to this vacancy:	
Advertise position on NT PHN website	<input type="checkbox"/>
Advertise on other free on-line job boards	<input type="checkbox"/>
Source other advertising options and details of costs	<input type="checkbox"/>
Receive all applications for the position	<input type="checkbox"/>
Select suitable applications to be forwarded to the employer/health service for consideration	<input type="checkbox"/>
Advise all candidates of the outcome of their application	<input type="checkbox"/>
Arrange interviews with the selected applicants and the employer/Health Service	<input type="checkbox"/>
Complete reference checks	<input type="checkbox"/>

EMPLOYERS TO NOTE:

It is the role of NT PHN to ensure that the pre-employment requirements are met prior to the candidate commencing employment. It is the responsibility of the employer/health service to ensure these requirements are maintained during the period of employment.

I have read and accept the service agreement:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name:		Signed:	
Date:		Position:	

Please sign and return this form, along with a current Position Description and or Selection Criteria for the role to: alliedhealth@ntphn.org.au

www.ntphn.org.au

5 Shepherd Street Darwin NT 0800
GPO Box 2562 Darwin NT 0801
t 08 8982 1000 f 08 8981 5899

National Remote Health Precinct
5 Skinner Street Alice Springs NT 0870
PO Box 1195 Alice Springs NT 0871
t 08 8950 4800 f 08 8952 3536

Health Network Northern Territory Ltd operating as Northern Territory PHN • ABN 17 158 970 480

We value: Relationships • Equity • Responsiveness • Innovation • Results