Government of Western Australia
Department of Health

Industrial Relations Directive
Reference: IRD 03/2024
Effective from: 9 July 2024

Payment for Patient Escorting Duties for Nurses

Intention

This Industrial Relations Directive (IRD) provides for the appropriate payment to be made to nurses when required to undertake Patient Escorting Duties.

This IRD supports the application of MP 0025/16 *Industrial Relations Policy.*

Applicability

This IRD is applicable to Health Service Providers (HSPs).

To the extent that the requirements contained within this IRD are applicable to the services purchased from contracted health entities, HSPs are responsible for ensuring these requirements are accurately reflected in the relevant contract and managed accordingly.

Direction

1.1 Payment arrangements

Managers must ensure a Nurse understands and agrees to the associated payments in writing prior to undertaking Patient Escorting Duties.

Where there is flexibility for the option of Time Off In Lieu to be agreed in accordance with the applicable Industrial Instrument, managers are to ensure these arrangements are determined and documented prior to the Nurse undertaking Patient Escorting Duties.'

1.2 Working time, travelling time and free time

The period of time from when a Nurse collects a patient until the Nurse is released from duty can be divided into three time periods; working time, travelling time and free time. Each time period incurs the below prescribed payment, as applicable.

1.2.1 Working time

All time spent caring for a patient, including time in transit, until the patient is no longer under a Nurse's care is regarded as working time.

Working time is paid at rates prescribed in the applicable Industrial Instrument, for example the ordinary rate of pay during normal hours of duty or overtime for all time worked in excess of ordinary working hours.

1.2.2 Travelling time

Time spent travelling but not caring for a patient is regarded as travelling time. This includes time spent travelling to and from an airport and requisite time spent waiting at an airport for flights.

Waiting time for flights includes the time required for pre departure check-in (approximately two hours for international flights and 40 minutes for domestic flights).

Travelling time is paid at the ordinary rate of pay for all occasions as prescribed in the applicable Industrial Instrument.

1.2.3 Free time

Free time is when a Nurse is no longer caring for a patient or travelling.

Free time may be time spent in accommodation or awaiting a return flight that does not meet the definition of travelling time prescribed at 3.2.2.

Free time is unpaid, unless the time falls within the Nurse's normal rostered hours, in which case it is paid at the ordinary rate of pay prescribed by the applicable Industrial Instrument. Where the time is unpaid, a Nurse will not be required to undertake other duties.

1.3 Other payments

Meal, incidental and accommodation allowances will be paid in accordance with the applicable Industrial Instrument.

Definitions

The following definition(s) are relevant to this IRD.

Term	Definition
Industrial Instrument	The following industrial agreements of the Western Australian Industrial Relations Commission applicable to the WA health system and their replacements: • *WA Health System – Australian Nursing Federation – Registered Nurses, Midwives, Enrolled (Mental Health) and Enrolled (Mothercraft) Nurses – Industrial Agreement 2022.* • *WA Health System – United Workers Union (WA) – Enrolled Nurses, Assistants in Nursing, Aboriginal Health Workers, Ethnic Health Workers and Aboriginal Health Practitioners Industrial Agreement 2022.*
Nurse	For the purposes of this IRD, a staff member engaged pursuant to an Industrial Instrument.
Patient Escorting Duties	Where a Nurse is required to travel to and/or from a hospital or health service within the state, interstate or internationally, in

	order to escort patients, as part of their duties.
Time Off In Lieu	Time accrued in lieu of payment where a Nurse is required to undertake Patient Escorting Duties and elects for time off to be accrued in lieu of payment, in accordance with the applicable Industrial Instrument.

Contact

Enquiries relating to this IRD should be directed to the System-wide Industrial Relations team via SWIR.Administration@health.wa.gov.au

Approval

Approval by	Justine Withers, Director, System-wide Industrial Relations Directorate, Strategy and Governance Division, Department of Health
Approval date	1 July 2024
Review date	July 2027