



Department of  
Health

Belong

# Frequently Asked Questions for Health Service Providers

## Incentives for health professionals relocating to work in WA Health

Effective for appointments made from 1 October  
2022



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## What are the incentives for health professionals?

These incentives are for clinical appointments to the WA public health system. Experienced health professionals can claim:

- \$8,000 for eligible experienced international applicants who take up a clinical position anywhere in WA Health.
- \$8,000 for some international Resident Medical Officers (RMOs) employed in mental health roles or in the WA Country Health Service (WACHS), excluding metropolitan offices. Further information on this can be found below.
- \$6,000 for eligible experienced interstate applicants working in mental health roles or the WA Country Health Service (WACHS), excluding WACHS metropolitan offices.
- \$3,000 for eligible experienced interstate applicants who take up a clinical position elsewhere in WA Health.

Applicants are only eligible to claim one incentive. Experienced international applicants working in a mental health role are not entitled to claim both the \$8,000 and \$6,000 incentives.

Applicants in receipt of an incentive payment from Health Service Providers (HSPs) are ineligible to claim the HSP incentive as well as the WA Health incentive.

Proof of costs incurred are not required to substantiate claims. Eligible applicants will be entitled to the full amount of the incentive.

## What is the effective date for this incentive?

The incentives are effective for offers of employment and appointments made on, or after, 1 October 2022. This is a continuation of the incentives that were already in place from 1 July to 30 September 2022 and there is no difference to the entitlements. Effectively, this incentive is in place for all eligible appointments since 1 July 2022.

The incentives are only applicable for permanent or fixed term contract of no less than 12 months. Casual employment contracts and fixed term contracts for less than 12 months are excluded.

At present the incentives are ongoing, with no cessation date currently identified. Should any changes to end date arise, HSPs will be notified as soon as practicable.

## Who is eligible to claim the incentive?

### International health professionals

Experienced international health professionals are eligible to receive an incentive of \$8,000. Unlike previous iterations of the incentive, proof of costs incurred are not required.

Eligible international health professionals must be a new arrival to WA, and not currently resident in WA or any other Australian jurisdiction. However, Western Australians currently residing overseas are eligible to apply for the incentive. International health professionals currently residing interstate will be treated as an interstate applicant.

The incentive is only available to experienced international health professionals who are appointed to a permanent or fixed term contract of no less than 12 months with WA Health on, or after, 1 October 2022. Offers for casual employment or fixed term contracts of less than 12 months are excluded from the incentive.

## International Medical Graduates

Experienced International Medical Graduates (IMGs) are eligible to claim the \$8,000 incentive. For the purpose of this incentive, experienced IMGs includes RMOs year 3 and above, Registrars and Consultants.

The majority of international RMOs employed by WA Health are excluded from this incentive as they are not suitably experienced or a permanent workforce source for WA Health.

In recognition of the vital role that international RMOs play in helping WA Health meet its service delivery responsibilities, Year 1 or 2 international RMOs who take up employment on fixed term contracts of 12 months or longer will be eligible for \$8,000 reimbursement of costs, only if they will be working in:

- a dedicated mental health role anywhere in WA for the duration of their contract; or
- a contracted clinical role directly with WACHS. WACHS metropolitan offices are excluded for these purposes.

Year 1 or 2 international RMOs who do not meet the above criteria are ineligible.

## Interstate health professionals

Experienced interstate health professionals will be eligible to receive an incentive depending on their area of expertise and where they are appointed to work. This incentive is split into three categories as outlined below:

### 1. Mental Health appointments

Experienced interstate applicants who are appointed to a clinical mental health position anywhere in WA will be eligible to receive \$6,000. They must be appointed to a permanent position or a fixed term contract of 12 months or longer.

### 2. WACHS appointments

Interstate applicants who are appointed to a clinical position with WACHS are eligible to receive \$6,000. They must be appointed to a permanent position or a fixed term contract of 12 months or longer. Appointments to WACHS metropolitan offices are excluded from this category.

### 3. All other appointments

All other interstate appointments, including appointments to WACHS head office, will be eligible to receive \$3,000. They must be appointed to a permanent position or a fixed term contract of 12 months or longer with WA Health.

In all cases, the incentive is only available to experienced interstate health professionals who are appointed to a permanent or fixed term contract of no less than 12 months with WA Health on, or after, 1 October 2022. Offers for casual employment or fixed term contracts of less than 12 months are excluded from the incentive.

Interstate applicants may be returning residents to WA who have been residing in another Australian jurisdiction.

## When can employees claim the incentive?

The WA Health Executive Committee has endorsed part reimbursement at six and 12 months employment with HSPs to ensure continuity of service for HSPs.



## I have reimbursed my employee – how do I claim this money back from WA Health?

The WA Health Executive Committee has endorsed part reimbursement at six and 12 months to ensure continuity of service for HSPs.

Process flow charts are provided in Appendix 1 and 2.

### Reimbursement process – metropolitan HSPs

Half the applicable incentive will be payable after the employee has completed their first six months, the other half payable after 12 months continuous employment with the HSP.

To reimburse an employee the employer/line manager is required to:

- substantiate and approve the health professional's claim noting that if the health professional has relocated:
  - from overseas they may claim \$4,000 after six months and \$4,000 after 12 months.
  - from interstate and are working in a mental health role, they may claim \$3,000 after six months and \$3,000 after 12 months.
  - from interstate working in any other health professional role they may claim \$1,500 after six months and \$1,500 after 12 months.
  - from overseas, as an RMO Level 1 or 2 and are working in a mental health role and employed on a contract for 12 months or longer, they may claim \$4,000 after six months and \$4,000 after 12 months.
- submit the approved claim form (*AP2 – Reimbursement of Expenses/Subsidy Payments*) to HSS for payment, copying in the HSP Finance team.

The HSP Finance team will:

- update the Travel Reimbursement template (the Template) with the details of the new employees.
- reconcile and consolidate the Template on a monthly basis.
- consolidate the Template with the full list of international or interstate employees on a quarterly basis.
- submit the consolidated Template to the Department of Health Budget and Business Reporting team on the last working day of each quarter  
Email: [RoyalStCOVIDReporting.SystemFinance@health.wa.gov.au](mailto:RoyalStCOVIDReporting.SystemFinance@health.wa.gov.au)

The Department of Health Budget and Business Reporting team will reimburse HSPs through a lump sum budget transfer for all successful claims each quarter.

### Reimbursement process – WACHS

Half the applicable incentive will be payable after the employee has completed their first six months, the other half payable after 12 months continuous employment with WACHS.

Once the health professional has completed their first six months, the employer/line manager is required to:

- substantiate and approve the health professional's claim noting that if the health professional has relocated:
  - from overseas, they may claim \$4,000 after six months and \$4,000 after 12 months.
  - from interstate and are working for WACHS they may claim \$3,000 after six months and \$3,000 after 12 months (regardless of whether they are working in a mental health role or not).

- from interstate and are working for WACHS metropolitan office they may claim \$1,500 after six months and \$1,500 after 12 months.
- from overseas, as an RMO Level 1 or 2 and are working in a mental health role or for WACHS and employed on a contract for 12 months or longer, they may claim \$4,000 after six months and \$4,000 after 12 months.
- submit the approved claim form (*AP2 – Reimbursement of Expenses/Subsidy Payments*) to WACHS Accounts Payable for payment with copies of the email also sent to Finance staff as per Appendix 2.

Email: [WACHS.AccountsPayable@health.wa.gov.au](mailto:WACHS.AccountsPayable@health.wa.gov.au)

WACHS accounts payable will:

- update the Travel Reimbursement template (the Template) with the details of the new employees.
- reconcile and consolidate the Template on a monthly basis.
- consolidate the Template with the full list of international or interstate employees on a quarterly basis.
- submit the consolidated Template to the Department of Health Budget and Business Reporting team on the last working day of each quarter.

Email: [RoyalStCOVIDReporting.SystemFinance@health.wa.gov.au](mailto:RoyalStCOVIDReporting.SystemFinance@health.wa.gov.au)

The Department of Health Budget and Business Reporting team will reimburse WACHS through a lump sum budget transfer for all successful claims each quarter.

### What are the key points of the incentive?

- Incentives are applicable to experienced health professionals who have been appointed to permanent or fixed term contracts of 12 months or more made on, or after, 1 October 2022.
- Offers for casual employment or fixed term contracts of less than 12 months are excluded.
- Pro-rata reimbursement is not applicable.
- Proof of costs incurred are not required to substantiate claims. Eligible applicants will be entitled to the full amount of the incentive.
- Half the applicable incentive will be payable after the employee has completed their first six months, the other half payable after 12 months continuous employment with the HSP.

### International health professionals

- Experienced international health professionals may claim \$8,000.
- For the purpose of claiming the incentive, experienced IMGs includes RMO Year 3, Registrars and Consultants.
- Eligible international health professionals must be a new arrival to WA, and not be currently resident in WA or any other Australian jurisdiction.
- Applicants may be returning Australians, including Western Australians who have been residing overseas in the period before their appointment.

### Interstate health professionals

- Experienced interstate health professionals who relocate to WA to work in mental health roles may claim \$6,000.
- Experienced interstate health professionals who relocate to WA to work for WACHS may claim \$6,000.
- All other experienced interstate health professionals, including those working for WACHS metropolitan offices, may claim \$3,000.

- Applicants must not be current residents of WA but may be returning residents who have been residing in another Australian jurisdiction immediately prior to relocation.

### **International Resident Medical Officers**

- International RMOs at Level 1 or 2 may claim \$8,000 only IF they are employed on a contract for 12 months or longer AND in a dedicated mental health role anywhere in WA OR employed by WACHS in any clinical capacity.
- International RMOs at Level 1 or 2 who are not employed on a contract for 12 months or longer, not employed in a dedicated mental health role anywhere in WA OR not employed by WACHS are ineligible for this incentive.

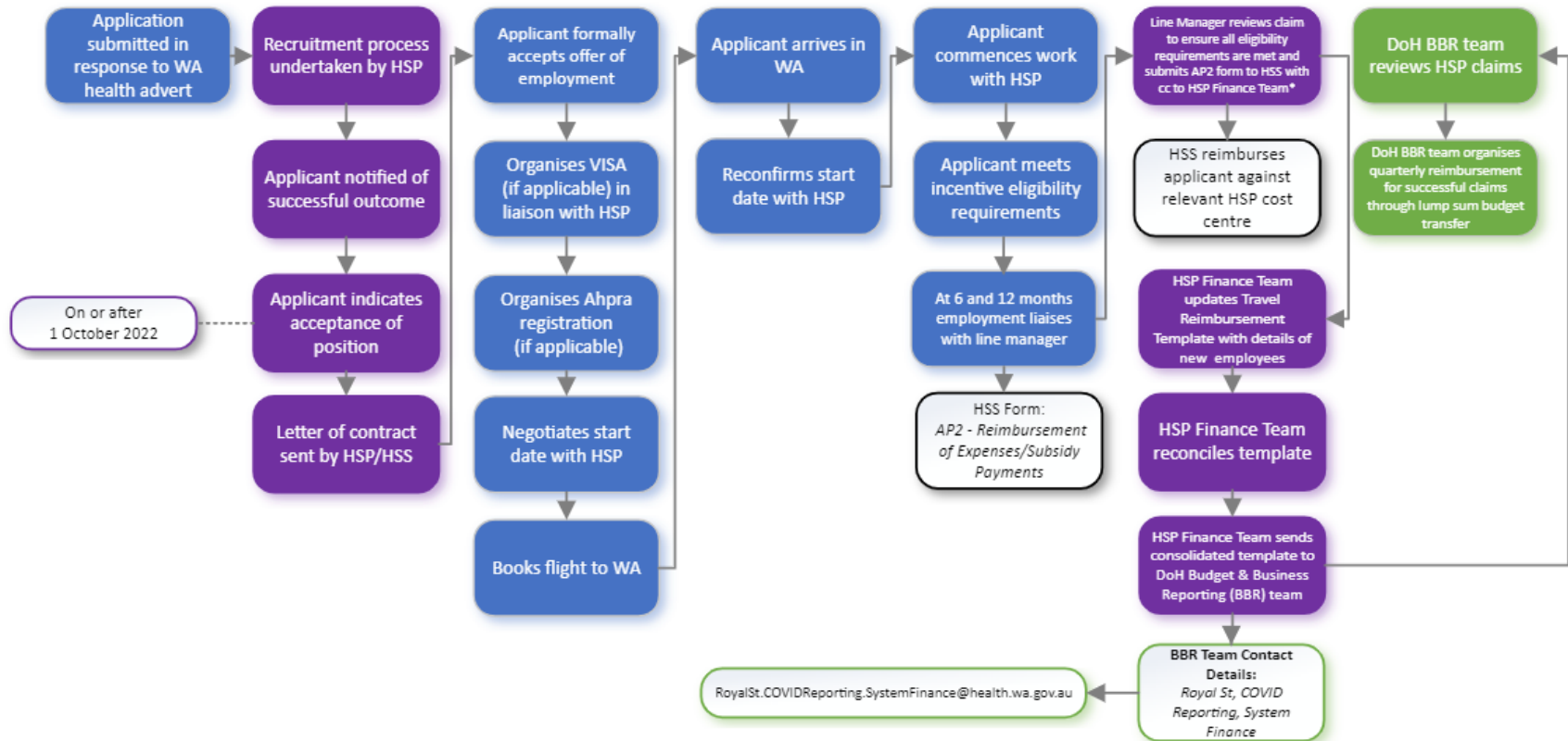
### **Who can I contact if I have any queries?**

This document is intended to offer guidance to HSPs implementing the incentives.

HSPs may exercise discretion in relation to determining the level of experience necessary to render health professionals eligible for these incentives except for the above definitions in relation to international RMOs.

Queries can be directed to Clinical Workforce and Leadership at the Department of Health:  
[CWL.CED@health.wa.gov.au](mailto:CWL.CED@health.wa.gov.au)

# Appendix 1: Process for reimbursement of incentives – Metro HSPs



Applicant	HSP	DoH Budget and Business Reporting Team	HSS
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**\*HSP Finance Team information**  
 Child and Adolescent Health Service  
 CAHS.Finance&BusinessOfficers@health.wa.gov.au

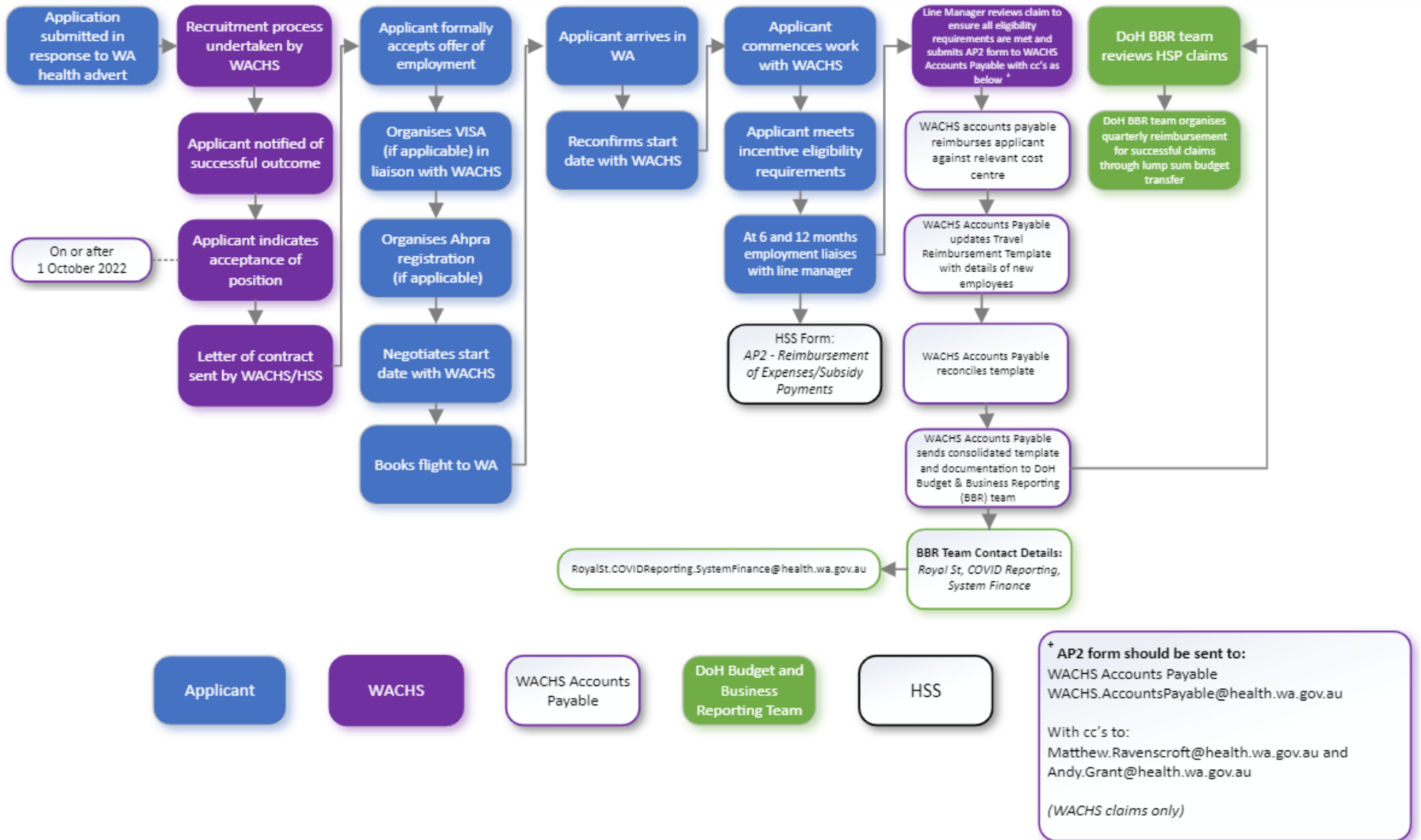
North Metropolitan Health Service  
 Finance&BusinessSupport.NMHS@health.wa.gov.au

South Metropolitan Health Service  
 SMHSFinance@health.wa.gov.au

East Metropolitan Health Service  
 EMHS.FinanceDepartment@health.wa.gov.au



## Appendix 2: Process for reimbursement of incentives – WACHS



**This document can be made available in alternative formats on request for a person with disability.**

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