

## Model Service Contracts - VMO and HMO

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**Functional Sub group** Personnel/Workforce - Industrial and Employee Relations

**Summary** This policy directive issues provides model service contracts to be used by Public Health Organisations when engaging Visiting Medical Officers (VMOs) and Honorary Medical Officers (HMOs).

**Replaces Doc. No.** Honorary Medical Officer (HMO) Model Contracts [PD2011\_009]  
Visiting Medical Officer (VMO) Model Service Contracts [PD2009\_052]

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**Applies to** Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, Public Health System Support Division, Public Hospitals, NSW Health Pathology

**Audience** Medical Administration, Human Resources

**Distributed to** Public Health System, NSW Ambulance Service, Ministry of Health

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**Policy Manual** Not applicable

**File No.** 10/955

**Status** Active

### Director-General

This Policy Directive may be varied, withdrawn or replaced at any time. Compliance with this directive is **mandatory** for NSW Health and is a condition of subsidy for public health organisations.

## MODEL SERVICE CONTRACTS – VMO AND HMO

### PURPOSE

This policy directive consolidates, and provides links to the model service contracts to be used by Public Health Organisations when engaging Visiting Medical Officers (VMOs) and Honorary Medical Officers (HMOs).

### MANDATORY REQUIREMENTS

#### Visiting Medical Officers

VMOs whose engagement with a Public Health Organisation is governed by the *Public Hospitals (Visiting Medical Officers Sessional Contracts) Determination 2007* or the *Public Hospitals (Visiting Medical Officers Fee-For-Service Contracts) Determination 2007* are to be engaged using one of the following model service contracts:

- Model Sessional Service Contract
- Model Sessional Service Contract – VMO Practice Company
- Model Fee-for-Service Service Contract
- Model Fee-for-Service Service Contract – VMO Practice Company.

Visiting Medical Officer Model Service contracts are located:

<http://www.health.nsw.gov.au/careers/conditions/Pages/v.aspx>

#### Honorary Medical Officers

HMOs are appointed under service contracts to provide services for or on behalf of a Public Health Organisation but are not remunerated for those services by the Public Health Organisation. It is not necessary for HMO vacancies to be advertised although such vacancies can be advertised if it is considered appropriate to do so.

HMOs are to be engaged using one following model service contracts:

- Model Honorary Service Contract (Version A) - HMOs who are not doctors in training
- Medical Practitioner in Training Model Honorary Service Contract (Version B) - HMOs who are medical practitioners in training (i.e. engaged to perform a role equivalent to that of a person engaged under the *Public Hospital Medical Officers Award*).

Honorary Medical Officer Model Service contracts are located:

<http://www.health.nsw.gov.au/careers/conditions/Pages/M.aspx>

#### Treasury Managed Fund (TMF)

When appointing a VMO or HMO under a Service Contract Version A, Public Health Organisations should also offer a contract of liability coverage for Treasury Managed Fund indemnity cover in accordance applicable NSW Ministry of Health policies as issued from time to time. The contract of liability coverage should be for the same term as the term of the proposed service or honorary contract.

Treasury Managed Fund indemnity cover is provided to an HMO who is a doctor in training engaged under a Version B contract as a term of that contract.

## **IMPLEMENTATION**

Chief Executives must ensure that the model VMO and HMO service contracts are brought to the attention of all staff involved in VMO and HMO contract matters and are utilised for all applicable engagements unless the approval for non-standard arrangements has been obtained from the NSW Ministry of Health.

## **REVISION HISTORY**

<b>Version</b>	<b>Approved by</b>	<b>Amendment notes</b>
March 2014 PD2014_008	Deputy Director General, Governance, Workforce and Corporate	Rescinds PD2011_009 and PD2009_052 and advises of the location of model service contracts on the NSW Ministry of Health internet site.