



# Use of Public Facilities for Private Practice – Allied Health Professionals and Dental Practitioners

## Human Resources Policy

Effective Date: December 2009

### 1 PURPOSE

To establish clear principles, guidelines and conditions for the use of all Queensland Health facilities for private practice by Queensland Health employees who are allied health professionals and dental practitioners.

### 2 APPLICATION

This policy applies to district health service allied health professionals and dental practitioners.

### 3 GUIDELINES

Guidelines may be developed to facilitate implementation of this policy. The guidelines must be consistent with this policy.

### 4 DELEGATION

The 'delegate' is as listed in the Queensland Health Human Resource Delegations Manual as amended from time to time.

### 5 REFERENCES

- Queensland Public Health Sector Certified Agreement (No. 7) 2008 (EB7)
- Health Practitioner (Queensland Health) Certified Agreement (No.1) 2007
- District Health Services Employees' Award – State 2003
- Queensland Health Code of Conduct

### 6 SUPERSEDES

- IRM 2.5-16 Use Of Public Facilities For Private Practice - Allied Health Professionals and Dental Practitioners

### 7 POLICY

The following principles are to be considered when examining a request to use Queensland Health facilities for private practice:

- Queensland Health's primary responsibility is to provide a service to public patients, and the use of Queensland Health facilities for private practice is not to detract from this function.

- A mix of public and private services is desirable. The actions of Queensland Health are not to inhibit the development of independent private services to meet demand.
- These arrangements may assist with the recruitment and retention of allied health professionals and dental practitioners.
- This policy is not to give rise to permanent rights in relation to the use of public facilities for private practice.
- Policy based on these principles is to be open to district interpretation based on familiarity with the local market for services.

## **8 APPLYING THE POLICY**

### **8.1 Approval process**

When a district CEO (or delegate) considers that the provision of allied health or dental health services is insufficient to meet the demand or in other appropriate circumstances, they may permit a health professional (allied health professional or a dental practitioner) to use Queensland Health facilities and equipment to engage in private practice.

The arrangements are to be outlined in a written agreement between the district CEO (or delegate) and the allied health professional or dental practitioner.

This arrangement is at the convenience of the hospital or health facility and may include the use of information technology, access to databases, libraries etc. Specific equipment may be detailed in the agreement between Queensland Health and the health professional.

Hours of use of Queensland Health equipment and facilities for the purpose of private practice are to be specified in the agreement, and are to be conditional upon the following:

- Any private practice is to be engaged outside the health professional's normal hours and responsibilities of public employment.
- The health professional is to clearly inform patients of their right to choose to be treated publicly or privately.
- The health professional is required to pay a rental fee and bond for use of the facilities and equipment that is commercially based, and approved by the district CEO (or delegate), considering the district conditions as well as the facility and the nature and standard of equipment used. It is expected that this represents cost-recovery.

The district CEO (or delegate) is to review any such agreements annually.

After taking advice from the manager of the facility being used for the private practice, the district CEO (or delegate) may renew, withdraw or alter an existing agreement.

When the agreement is renewed, the health professional is to provide evidence of appropriate insurance and any indemnity arrangements required in the private practice.

## **8.2 Conditions for the use of public facilities for private practice**

The health professional is to be responsible for billing and all other arrangements associated with the private practice. When other staff of the district health service are required to provide assistance to the health professional in private practice, the arrangement is to ensure that this occurs without cost to the district or loss of service to public patients.

The health professional is required to take out insurance necessary to indemnify the district health service in matters when action may be taken against the health professional in private practice or their employees. The health professional is required to indemnify the district health service against any liability for loss or damage to goods or equipment which is the property of the health professional. The health professional is to show evidence of the insurance and indemnity to the CEO (or delegate) annually in the agreement.

The health professional is to manage any fatigue issues that may be associated with arrangements where they are providing both public and private services to the community, in line with Queensland Health fatigue management policies.

The health practitioner and the district are to ensure there are appropriate security arrangements in place to protect the patient, health professional and the Queensland Health facility.

The public facility's consumables are not to be used in the private practice, unless the cost of such is included in the rental fee.

## **9 HISTORY**

<b>December 2009</b>	Developed as a result of the HR policy consolidation project, and amended in accordance with Executive Management Team recommendations.
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