



We're ready for you

GUIDE FOR INTERNATIONAL CANDIDATES



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We're ready for you

We are delighted that you are either considering or have already chosen to work at The Royal Children's Hospital (RCH), Melbourne, Australia.

We understand that moving to another country is a big deal and we would like to thank you for considering joining us.

This guide is designed to provide you with information surrounding immigration, visas, professional registration, financial support, and the onboarding process.

All information in the guide is correct at time of publishing; we encourage all applicants to check current conditions and costs of visas with the [Department of Home Affairs website](#).

The RCH is a much loved and valued organisation and the major specialist hospital in the state of Victoria dedicated to paediatric care.

The RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our organisation Compact pledges.

The RCH employs health professionals in a variety of medical, nursing and allied health fields. We also employ professionals from diverse backgrounds in our shared services departments such as finance, information services, corporate counsel, communications, human resources, support services and facilities management.

The RCH is committed to workplace inclusion, and we value people bringing diverse backgrounds, perspectives, and experiences to our organisation.

Be part of the team at one of the world's greatest children's hospitals, and live and work in one of the world's most liveable cities.



About the RCH

The Royal Children's Hospital (RCH) is a specialist paediatric hospital in the state of Victoria providing a range of tertiary and quaternary care, health promotion and prevention programs for children and young people.

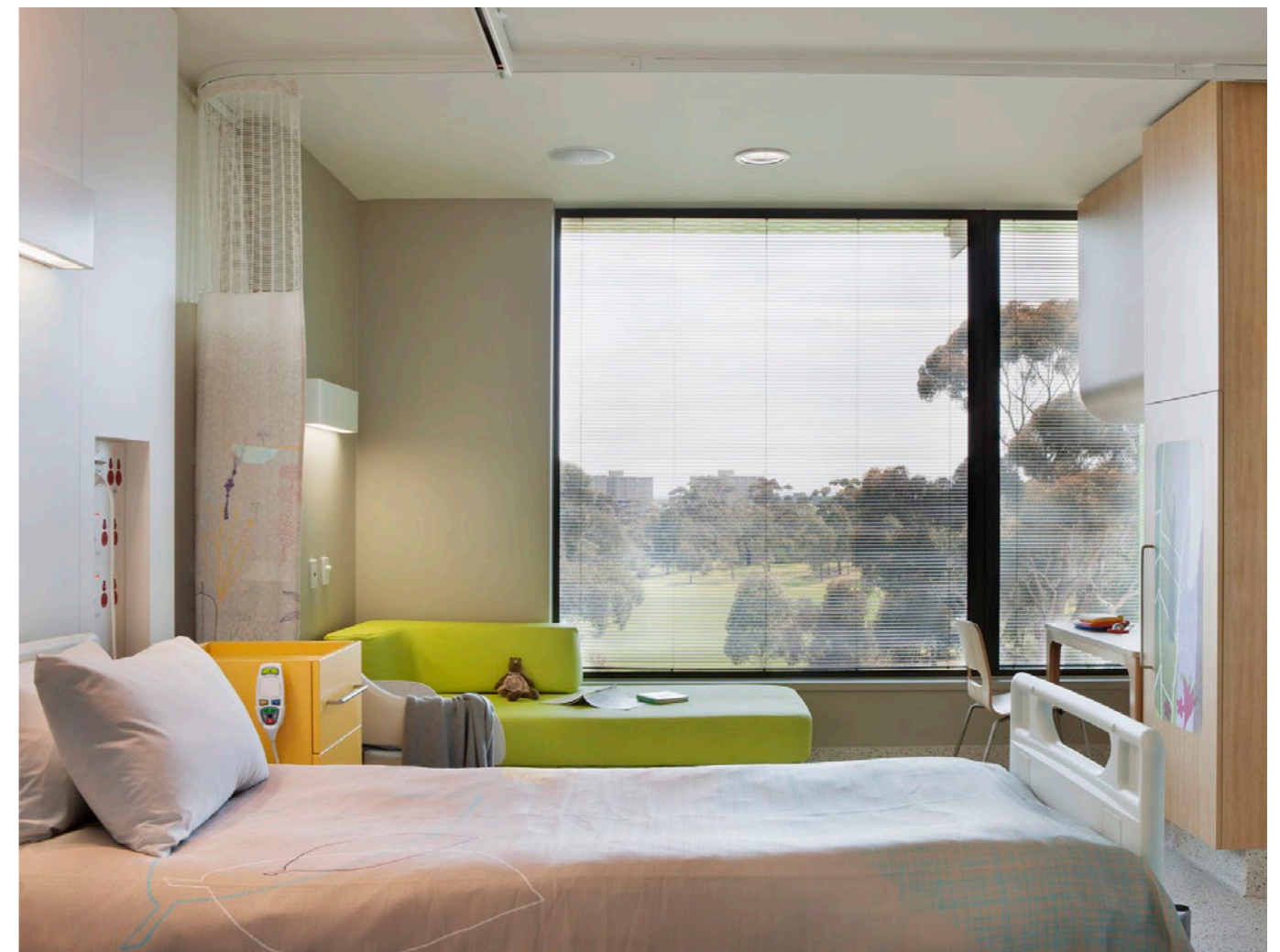
The RCH shares its site with its campus partners, the Murdoch Children's Research Institute, The Royal Children's Hospital Foundation and the University of Melbourne, Department of Paediatrics.

The hospital was established in 1870 and at the time was known as the 'Free Hospital for Sick Children'. The RCH moved to its current site in 1963 and into a new building in November 2011. Although on the doorstep of the Central Business District (CBD), the hospital is surrounded by Royal Park, which contributes to a calm and natural environment.

The RCH is the only provider of heart transplant services and CAR-T cell therapy for paediatrics in Australia.

The RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and, increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The hospital has more than 6,000 staff, 13 wards and 350 beds. Annually the RCH has more than 300,000 Specialist Clinic appointments, 90,000 Emergency Department presentations and 20,000 elective surgeries.

The RCH is well known across Australia for the annual [Good Friday Appeal](#) which is a significant, celebrated fundraising event that typifies the central role the RCH plays in the lives of so many children and families.



About Melbourne

Melbourne is the state capital of Victoria and is Australia's second largest city.

Greater Melbourne is an area of approximately 9,900km² of suburbs spreading more than 40km to the south, 30km to the east and 20km to the north.

The city has a population of more than five million people. 36.7 per cent of residents were born overseas, resulting in Melbourne being made up of all kinds of cultures. The official language is English, but Melbourne has more than 100 languages spoken by its residents, including Mandarin, Italian, Greek, Arabic and Vietnamese.

The area of Melbourne has been home to Aboriginal peoples for over 40,000 years and serves as an important meeting place for local Kulin nation clans.^{[20][21]} Of the five peoples of the Kulin nation, the traditional owners of the land encompassing Melbourne are the Boonwurrung, Wathaurong and the Wurundjeri peoples.

Melbourne has repeatedly been declared one of the most liveable cities in the world by The Economist's liveability rankings – a survey of over 140 cities across the globe on stability, healthcare, education, infrastructure, culture and environment.

Melbourne is home to many of Australia's best-known landmarks, such as the Melbourne Cricket Ground, the National Gallery of Victoria and the World Heritage-listed Royal Exhibition Building. Noted for its cultural heritage, the city gave rise to Australian rules football, Australian impressionism and Australian cinema, and has more recently been recognised as a UNESCO City of Literature and a global centre for street art, live music and theatre. It hosts major annual international events, such as the Australian Grand Prix and the Australian Open.



Immigration and visas

To work in Australia and at the RCH, all employees must hold either citizenship or a valid visa that provides work rights.

Under the Trans-Tasman Travel Arrangement, introduced in 1973, Australian and New Zealand citizens are able to enter each other's country to visit, live and work indefinitely without the need to apply for a visa.

If you do not have a visa to work in Australia, there are a few available visa options you can consider which are listed below.

Available visa types

Visa types available for overseas applicants can include but not limited to:

Occupation	ANZCO code	Available visa type
Child Life Therapist	241111	417 Working Holiday—under 30s/35s
Orthotist or Prosthetist	251912	482 (TSS) Employer Sponsorship
Social Worker	272511	190 Nominated by the Victorian Government 482 Working and Holiday
Occupational Therapist	252411	485 Temporary Graduate visa (Australia graduates only)
Speech Pathologist	252712	189 Skilled independent visa
Clinical Psychologist	272311	500 Student visa
Nursing – Critical Care and Emergency	254415	417 Working Holiday – under 30s/35s 482 Working and Holiday
Nursing – Medical	254418	190 Nominated by the Victorian Government
Nursing – Mental Health	254422	482 (TSS) Employer Sponsorship
Nursing – Paediatrics	254425	408 Temporary activity visa 485 Temporary Graduate visa (Australia graduates only)
Nursing – Perioperative	254423	189 Skilled independent visa
Nursing Surgical	254424	500 student visa

Spousal visas that provide working rights in Australia are also recognised by the RCH. Further information on visas can be found in the visa section of this guide.



Immigration and visas (continued)

482 – Temporary Skills Shortage visa

If the RCH agrees to sponsor you on a Temporary Skills Shortage visa (TSS), the RCH will engage migration lawyers (we currently use Fragomen), who will support you in lodging a visa application with the Department of Home Affairs. A TSS visa will allow you to work and study in Australia temporarily for the term of your visa, usually between two and four years.

If you have family members, they can also come to Australia and be included in your visa application. You will be the principal visa holder; however, your dependents will also be granted their own visas that will provide them with study and work rights in Australia.

To be approved for a TSS visa, you must be able to satisfy the following:

- be nominated by the RCH to work in an occupation that is on either the short/medium and long-term skilled occupations lists
- have at least two years of relevant work experience in your nominated occupation i.e. critical care nurse
- a skills assessment is required for some occupations
- meet the English language proficiency unless you hold a passport from an exempt country such as the UK, Ireland, or Canada
- meet the good character requirement

To prepare and lodge your visa application, Fragomen will require the following documents from you:

- complete a questionnaire provided by Fragomen
- passport biodata pages
- high definition colour passport sized photographs
- national identity cards for all applicants
- copy of current visas
- evidence of permanent residency status for any countries where held
- full, unabridged birth certificates showing the names of both parents for each child included
- marriage certificate or de facto evidence
- certificates of all relevant tertiary education qualifications
- evidence of English language ability
- police clearances

- completed Form 1221 (additional information form from the Department of Home Affairs)

The cost of each visa is listed on the Department's website. You can expect to pay around \$1,455 (short-term) and \$3,035 (medium-term) plus any additional visa fees for dependants. As the visa holder, you will be responsible for paying a deposit to Fragomen to cover the cost of the visa for yourself and any applicable dependents. The RCH will pay all other costs associated with the visa, such as occupational nomination fee, training levy and the migration lawyer fees.

If you are offshore at the time your visa application is lodged, you will not be able to enter Australia until your visa application has been granted.

If you are onshore and hold another visa type at the time your visa application is lodged, you will likely be issued with a bridging visa. Most bridging visas do not allow you to travel offshore. You may want to seek advice from Fragomen.

The visa processing time is listed on the Department's website but expect to wait between one and three months. When your visa is approved, Fragomen will contact you to confirm that your occupation nomination and visa have been granted.

If your manager does not contact you first, you may contact them to discuss and confirm your commencement of employment date with the RCH.

As part of your visa conditions, you must do the following:

- begin employment with the RCH within 90 days of arriving in Australia if the visa is granted while you are outside of Australia
- begin employment with the RCH within 90 days of your visa being granted if you are already in Australia
- maintain adequate health insurance (if required)
- only work in your nominated occupation and only for your nominated employer i.e. the RCH
- communicate any change in circumstances such as changes in working hours, address, employment to HR and Fragomen prior to the change

Permanent Residency – 186 visa

The RCH is willing to support employees that hold a TSS or 457 visa obtain permanent residency under the *Employer Nomination Scheme visa—subclass 186*.

A visa holder cannot lodge an application independently for the subclass 186 visa without the support of the RCH as the hospital is required to nominate your occupation for permanent residency as part of the process.

TSS visa holders who are nominated to an occupation under the short-term stream may not have a pathway to permanent residency.

In general, for TSS visa holders who have been nominated to an occupation on the medium-term stream, there are two available streams to achieve permanent residency—*Direct Entry* and *Temporary Residence Transition*.

The **Direct Entry** stream is the quickest way to get permanent residency. However you must fulfil the following:

- your nominated occupation must be on the list of eligible skilled occupations <https://immi.homeaffairs.gov.au/visas/working-in-australia/skill-occupation-list>
- have at least three years relevant work experience, unless you are exempt
- you may also need a positive skills assessment

The **Temporary Residence Transition** stream requires TSS visa holders to be employed by the RCH in their nominated occupation for three years before lodging an application.

The cost of lodging the visa is around \$4,115, and the processing time is between five and 25 months. To support your application, the RCH is required to pay a training levy of around \$5,000.

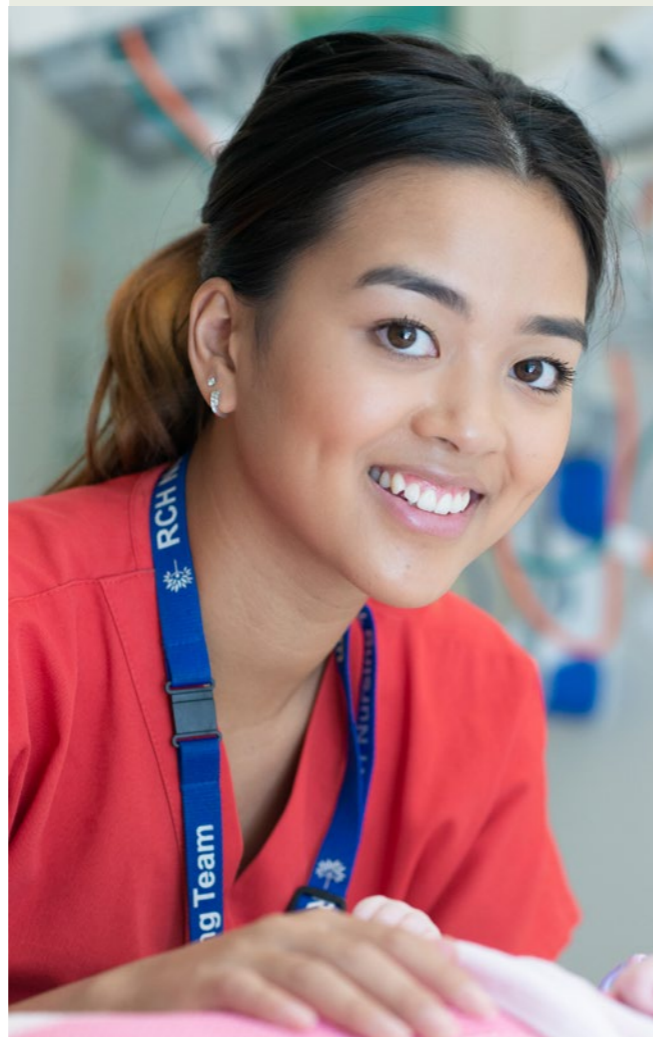
At the time of lodging the application, you will need to commit to staying employed by the RCH for at least two years after your permanent residency visa has been approved otherwise your visa can be cancelled by the Department.

Permanent Residency – 189 visa

An alternative to the above visa is the *Skilled—Independent (subclass 189 visa)* which is a points-based process. To get this visa, you do not need the RCH to provide you sponsorship, you must:

- have an occupation on the skilled occupation list
- have suitable skills assessment for your occupation
- satisfy the points test
- be invited to apply following submitting an Expression of Interest
- be under 45 years old when invited

The cost of this visa is about \$4,115 and the processing time is between 6–39 months.



Available visa types for nurse and allied health professionals

Visa type	Description of visa	Occupations
417 Working Holiday visa \$635	This visa is most suitable for people aged under 30 years old (35 years old if holding a Republic of Ireland passport) and want to come to Australia soon. The visa permits visa holders to work for an employer for a maximum of six months and is only available for citizens who hold a passport from one of 19 countries.	All occupations
408 Temporary Activity visa \$405	This visa is suitable for people who want to come to Australia and who do not have sufficient experience to meet the experience criteria for another visa type.	All occupations
462 Work and Holiday visa \$635	This visa is similar to the above and is only available to citizens who hold a passport from one of 26 countries.	All occupations
485 Temporary Graduate visa \$745–\$1,895	This visa is for international graduates who have recently graduated with skills and qualifications that are relevant to specific occupations in Australia. Stay in Australia for between 18 months to four years.	Selected occupations
482 Temporary Skills Shortage visa \$1,455 (short-term) (main applicant) \$3,035 (medium-term) (main applicant)	The TSS visa is designed to address temporary labour shortages and requires employers to sponsor a visa holder between two and four years and is available for selected occupations.	Almost all health occupations including Nursing, Allied Health and Medical
190 Skilled Nominated visa \$4,640	The Skilled Nominated visa is a points tested skilled migration visa. The Victorian Government can support a nomination.	Selected health occupations
Global Talent visa program	The Global Talent visa program is a visa pathway for highly skilled professional to work and live in Australia and targets specific industrial sectors including health.	Selected medical occupations

All costs are shown in Australian dollars and are correct at the time of publishing. Please check the [Department of Home Affairs website](#) for current prices.

Health care, health insurance and financial relocation support

Health insurance

As a TSS visa holder, you will be financially responsible for any health care costs you incur while in Australia. If you accrue any debts relating to health care, this may impact your ability to apply for future visas.

If you do not have access to Medicare, you will be responsible for all costs associated with hospital, medical and para-medical care that is provided to you in either a public or private hospital. As a condition of the TSS visa, you are required to maintain an appropriate level of private health insurance coverage.

Passport holders from countries that have reciprocal health agreements with Australia may not be required to maintain private health insurance, but this should be discussed with Fragomen prior to lodging your TSS visa application.

Reciprocal health agreements

Reciprocal health agreements are in place between Australia and 11 other countries. The agreements provide some level of health assistance under the Medicare program, such as access to medically necessary care out of hospital, medically necessary care in public hospitals, and access to prescription medication at the subsidised general rate.

Reciprocal agreements are in place with the following countries; Belgium, Finland, Italy, Malta, Netherlands, New Zealand, Norway, Republic of Ireland, Slovenia, Sweden and the United Kingdom.

Further information can be found on the [Services Australia](#) website.

International relocation

Available to overseas returning Australian citizens/permanent residents/non-citizens, the Victorian Government is currently providing expense reimbursement of up to \$10,000 for healthcare professionals who secure a role in the public metropolitan health service and commence work prior to 30 June 2024. The reimbursement is provided in recognition of the costs involved in relocating to Australia. The program parameters may be subject to change so please check with the RCH or the [Department of Health](#) when you are planning your move.

To be eligible for the expense reimbursement, you must be able to demonstrate an intent to work in the Victorian public health system for at least two years, be a healthcare professional and claim for relocation expenses, which are generally limited to, flights (including dependants), professional registration, removalist fees (shipping), account fees, temporary accommodation and visa fees.



Expenses that are reimbursable include:

- One way flights for the individual from the home location to Australia
- One way economy flights to Australia for accompanying family members of the new employee
- Reimbursement of AHPRA registration fees
- Temporary accommodation (up to four months unless specific criteria is met) in a serviced house/apartment or hotel upon arrival in Australia
- Removal, shipping, and insurance to transport belongings to Australia
- Assistance with visa application and associated immigration costs (i.e. government application fees, migration agent professional fees etc.) which are not required to be covered by the health service
- English language tuition, or cultural training/support from designated provider. Typically provided to spouses/ children of new employee

Expenses that are not reimbursable include things such as:

- Rental bond for both long and short term accommodation
- Rent for long term accommodation
- Purchases of household goods (whitegoods, beds and furniture)
- Airfares to return to their country of origin following relocation to Melbourne
- Purchases of transportation (bicycles and motor vehicles)

Finances

Banking

To open a bank account in Australia, you will generally need to provide a bank a passport, an Australian residential address and a tax file number. Australia has several banks and the big four are [ANZ](#), [Commonwealth Bank](#), [NAB](#) and [Westpac](#).

Superannuation

All employees regardless of residency status are paid money into a retirement pension which is known as [superannuation](#). At the RCH, superannuation is paid in addition to a gross salary. As an employee, you may also contribute additional money from either your pre-tax or after-tax salary. There are tax advantages by contributing money to a superannuation from pre-tax gross salary through [salary packaging](#). Effect 1 July 2023, the [Superannuation Guarantee](#) will increase to 11 per cent and is likely to increase to 12 per cent over the next few years.

[HESTA](#) and [Aware Super](#) are two superannuation providers that are popular with healthcare workers, however you may decide to choose from a wide range of [superannuation providers](#).

If you are on a temporary visa, and you leave Australia permanently, you can apply for your superannuation to be paid back to you by the [Australian Taxation Office \(ATO\)](#). If you are a New Zealand citizens, you may request the ATO to transfer your superannuation money to a [New Zealand retirement fund](#).

Setting up a tax file number

To work in Australia and to maintain a bank account, you will need to get a [Tax File Number \(TFN\)](#). Once you have your TFN, you will need to keep a record of it for future use. As a foreign passport holder, to get a TFN, you can apply online through the [Australian Taxation Office \(ATO\)](#).

Income tax and Medicare levy

In Australia, you will pay taxes on the income you earn. There are two tax systems that operate, one for Residents and the other for Foreign Residents. Foreign Residents pay a higher rate of tax and generally applies to people on a Working Holiday visa (417 or 462). Long term residents may opt to pay income tax as a Resident, however further information on which income tax system is best suited to your circumstances can be found on the Australian Taxation ([ATO](#)) website. You may also be required to pay the [Medicare levy](#) which is currently two per cent of taxable income.

Between 1 July and 31 October each year, you will be required to submit a [tax return](#) and report on all income you have earned for the last financial year to the ATO.





Accommodation

Accommodation

Due to the popularity of Melbourne being a great place to live, finding accommodation close to the RCH can be challenging. You will have the option of finding either shared or independent accommodation. The below table provides information of a few suburbs to consider that are close to the hospital and are accessible by public transport. If you are interested in flatmate share accommodation, websites like [Flatmates](#) or [Gumtree](#) are useful or for self-contained apartments [Domain](#) or [Real Estate](#).

Suburbs	1 bedroom apartment	Distance from the RCH by public transport	Public transport links
Parkville	\$400-\$500 per week*	0-1 km	Trams
Flemington		3 km	Tram 57
Brunswick		5 km (25 mins)	Tram 19
Kensington		3 km (20 mins)	Tram 57 or bus 402
Moonie Ponds		5 km (17 mins)	Tram 59
Melbourne CBD		4 km (10 mins)	Tram 59, 57 or 58
Carlton		3 km (15-20 mins)	Bus 402 and trams 58, 59
Fitzroy		4 km (30 mins)	Trams 96, 59 and 58 or buses
Coburg		9 km (40 mins)	Tram 19
Footscray		6 km (45-55 mins)	Buses and tram
Pascoe Vale		9 km (30-40 mins)	Tram and/or train (tram 58)
Essendon		7.5 km (24 mins)	Tram 59
St Kilda		8 km (50 mins)	Tram 59, 58, 3/3a, 67
Port Melbourne		9 km	Tram 59, bus 234, 235, 109
South Yarra	8 km (40mins)	Train and tram	

*Indicative cost of rent per week

Onboarding

Ahpra and professional registration

Healthcare professionals in some occupations, such as nursing and medicine, must obtain and maintain regulatory registration with the Australian Health Practitioner Regulation Agency (Ahpra).

Applications to register can be made online prior to arriving in Australia on the [Ahpra](#) website.

You cannot commence employment with the RCH until you have provided evidence of registration. You may receive an 'in-principle approval'. **This will not** allow you to practice in Australia as a registered healthcare professional. In-principle registration means that you need to provide evidence of your identity to Ahpra.

You will need to present in person to Ahpra **within six weeks** of arriving in Australia. You will need to bring original passport/travel document with current visa and proof of arrival (eg passport stamp, boarding pass or itinerary documents). You will also need to provide one of the following:

- evidence of your current Australian residential address
- an original signed statement from a prospective employer (the RCH)/sponsor verifying your identity, or
- an original offer of employment letter

Once this has been completed, you will be listed as a practitioner on the AHPRA website.

Psychologists are required to have their qualifications assessed by the Psychology Board of Australia (PsyBA) which usually takes six months.

Overseas psychologists are required to do at least one supervised placement for a period of six months before being able to fully practice and be registered in Australia. There is also a requirement to complete a two-year registrar program.

An alternative approach for overseas psychologists wishing to come to Australia is to apply for registration with the [New Zealand Psychology Society](#) which normally takes about six weeks to get approved. Registered New Zealand Psychologists are then able to apply to the PsyBA under the Commonwealth Trans-Tasman Mutual Recognition Act 1997 for recognition, which normally takes about three months. The benefit of this approach is that overseas psychologists are recognised for their level of experience and avoids the need to do placements.

More information can be found on the [Psychology Board of Australia's](#) website.

Police checks

All prospective employees of the RCH are required to obtain a criminal or police record check in their country of residence, and any country they previously resided in. All criminal or police records must be provided to the RCH in English or accompanied by a certified English translation and not be older than six months at the time of arrival at the RCH.

The RCH recognises that international police checks are subject to the legislation of each country, however, candidates must make all reasonable attempts to obtain record checks from the local authorities.

[Fit2Work](#) can assist with international police background checks.

Working with Children Checks

All employees at the RCH are required to obtain and maintain a valid Victorian Working with Children Check (WWCC). This process checks criminal history for serious sexual offences, violence, drugs and findings from professional disciplinary bodies.

On arrival in Australia, you will need to make an application for a WWCC. You will need a current foreign passport that is linked to a visa and you will need to verify your identity at a participating Australia Post outlet. The cost is around \$130. The Working with Children's check is valid for five years. Information on how to apply for a WWCC can be [found online](#).

Staff immunisation

All employees are eligible for immunisation against influenza, hepatitis B, measles, mumps and rubella.

Due to recent legislation, all patient facing employees are required to be annually vaccinated against influenzas.

All RCH staff are required to have received two COVID-19 vaccination doses plus a booster unless subjected to an exemption.

RCH requires evidence of International COVID-19 vaccinations. International Vaccine Certificate must be added to the [Australian Immunisation Register](#) (AIR) by an Australian based medical practitioner prior to commencing employment at the RCH. Evidence of vaccination can be found by accessing the Australian Immunisation History Statement via [Medicare](#) and a vaccination statement must be sent to covidvax@rch.org.au

Where it is not possible, evidence of vaccination must be provided to the RCH within four weeks of commencing employment and must be translated into English.

Instructions on adding overseas COVID-19 vaccinations can be found on the [Service Australia Website](#)—Australian Immunisation Register. An [Individual Healthcare Identifier](#) number may also be required.

Professional indemnity insurance

As a requirement of professional registration for your occupation, you may be required to obtain professional indemnity insurance (PII). Some trade unions automatically provide PII as part of their membership fees. If you do not hold PII while practicing as a healthcare professional, you may be legally exposed in the event of negligence, to both the potential for uninsured civil liability and the cost of defending against claims of unprofessional conduct through the Australian Health Practitioner Regulation Agency (AHPRA).

Trade unions

There is a strong trade union presence across all industries in Australia. In healthcare, there are several trade unions that are specific to your occupation, and they look after the interests of their members by doing things like negotiating terms and conditions of employment, discussing big changes with employers and supporting employees with individual matters. As part of their membership fee, some unions provide professional indemnity insurance which may be relevant to your occupation.

If you are interested in becoming a union member, you will need to find the union that is specific to your occupation:

Nurses and midwives (including mental health nurses)
[Australian Nursing and Midwifery Federation Victoria \(ANMF\)](#)

Mental health professionals
[Health and Communities Services Union \(HACSU\)](#)

Allied health professions
[Victorian Allied Health Professionals Association \(VAHPA\)](#)

Medical scientists, pharmacists and psychologists
[Medical Scientist Association of Victoria \(MSAV\)](#)

Medical specialists, doctors, junior doctors/junior medical officers, doctors in training
[Australian Medical Association \(Victoria\) \(AMA\)](#)
[Australian Salaried Medical Officers Federation \(ASMOF\)](#)

Terms and conditions of employment

Contract of employment and Enterprise Agreements

When commencing employment at the RCH, you will be required to sign a contract of employment. A contract of employment is an agreement between the RCH and you as an employee and sets out the terms and conditions of the employment relationship. The contract cannot provide less than the legal minimum that is set out in the National Employment Standards (NES), Award or a relevant Enterprise Agreement.

An Enterprise Agreement contains the terms and conditions of employment, and it covers items such as remuneration, job classification, hours of work and entitlements. Almost all cohorts of employee at the RCH are covered by an Enterprise Agreement, including nurses, doctors, allied health, pharmacists and mental health professionals.

The National Employment Standards (NES) are the 11 minimum employment entitlements that have been provided to all employees through legislation and include:

- maximum weekly hours
- right to request flexible working arrangements
- offers to request to convert from casual to permanent employment
- parental leave and related entitlements
- annual leave
- personal/carer's leave, compassionate leave and unpaid family and domestic violence leave
- community service leave
- long service leave
- public holidays
- notice of termination and redundancy pay
- Fair Work Information Statement
- Casual Employment Information Statement

Rate of pay

In your contract of employment, it will state a base rate of pay, this is the minimum amount you will receive. Enterprise Agreements provide enhanced entitlements that are paid in addition to the base rate of pay as applicable to certain roles, such as:

- shift penalty rates
- overtime rates
- re-call to work rates
- public holiday rates
- allowances (qualification allowance, shift allowance, on-call allowance)

Study leave

Most Enterprise Agreements provide employees with entitlements to paid study leave, professional development leave and examination leave.

Nurses for example are afforded a generous amount of study leave to support educational commitments that are directly related to current employment.



Basic entitlements

All entitlements quoted below are correct at the time of publishing but are subject to change depending on the applicable enterprise agreement in operation.

All enterprise agreements can be found by searching the [Fair Work Commission's website](#).

Nurses and Midwives (Victorian Public Sector) (Single Interest Employers) Enterprise Agreement 2020-2024

Salary	Approx. two per cent annual pay rise – next scheduled for 1 December 2022
Superannuation	Superannuation is paid by RCH in addition to the base rate of pay and is currently 11 per cent from 1 July 2023 Superannuation is paid into one of the Hospital's two default pension funds or an alternative as nominated by the employee
Qualification allowance	An additional amount: <ul style="list-style-type: none"> • four per cent of base rate Graduate Certificate • six and a half per cent of base rate—Post Graduate Diploma • seven and a half per cent of base rate—Masters • 10 per cent of base rate—Doctorate or PHD
ADOs	Additional Days Off (ADO) are provided to employees who work an 80 hours per fortnight roster arrangement. Employees are entitled to one ADO per month
Annual leave	190 hours (five weeks) An additional 38 hours if a regular weekend worker (six weeks) Annual leave is accrued every year. There is no 'use it or lose it' approach in Australia
Annual leave loading	In addition to base rate, 17.5 per cent capped at \$2,294.70
Overtime	Amount in addition to base rate of pay Monday to Friday—150 per cent for the first two hours and 200 per cent thereafter Saturday and Sunday—200 per cent
Sick leave	Minimum of 10 days paid days per year is accrued and banked if unused
Long service leave	Employees are entitled to take Long Service Leave after seven years of continuous service At least six weeks based on full time continuous service

Basic entitlements (continued)

Victorian Public Mental Health Services Enterprise Agreement 2020-24

Mental Health Nursing

Salary	Two per cent pay rises are agreed for each year on 1 July until 1 July 2024
Retention payment	1 July 2023 \$2,000 1 July 2024 \$2,000
Superannuation	Superannuation is paid by RCH in addition to the base rate of pay and is currently an addition 10 per cent but rising to 11 per cent on 1 July 2023. Superannuation is paid into a pension account.
Qualification allowance	An additional amount where an employee has an additional qualification to their base qualification: <ul style="list-style-type: none"> • four per cent of base rate Graduate Certificate • six and a half per cent of base rate—Post Graduate Diploma • seven per cent of base rate—Masters • 10 per cent of base rate—Doctorate or PHD
ADOs	Additional Days Off (ADO) are provided to employees who work an 80 hours per fortnight roster arrangement. Employees are entitled to 1 ADO per month.
Annual leave	190 hours (5 weeks) An additional 38 hours if a regular weekend worker (6 weeks) Annual leave is accrued every year. There is no use it or lose it approach in Australia
Annual leave loading	In addition to base rate, 17.5 per cent capped at \$1,877.92
Overtime	Amount in addition to base rate of pay Monday to Friday—150 per cent for the first 2 hours and 200 per cent thereafter Saturday and Sunday—200 per cent
Sick leave	Minimum of 10 days paid days per year is accrued and banked if unused
Long service leave	Employees are entitled to take long service leave after seven years of continuous service At least six weeks based on full time continuous service

Basic entitlements (continued)

Allied Health Professionals (Victorian Public Sector) Single Employers Enterprise Agreement 2021–26

Allied Health (non-Mental Health)

Salary	Pay rate increases are being negotiated but are expected to be two per cent increases
Superannuation	Superannuation is paid by RCH in addition to the base rate of pay and is currently an addition 10 per cent but rising to 10.5 per cent on 1 July 2022 Superannuation is paid into a pension account
Qualification allowance	An additional amount where an employee has an additional qualification to their base qualification that is directly relevant to employment \$96.45 per week (Post Graduate Certificate, Post Graduate Diploma and Masters)
ADOs	Additional Days Off (ADO) are provided to employees who work an 80 hours per fortnight roster arrangement Employees are entitled to one ADO per month
Annual leave	Currently 190 hours (five weeks) An additional 38 hours if a regular weekend worker (five weeks) Annual leave is accrued every year. There is no 'use it or lose it' approach in Australia
Annual leave loading	In addition to base rate, 17.5 per cent, capped at \$1,805 (likely to increase)
Overtime	Amount in addition to base rate of pay Monday to Friday—150 per cent for the first two hours and 200 per cent thereafter Saturday and Sunday—200 per cent
Sick leave	Minimum of 10 days paid days per year is accrued and banked if unused
Long service leave	Employees are entitled to take long service leave after seven years of continuous service At least six weeks based on full time continuous service

Staff benefits at RCH

The RCH offers employees great benefits such as salary packaging, Employee Assistance Program (EAP), immunisation, continuous professional development, childcare facilities and much more.

Salary packaging

Healthcare employees are eligible for great salary packaging arrangements which are designed to save employees money on income tax. Employees can salary package \$9,010 every Fringe Benefit Tax (FBT) year between 1 April–31 March on everyday living expenses such as mortgages, rent, utility bills and everyday items. Employees can further package up to \$2,650 for meals, entertainment and accommodation. Pre-tax dollars are loaded onto a debit card that can be used for dining out.

Further information is available on the [Smart Salary](#) website.



Education

Nurses

The Nursing Education and Research Department offers RCH nurses a range of professional development opportunities across the continuum of their careers. The in-house programs support the development of skills and knowledge in areas such as competency development, preceptorship, resuscitation-based programs, evidence-based practice and research skills. For nurses interested in postgraduate study, the RCH partners with tertiary institutions to offer speciality certificate programs in paediatric, critical care and perioperative nursing.

In addition, the RCH is fortunate to receive generous philanthropic funding for Continual Professional Development (CPD) activity that offers nurses the opportunity to engage with and contribute to additional development opportunities such as conferences and workshops.

Allied health

At the RCH, allied health staff are expected and encouraged to pursue continual professional education. Support is available to all allied health staff to further their professional education and development. Leave is available for study, conferences or professional development purposes. The RCH has a Royal Children's Hospital Foundation (RCHF) supported fund that can cover enrolment or attendance fees, travel and accommodation. The RCH also offers opportunities to allied health staff to apply for scholarships to support higher qualifications in their relevant field or area of clinical practice. These scholarships can provide financial assistance to meet course fees and are offered twice yearly.

Senior medical

Continuing medical education (CME) is available for senior medical specialists (SMS) and is intended to assist in maintaining and enhancing the skills and knowledge of SMS practitioners through their professional development. Where eligible, SMS are able to attend professional conferences, courses, workshops or obtain professional reference materials.

Wellbeing

The RCH is committed to a safe place and a positive culture. Benefits and initiatives to support both physical and emotional wellbeing include:

Fitness Passport—access to more than 170 gyms and fitness centres across Victoria for \$14.95 (individual) or \$26.95 (families) per week) and Australia wide, including Fitness First facilities for \$18.95 per week (individual)

Staff telehealth exercise program—a free 14 week telehealth exercise program of 45 minutes exercise sessions via zoom

Onsite gym (The Gym Melbourne)—access to the onsite gym costs \$20 per week

Early intervention (injury management)—initial financial and health support in the event of being injured at work in the course of undertaking duties

Peer Support Program (PSP)—PSP is an internal support program. The program is supported by trained volunteer co-workers and provides all employees with free and confidential support to assist in linking with appropriate support services covering a range of work and non-worked related issues

Employee Assistance Program (EAP)—EAP at the RCH is provided by a third party (Converge International) and offer a range of services, 24 hours a day seven days a week, which include:

- up to six sessions of short-term counselling covering a wide range of personal and work-related issues
- nutrition and lifestyle support, including development of mental and physical fitness plans
- money assist to support employees develop financial plans or to negotiated with creditors
- legal assist provide a wide range of expertise including family law, tenancy, real estate, employment and consumer matters

In addition to the above, EAP frequently provide seminars on a wide range of topics including financial, legal, health and wellbeing as well as on-site support for health and skin checks.

Mental health strategy and supports—the RCH Staff Mental Health Strategy supports the mental health and wellbeing of our staff through a comprehensive range interventions aimed at mental health promotion, prevention and support

Library

The RCH has an onsite medical library that can be accessed by all healthcare professionals and has material to support CPD.

Onsite parking

The RCH car park is open 24 hours a day, seven days a week and is available for all employees. Employees pay a discounted rate of \$15 per day which can be salary packaged.

Bicycle storage

The RCH encourages employees to cycle and has a bicycle storage facility available 24 hours a day, located on the lower ground floor and has unique access via Flemington Road. The storage facility is equipped with locker and shower facilities. Towels are also provided.

Childcare

The RCH has its own Early Learning Centre which is registered for 120 equivalent full-time children between six weeks and five years of age. The curriculum is based on play-based philosophy which invites each individual child to be open-ended, hands-on and self-guided in their learning.

- the Early Learning Centre is open Monday to Friday from 6.45am to 6.30pm
- the cost is around \$150 per day and there is a discounted rate for full time positions at \$736 per week
- families may be eligible for child care subsidies to assist with the cost and are encouraged to contact the Family Assistance Office/Centrelink for further information—this option may not be available for temporary visa holders



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