



**Voluntary Bonding Scheme  
Terms and Conditions  
for Nurses  
2013**

## Contents

1. Introduction .....	3
<i>Education Prerequisites</i> .....	4
<i>Definition of a Graduate</i> .....	4
2. Registration of Interest .....	4
3. Scheme Confirmation .....	5
4. Participation .....	5
<i>Eligibility Criteria</i> .....	5
<i>Changes to Hard-to-Staff Communities, Specialties and Professions</i> .....	6
<i>Commencement Date</i> .....	6
<i>Minimum Employment Requirements</i> .....	7
<i>Moving Between Hard-to-Staff Specialties</i> .....	7
<i>Breaks or Pauses in the Term of Service</i> .....	7
<i>Parental Leave</i> .....	8
<i>Working as a Locum</i> .....	8
5. Payments .....	8
6. Privacy Statement .....	10

## 1. Introduction

- 1.1. Participation on the Voluntary Bonding Scheme (the Scheme) involves four phases: Registration of Interest, Confirmation on the Scheme, Participation and Payment.
- 1.2. In order to be eligible for payment, you must have had your Registration of Interest for the Scheme confirmed and have met the Scheme's Terms and Conditions during the Participation phase.
- 1.3. The Scheme is a voluntary process and you, not the Ministry of Health (the Ministry), are responsible for any employment decisions you may make based on your intended participation in the Scheme, including decisions about working in hard-to-staff communities and specialties.
- 1.4. You will not be eligible for any payment from the Scheme if you do not complete at least three full years (36 months) on the Scheme, in accordance with these Terms and Conditions.
- 1.5. You are responsible for notifying the Ministry of Health (or its nominated agent) of any change of address, email address or other contact details.
- 1.6. To be eligible for the Scheme, you must:
  - be a New Zealand citizen or permanent resident at the time you register your interest in joining the Scheme
  - have completed your final year of study in 2012 for your base qualification for your profession at an accredited New Zealand Training Institution (see clauses 1.7 – 1.9 below)
  - be registered, or be eligible to be registered with the Nursing Council of New Zealand
  - be working, or intending to work, in the profession for which you have trained, for three to five years
  - be working, or intending to work, in a hard-to-staff specialty as per the eligibility criteria for your profession (see clauses 4.1 – 4.3 below)
  - comply with all other terms and conditions of the Scheme (see Participation clauses below).

## **Education Prerequisites**

1.7. You must:

- have completed, in 2012, the requirements of a training programme for one of the professions from the list of accredited institutions below; and
- be eligible to be registered with the Nursing Council of New Zealand.

1.8. Accredited training institutions for Nursing are:

- Auckland University of Technology
- Eastern Institute of Technology
- Christchurch Polytechnic Institute of Technology
- Manukau Institute of Technology
- Massey University
- Nelson Marlborough Institute of Technology
- Northland Polytechnic
- Otago Polytechnic
- Southern Institute of Technology
- Te Whare Wananga o Awanuiarangi
- UCOL Universal College of Learning
- UNITEC New Zealand
- University of Auckland
- Waiariki Institute of Technology
- Waikato Institute of Technology
- Western Institute of Technology
- Whitireira Community Polytechnic.

1.9. New Zealand citizens who gained their base professional qualifications from an overseas training institution in 2012 and who meet the registration requirements of the relevant Authority may be considered for the Scheme on a case-by-case basis, if they meet all other eligibility criteria and other Terms and Conditions of the Scheme.

## **Definition of a Graduate**

1.10. Eligible graduates are those who completed their studies in 2012 and can provide evidence of having done so, irrespective of when their graduation ceremony occurred.

## **2. Registration of Interest**

2.1. In order to be a participant on the Scheme, you must successfully register your interest and be confirmed on the Scheme.

2.2. To register your interest you must complete the online Registration of

Interest application form. This involves you providing information to show that you meet, or intend to meet, the eligibility criteria of the Scheme.

- 2.3. A registration of interest is not an application for a place on the Scheme. The purpose of the Registration of Interest process is to obtain contact details for potential places on the Scheme. See below for information on confirmation onto the Scheme.

### **3. Scheme Confirmation**

- 3.1. There are limited places on the Scheme. Successfully registering your interest for the Scheme does not guarantee you will be confirmed on the Scheme.
- 3.2. A separate process to formally confirm you on the Scheme will follow your Registration of Interest. You will be advised in writing whether your Registration of Interest is confirmed.

### **4. Participation**

- 4.1. Once you are confirmed on the Scheme, your participation is influenced by your Commencement Date on the Scheme, Minimum Employment Requirements, Movement Between Hard-to-Staff Communities and/or Specialties, Breaks and Pauses, Parental Leave and any work you may undertake Working as a Locum. In order to be eligible to receive payment from the Scheme you must comply with the requirements of these terms and conditions.

#### **Eligibility Criteria**

Nurses

- 4.2. To be eligible for the Scheme, you must:

- work as a nurse in one of the hard-to-staff specialties for nurses for the next three to five years.
- undertake appropriate entry to practice training, which may include the Nursing Entry to Practice programme, the Nursing Entry to Specialist Practice – Mental Health and Addiction programme and employer-run programmes.

4.3. For nurses, the eligible hard-to-staff specialties are:

- Aged Care (aged residential care and older persons' health services).
- Mental Health (hospital and community, including addiction services).
- Theatre (theatre room, including recovery ward / Post - Anaesthesia Care Unit).
- Intensive Care (ICU wards, including Critical Care Units, excluding High Dependency Units).
- Cardiothoracic (Cardiothoracic units).
- Surgical (Surgical wards).

Preference will be given to graduates who intend to work in the Aged Care and Mental Health specialties.

### **Changes to Hard-to-Staff Communities, Specialties and Professions**

4.4. It is acknowledged that a number of other communities, specialties and professions may face difficulty in recruiting and retaining graduates now and in the future. The Ministry reserves the right to extend the eligibility criteria to other communities, specialties and/or professions as part of its periodic review of the Scheme.

### **Commencement Date**

4.5. Your time on the Scheme is calculated from your Commencement Date of employment.

4.6. If you were already working in a hard-to- specialty on or before 1 January 2013, your Commencement Date is **1 January 2013**. Time employed in an eligible position prior to this date does not contribute towards the bonding period.

4.7. If you began (or begin) working in a hard-to-staff specialty, on after 1 January 2013, your Commencement Date is the date on which your employment began.

4.8. If you have indicated in your registration of interest that you intend to shift specialty, your Commencement Date is the date your employment in a hard-to-staff specialty begins.

4.9. If you have not commenced employment in accordance with these requirements by **30 June 2014** you will no longer be eligible for the Scheme.

## **Minimum Employment Requirements**

- 4.10. To be eligible for the Scheme nurses must be employed on a minimum 0.6 FTE basis.
- 4.11. You will not be eligible for payment from the Scheme if you undertake substantive or continuous locum work (see clauses 4.21 – 4.23).
- 4.12. You are responsible for verifying that the FTE requirements have been met and will be required to make a declaration and provide a certificate of service from your employer(s) before each bonding payment is made (see Payment section below).

## **Moving Between Hard-to-Staff Communities and/or Specialties**

*Moving between communities when only specialty criteria apply:*

- 4.13. When you work in a hard-to-staff specialty you will not be restricted as to the community in which you work, provided you continue to work in a hard-to-staff specialty.

*Moving between specialties:*

- 4.14. You may move between hard-to-staff specialties, provided you move to a specialty that is on the hard-to-staff specialty list for the 2013 intake.

## **Breaks and Pauses in the Term of Service**

- 4.15. You can take up to 14 weeks' absence in a 12 month period from your position in a hard-to-staff community and/or specialty without affecting your eligibility for bonding payments. Such an absence is known as a "break".
- 4.16. A "pause" is any time beyond the 14 weeks' break allowance that you spend away from the hard-to-staff community and/or specialty. Time taken as pauses must be added to the term necessary to complete the bond, and no more than ten weeks may be added during the course of one year. This means that no more than 50 weeks can be added to the five year bonding term.
- 4.17. Breaks and pauses are to include any leave from employment, with or without pay, including normal employment leave entitlements, such as annual leave.

## **Parental Leave**

- 4.18. You may take up to 52 weeks' parental leave, in accordance with the Parental Leave and Employment Act 1987 and remain on the Scheme.
- 4.19. Time spent on parental leave does not accrue towards your bonding period and must be made up. The bonding period will automatically restart as soon as you return to work in an eligible position.
- 4.20. Time spent on parental leave is separate to the break and pause provisions (see clauses 4.15 – 4.17 above).

## **Working as a Locum or Agency Nurse**

- 4.21. If you undertake substantive or continuous locum work or agency nurse work you will not be eligible for payment from the Scheme.
- 4.22. The Ministry defines “substantive” locum work or agency nurse work as being a period of six weeks or more, but does not include undertaking “additional duties” for your employer.
- 4.23. For the purposes of the Scheme, a locum is considered to be someone who provides the services in place of another practitioner registered within the same scope of practice during that health professional's normal working hours.
- 4.24. When you apply for payments from the Scheme, you will be asked to confirm that you have not engaged in “substantive” locum or agency nurse work.

## **5. Payment**

- 5.1. You are responsible for initiating the first claim for payment after three full years (36 months) have been completed on the Scheme in accordance with these Terms and Conditions.
- 5.2. If you stay on the Scheme for a fourth and fifth year, you are responsible for initiating the second and third claims for payment.
- 5.3. You must apply for payment within nine months of becoming eligible to apply.
- 5.4. You will only be eligible for payments if:
  - you have been employed for three full years in accordance with these Terms and Conditions
  - you have met the minimum full time equivalent (FTE) employment requirements (see clauses 4.10 – 4.12)



- you have complied with the rules governing breaks and pauses, Parental Leave, and locum and agency work for the Scheme (see clauses 4.15 – 4.24).

5.5. No payments will be made until you have:

- applied for payment in accordance with the application for payment process, including submitting a declaration confirming that you have met the terms and conditions of the Scheme
- provided a certificate of service from your employer(s) confirming that your employment has complied with the Terms and Conditions of the Scheme during the bonding period.

5.6. Further information will be required from you in order to confirm that you have met the Terms and Conditions of the Scheme and to enable payment to be made (e.g. proof of identity). The required information is outlined in the application for payment documentation.

5.7. If you have a student loan, the full Scheme payment will be made against your student loan. If the balance of your student loan is less than the Scheme payment, you will need to contact Inland Revenue once the payment has been made to enable the difference to be paid to you.

5.8. If you do not have a student loan, the Scheme payment will be paid directly to you.

5.9. Payment for each period of 12 months completed on the Scheme (after tax):

Nurses **\$2,833** net.

5.10. If you are an independent contractor, a gross payment will be made and the net amount you receive will depend upon your personal tax situation.

5.11. Scheme payments are subject to income tax and may affect your tax situation, for example, in relation to provisional tax, Working for Families, child support payments and KiwiSaver.

5.12. The Ministry recommends that you seek independent advice on how the payment will affect your tax position. For further tax information, contact Inland Revenue.

## **6. Privacy Statement**

- 6.1. All of the information you provide in the Registration of Interest form will be treated as personal information and will be used, stored and disclosed in accordance with the provisions of the Privacy Act 1993.
- 6.2. By submitting the Registration of Interest form, you are authorising the Ministry of Health to collect personal information about you. This information will be stored and used by the Ministry for purposes associated with the Scheme, in accordance with the provisions of the Privacy Act 1993.
- 6.3. The information will be kept confidential and will not be disclosed to any person except in connection with the purposes for which it is obtained, or by operation of law.
- 6.4. You have the right to contact the Ministry of Health to request access to and correction of any personal information held about you.
- 6.5. We suggest you print a copy of this statement for your records.