

INTERNAL ONLY
ISLHD BUSINESS RULE



Health
Illawarra Shoalhaven
Local Health District

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FUNCTIONAL GROUP OR HUB	District Wide - Medical Services
NSQHS STANDARD	Standard 1
SUMMARY	Approval of TESL for conferences. HealthRoster requirements and codes and how to enter correctly based on TESL approved in the on –line system

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

Feedback about this document can be sent to ISLHD-CorporateGovernance@health.nsw.gov.au

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**Approval of TESL & Conferences in
HealthRoster for Staff Specialists**

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Name	Approval of TESL for Conferences and TESL HealthRoster entries
What it is	A business rule to aid appropriate approval of TESL for conferences and ensure correct HealthRoster entries
What it is not	A policy. This business rule provides additional information to the TESL Policy PD2016_043 and the HealthRoster guidelines
Who it applies to	<ul style="list-style-type: none">• Head of Department• Hub Directors of Medical Services• Hub General Managers• HealthRoster Approvers
When to use it	When reviewing TESL applications for approval. When approving HealthRoster.
Why the rule is necessary	Provides information where related policy is silent regarding approval of TESL and recording of approved TESL and associated leave in HealthRoster
Who is responsible	<ul style="list-style-type: none">• Heads of Department• Hub Directors of Medical Services• Hub General Managers• Operations Managers - SHG• HealthRoster Approvers
Reference	Ministry of Health Policy PD2016_043 HealthRoster TESL Update S51

I, *Mark Bassett, Executive Director Medical Services and Clinical Governance*, attest that this business rule is not in contravention of any legislation, industrial award or policy directive.

Approval of Travel Education and Study Leave (TESL) Conferences

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Section 1 – Background

The Staff Specialists determination 2015 at clause 7a provides that “*the parties agree that the Health System has a responsibility to ensure that all Staff Specialists employed in the health system have appropriate equitable access to the Training Education and Study Leave that is relevant to both the Staff Specialist and the Public Health Organisation*”.

The determination and associated Ministry of Health policies, including TESL Policy - PD2016_043, does not provide any specific guidance on criteria to be taken into account by the delegated officer in considering applications for TESL as to the appropriateness of the activity, apart from it being relevant to both the Staff Specialist and the Public Health Organisation.

This Business Rule sets out criteria that will be taken into account by the approvers when considering TESL applications for attendance at conferences. These guidelines apply only to conferences and not to other TESL activities.

Section 2 – Definitions

- **TESL** – Training Education and Study Leave

Training Education and Study Leave (TESL) – is leave of 25 calendar days per year for a full time Staff Specialist, pro rata for fractional appointments, for the Staff Specialist to engage in Training, Education and Study that is relevant to both the Staff Specialist and the Public Health Organisation. Funding for this purpose is available for Level 1 Staff Specialists from the general fund, to a maximum amount determined annually by the Ministry of Health, and for Level 2-5 Staff Specialists, from their Number 2 account, as approved by the Staff Specialist Trust Fund Management Committee

- **MoH**
Ministry of Health
- **SS**
Staff Specialist
- **ASMOF**
The Australian Salaried Medical Offices’ Federation

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Section 3 - Principles

The Australian Salaried Medical Officers' Federation (ASMOF) has issued guidance to its members (March 2013) to assist them in making applications for conference attended using TESL. The following factors are included in the ASMOF guidelines:

- the quality and nature of the conference content;
- whether the content has been assessed and received recognition, or has the potential to be so recognised, by way of CPD points from any relevant College(s) or accorded recognition from a recognised professional body;
- the ability to access and engage with the educational activities available and the 'experts' in that particular field of medicine;
- the capacity to network and mix with peers and exchange views, experiences and challenges;
- that a realistic number of hours are spent each day on actual conference activities; and
- taking into account that public monies are being spent to fund attendance.

ISLHD endorses these factors, and in addition, will assess applications for TESL conferences on the basis of the following more specific criteria:

1. That in considering whether the educational content is '*relevant to both the Staff Specialist and the Public Health Organisation*' due regard be given to the role and specialty practice of the applicant and the extent to which the professional development offered by the conference will be of benefit to both parties and to what extent it satisfies CPD criteria for the specialty. This does not preclude professional development outside the specialty field of the practitioner, or outside the scope of CPD criteria, if it is likely to enhance the applicant's capacity to undertake their appointed role, e.g. in fulfilling managerial, teaching, or research responsibilities of benefit to both parties.
2. That the daily educational and professional development activities content averages a minimum of six hours per day.
3. That the need to travel overseas is consistent with the value of the educational and professional development activities i.e. the activities could not be held locally and/or the content could not be gained by similar local activities.

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Section 4 - Responsibilities

Staff Specialists are responsible for:

- Submitting applications that meet the requirements of the Staff Specialists Determination;
- Submitting accurate and informative documentation to allow for efficient assessment against MoH TESL Policy PD2016_043 and Staff Specialist Determination. Documentation includes:
 - conference / seminar program and registration details
 - NSW Government travel provider flight quote and itinerary (if required)
 - accommodation quote for overseas travel
 - accommodation quote for domestic travel if claiming actual expenses instead of current ATO per diem rate
- Submission of application in advance of attendance as outlined in PD2016_043 clause 15.3 – Approval of TESL: *“In order to obtain relevant payments and reimbursements prior to commencing travel, applications for TESL travel should be made at least eight weeks prior to departure”*.
- Demonstrating relevance to the needs of the Staff Specialist and the Public Health Organisation, and that leave being taken is within the leave and funding balances applicable to that Staff Specialist.

Approver 1 (usually Head of Department) responsible for:

- Assessing TESL applications, ensuring that the requirements of the Staff Specialists Determination are met, and making recommendations to the authorised delegate
- Ensuring appropriate roster coverage is available
- Ensuring conference is relevant to SS appointment

Approver 2 (usually either DMS or General Manager) responsible for:

- As an authorised delegate of the Chief Executive under Schedule 11 of the Delegations Manual, assessing a TESL application, ensuring that the requirements of the determination are met, that the application is relevant to the needs of the Staff Specialist and the Public Health Organisation, and that leave and funding sought are able to be met from the balance for leave and funding available to that Staff Specialist (in the case of Level 2-5 Staff Specialists, as approved by the Staff Specialists Trust Fund Management Committee)

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- Application has followed appropriate approval channel
- In the exercise of these guidelines and the decision making, approval is not to be unreasonably withheld.

Section 5 - References

- Staff Specialist Determination 2015
- http://www.health.nsw.gov.au/careers/conditions/Awards/ss_determination.pdf
- Training Education and Study Leave (TESL) for Staff Specialists
- http://www1.health.nsw.gov.au/pds/Pages/doc.aspx?dn=PD2016_043
- HealthRoster
- [http://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0010/922456/Pay-Flags-for-TESL.pdf](http://intranet.hss.health.nsw.gov.au/_data/assets/pdf_file/0010/922456/Pay-Flags-for-<u>TESL.pdf</u>)

Section 6 - Guide for entering TESL into HealthRoster for Staff Specialists

TESL Entries

A copy of the approved on-line TESL Application will be provided for HealthRoster entry purposes and it is all subject to audit.

All Staff Specialists

HealthRoster will pay the doctor based on the codes entered.

TES Leave (on a non-working day)	TESL97NW
TES Leave (on a working day)	TESL
TES Leave pre 97 (on a non-working day)	TESL97NW
TES Leave pre 97 (on a working day)	TESL97

- The code for TESL Leave in HealthRoster will vary based on if it is a work or non-work day.
- TESL should be entered into the HealthRoster for each calendar day a Staff Specialist is on TESL leave. For example; if on TESL for 7 days, 7 days are entered into HealthRoster and 7 days will be deducted from the TESL leave accrual. The days will be entered

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based on the SS FTE and the work pattern noted in the annual Performance Review as a mix of working days and non-working days.

See examples below for both Fulltime and part time (0.5) SS. The Staff Specialist will only be paid for the hours they would have normally worked each day of their work pattern.

- Hours for each day coded “TESL” should be entered based on the SS’s contracted hours eg: if 0.5FTE (20 hours per week) and is worked over 5 days per week, enter 4 hours for each day approved as TESL activity or TESL travel, not the times spent in attendance as indicated on the application. Additional information is noted below against each example.
- If TESL activity or TESL travel falls on a public holiday, the day is entered as “TESL”.
- Own time is a day the SS would not normally work as part of their work pattern eg: for a full-time SS working Monday to Friday, own time is Saturday and Sunday. These days are left blank without code or times unless TESL activity or TESL travel occurs in which case TESLNW is entered.
- The days entered into HealthRoster for TESL should be reconciled to match those days approved in the application provided.

Example 1: Fulltime SS (working Monday – Friday)

Date	Nature of activity	Start Time	End Time	Session Attended
	Click here to view a help file for nature of activity			
Fri 27/10/2017	TESL travel	13:10	18:45	Flight to overseas destination
Sat 28/10/2017	Own time			
Sun 29/10/2017	Own time			
Mon 30/10/2017	Annual leave			
Tue 31/10/2017	TESL Activity	07:00	18:00	Conf
Wed 01/11/2017	TESL Activity	07:30	18:15	Conf
Thu 02/11/2017	TESL Activity	08:00	18:30	Conf
Fri 03/11/2017	TESL Activity	08:00	18:30	Conf
Sat 04/11/2017	TESL Activity	08:00	18:30	Conf
Sun 05/11/2017	TESL Activity	08:00		Conf end 12:00 / 15:55 depart for Syd
Mon 06/11/2017	TESL travel			In flight
Tue 07/11/2017	TESL travel		06:05	Arrive Sydney

Codes for HealthRoster entries based on FTE and work pattern.
Fri – 27/10/17 – TESL
Sat – 28/10/17 – Leave Blank
Sun – 29/10/17 – Leave Blank
Mon – 30/10/17 – Annual Leave
Tue – 31/10/17 – TESL
Wed – 1/11/17 – TESL
Thu – 2/11/17 – TESL
Fri – 3/11/17 – TESL
Sat – 4/11/17 – TESLNW
Sun – 5/11/17 – TESLNW
Mon – 6/11/17 – TESL
Tue – 7/11/17 – TESL

Enter 8 hours for each TESL activity or TESL travel day coded as “TESL” (Monday – Friday) and zero hours for the each TESL activity and TESL travel day coded as TESLNW (outside Monday to Friday).

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Example 2: Part-time SS 0.5 (working 8 hours Monday & Tuesday, 4 hours Wednesday)

Date	Nature of activity	Start Time	End Time	Session Attended
Sun 21/05/2017	TESL travel	18:05		Depart Sydney
Mon 22/05/2017	TESL travel		07:45	Arrive at Overseas destination
Tue 23/05/2017	TESL Activity	09:30	17:00	Conf
Wed 24/05/2017	TESL Activity	09:30	17:00	Conf
Thu 25/05/2017	TESL Activity	07:00	18:00	Conf
Fri 26/05/2017	TESL Activity	07:30	18:15	Conf
Sat 27/05/2017	TESL travel	09:25		Depart for Syd
Sun 28/05/2017	TESL travel		16:50	Arrive Syd

Codes for HealthRoster entries based on FTE and work pattern.
Sun – 21/5/17 – TESLNW
Mon – 22/5/17 – TESL
Tues – 23/5/17 – TESL
Wed – 24/5/17 – TESL
Thu – 25/5/17 – TESLNW
Fri – 26/5/17 – TESLNW
Sat – 27/5/17 – TESLNW
Sun – 28/5/17 – TESLNW

Enter 8 hours TESL for Monday and Tuesday and 4 hours TESL for Wednesday identified as TESL activity and TESL travel. Enter 0 hours TESLNW for TESL activity and TESL travel Thursday to Sunday.

Example 3: Rotating Roster

Some SS, such as Emergency Physicians, work a “rotating roster”. TESL must be entered in HealthRoster based on the history of their previous three month’s roster pattern.

Example: HealthRoster or Stafflink shows the full time SS entries over the last three months as working

- 3 x Sunday
- 12 x Monday
- 11 x Tuesday
- 7 x Wednesday
- 3 x Thursday
- 8 x Friday
- 3 x Saturday

Hence, most regular days worked for this SS is Monday, Tuesday, Wednesday and Friday. Based on the SS roster pattern over a 3 month period HealthRoster should be entered as follows:-

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Date	Nature of activity	Start Time	End Time	Session Attended
Fri 12/01/2018	TESL travel	09:35		Depart Sydney
Sat 13/01/2018	TESL travel		09:00	Arrive at destination
Sun 14/01/2018	Own time			
Mon 15/01/2018	TESL Activity	08:00	17:00	Conf
Tue 16/01/2018	TESL Activity	08:00	17:00	Conf
Wed 17/01/2018	TESL Activity	08:00	17:00	Conf
Thu 18/01/2018	TESL Activity	08:00	17:00	Conf
Fri 19/01/2018	TESL Activity	08:00	17:00	Conf
Sat 20/01/2018	TESL travel	08:00	09:40	Depart for Syd via holiday destination
Sun 21/01/2018	Own time			
Mon 22/01/2018	Annual leave			
Tue 23/01/2018	Annual leave			
Wed 24/01/2018	TESL travel	22:00		Continue onto Sydney
Thu 25/01/2018	TESL travel		09:35	Arrive Sydney

Codes for HealthRoster entries based on last 3 months work pattern.
Fri - 12/01/18 – TESL
Sat - 13/01/18 – TESLNW
Sun - 14/01/18 – Leave Blank
Mon - 15/01/18 – TESL
Tue - 16/01/18 – TESL
Wed - 17/01/18 – TESL
Thu - 18/01/18 – TESLNW
Fri - 19/01/18 - TESL
Sat - 20/01/18 - TESLNW
Sun - 21/01/18 – Leave Blank
Mon - 22/01/18 – Annual Leave
Tue - 23/01/18 – Annual Leave
Wed - 24/01/18 – TESL
Thu - 25/01/18 - TESLNW

Enter 10 hours TESL for Monday, Tuesday, Wednesday and Friday identified as TESL activity and TESL travel and zero hours “TESLNW” for TESL activity and TESL travel on other than Monday, Tuesday, Wednesday and Friday. Own time is no HealthRoster entry. Ensure Annual Leave entries to ensure correct payment.

Example 4: TESL Leave involving Public Holiday as part of the requested leave

Date	Nature of activity	Start Time	End Time	Session Attended
Fri 22/12/2017	TESL travel	11:00	13:00	Depart for overseas conference
Sat 23/12/2017	Own time			
Sun 24/12/2017	Own time			
Mon 25/12/2017	Public holiday			
Tue 26/12/2017	TESL Activity	08:00	17:00	Conf
Wed 27/12/2017	TESL Activity	08:00	17:00	Conf
Thu 28/12/2017	TESL Activity	08:00	17:00	Conf
Fri 29/12/2017	TESL Activity	08:00	23:00	Conf & Dinner
Sat 30/12/2017	TESL Activity	08:00	13:00	Conf
Sun 31/12/2017	Own time			
Mon 01/01/2018	TESL travel	14:00		Depart for Sydney
Tue 02/01/2018	TESL travel			Flight
Wed 03/01/2018	TESL travel		06:05	Arrive Sydney

Codes for HealthRoster entries based on last 3 months work pattern .
Fri - 22/12/17 – TESLNW
Sat - 23/12/17 – Leave Blank
Sun -24/12/17 – Leave Blank
Mon -25/2/17– Public Holiday (8 hrs)
Tue -26/12/17– TESL (8 hrs)
Wed -27/12/18 – TESL (4 hrs)
Thu - 28/12/18 – TESLNW
Fri - 29/12/17 - TESLNW
Sat - 30/12/17 - TESLNW
Sun - 31/12/17– Leave Blank
Mon - 1/01/18 – TESL (8 hrs)
Tue -2/1/2018 – TESL (8 hrs)
Wed - 3/01/18 – TESL (4 hrs)

Enter hours as the previous Example, 1, for SS working 1.0 FTE, Monday to Friday with the difference being the Public Holidays. 25 December does not involve TESL activity nor TESL travel hence enter using usual Public Holiday code and the contracted hours for that day. 26 December and 1 January are TESL activity hence enter “TESL” and contracted hours. Using the same diary in example 4 but for a Part Time SS (0.5 FTE) with the same work pattern as in example 2, enter 25 December - Public Holiday, 26 December -TESL 8 and 1 January - TESL 8 hours.

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Section 7 - Revision History

Date	Revision No.	Author and Approval
24 April 2013	0	District Director Medical Services Approval: ISLHD Clinical Quality Council
14 August 2017	1	Revised by: Co-ordinator, SMO Services
January 2018	2	Revised by: Senior Medical Officer Services, Medical Workforce Unit,
November 2018	2	Approved by Executive Director Medical Services and Clinical Governance