

Hunter New England Local Health District QUINQUENNIUM – 1 July 2017 – 30 June 2022

In accordance with the Health Services Act 1997, the Hunter New England Local Health District (HNELHD) is eligible to appoint and re-appointment Visiting Practitioners for a period that does not exceed 5 years. In our organisation this is known as a “Quinquennium”. The current quinquennium will cease on the 30 June 2017. The next quinquennium is for the period of 1 July 2017 to 30 June 2022.

A Quinquennium Working Party has been established under the leadership of the Director of Medical Workforce;

- Ms Angela Birleson – Project Manager
- Ms Kristy Pascoe – Project Lead
- Prof Michael Hensley – Greater Metropolitan Representative
- Dr Sharon Ryan – CYPF Representative
- Dr Marcia Fogarty – Mental Health Representative
- Dr Peter Finlayson – Rural and Regional Representative
- Senior Medical Recruitment/Appointments staff as required
- Human Resource Managers as required

There is a new process for the up-coming 2017 to 2022 quinquennium where the past performance of Visiting Practitioner's will be taken into account to be eligible for re-appointment. This process has been

adopted from the Policy Directive [PD2015 0123 Visiting Practitioner Appointments in the NSW Public Health System](#) where the Visiting Practitioner will be required to complete a [Level 2 performance review](#) in the penultimate year of the term of their appointment. The penultimate year begins on the 1 July 2015 and ends on the 30 June 2016.

The new quinquennium process will be communicated to each Visiting Practitioner individually via email on the 30 October 2015. In addition, the email will include an attachment with information regarding the Visiting Practitioners' contact details and scope of clinical practice. The Visiting Practitioner will be asked to acknowledge or update the information and return the completed form to HNELHD-MedSysAdmin@hnehealth.nsw.gov.au by the 13 November 2015. It is imperative that this information be returned so HNELHD can effectively keep the Visiting Practitioners' up-to-date with the quinquennium and all other Visiting Practitioner matters.

On the 31 October 2016 all currently appointed Visiting Practitioners will be invited to reapply for a further five year period. Again, email will be the form of communication so it is imperative that Medical Workforce receive the Visiting Practitioner's current details. As part of this process an auto-generated modified re-appointment form will be included for review, completion and return by 14 November 2016. Required documentation not previously provided may be requested. This ensures that HNELHD maintains an accurate database of visiting medical and dental officers to provide safe and effective services to our patients.

2017 to 2022 Quinquennium

The process for obtaining a Working With Children's Check has also changed. Please note upon re-appointment, you must have a Working With Children Check clearance that has been verified with the office of the Children's Guardian. For Further information refer to the NSW Health Policy [PD2013 028 Employment Checks – Criminal Record Checks and Working With Children Checks](#). Applicants are required to apply on line for a WWCC number. More information can be found at: <http://www.kidsguardian.nsw.gov.au/worki-ng-with-children/working-with-children-check> or in the attached Fact Sheet

PLEASE NOTE: If you are a current Visiting Practitioner with HNELHD but you are planning **not to** re-apply for the next quinquennium please notify Medical Workforce via the above email.

The Calvary Mater Newcastle's Quinquennium is aligned to the same period of time as HNELHD and both parties would work in conjunction with the Medical Administration Unit to conduct proceedings in unison.

It is reasonably estimated that at least 600 Visiting Practitioners will require a Level 2 PDR. Visiting Practitioner re-appointments will be referred to the Medical and Dental Appointments Advisory Committee for recommendation and endorsement.

On the 31 January 2017 Visiting Practitioners will be issued with a letter and contract for re-appointment for the 2017 to 2022 quinquennium period. The documentation will need to be completed and returned to Medical Workforce by 14 February 2017.

If you have any questions regarding the quinquennium process for 2017 please contact Medical Workforce on 4985317 or 49853216.

Important dates to remember	
Task	Timeline
PDR Level 2 to be conducted	1 July 2015 – 30 June 2016
Preliminary letters and demographic/scope of practice details sent	30 October 2015
Fact sheet sent	30 October 2015
Contact details and scope of practice updates due back	30 November 2015
Invitation to re-apply including modified re-appointment form	31 October 2016
Modified re-appointment form and documents due back	14 November 2016
Letter of appointment and contracts will be issued	31 January 2017
Signed acceptance letter and contracts due back	14 February 2017