

## Nursing and Midwifery BUSINESS RULE – SESLHDBR/057

<b>Name</b>	SESLHD Nursing and Midwifery Management of Secondary Employment		
<b>What it is</b>	A guide to inform nurses and midwives of their need to comply with the Code of Conduct in relation to secondary employment and to inform Nursing/Midwifery Unit Managers and Nurse/Midwife Managers of the requirements for regular review of approved secondary employment.		
<b>Risk Rating</b>	Medium	<b>Review Date</b>	May 2024
<b>Who it applies to</b>	All nursing & midwifery staff in South Eastern Sydney Local Health District		
<b>What to do</b>	<ul style="list-style-type: none"> <li>• An employee seeking approval to engage in secondary employment or to vary existing approvals must complete the <a href="#">‘Secondary Employment Form’</a> available on the intranet.</li> <li>• Subject to the SESLHD Chief Executive or his/her delegate being satisfied that no conflict of interest is involved with the proposed secondary employment, and that the employee's work performance in their SESLHD position is unlikely to be adversely affected, approval for secondary employment is granted for a period of 12 months only.</li> <li>• All approved secondary employment arrangements will be reviewed annually by the employees Manager as part of the performance review process. An Ad hoc review can be conducted if warranted or if the employee seeks to vary the existing approval.</li> </ul> <p>Approval to engage in secondary employment other than in the employee's own time will not be granted.</p>		
<b>When to use it</b>	When secondary employment is being considered by SESLHD nursing & midwifery staff		
<b>Why the rule is necessary</b>	<p>To ensure that nursing &amp; midwifery staff are aware of their responsibility under <a href="#">NSW Health's Code of Conduct</a>. Section 4.3.7 - <i>Staff must:</i></p> <p><i>if working as a full time employee, seek approval from the Chief Executive or his/her delegate to undertake secondary employment; and if working as a part-time employee seek such approval if there is potential for a conflict of interest with NSW Health employment, or if the total work being undertaken raises issues about excessive working hours. Such approval for other employment must not be unreasonably withheld.</i></p>		

	<p>Failure by an employee to comply with the Code of Conduct may result in disciplinary action being taken.</p> <p>To ensure Managers are aware of any secondary employment and therefore can monitor fatigue and professional conflicts of interest. Managers' awareness of secondary employment will assist in preventing roster conflicts for those employees engaged in secondary employment. An arbitrary guide for Managers is more than one shift per week above full time hours.</p>
<b>Who is responsible</b>	Nursing and midwifery staff undertaking secondary employment and their managers
<b>Ministry of Health / SESLHD reference</b>	NSW Health Code of Conduct 4.3.7
<b>Executive Sponsor</b>	SESLHD Director of Nursing & Midwifery
<b>Author</b>	SESLHD Nursing & Midwifery Workforce Managers

### Revision and Approval History

<b>Date</b>	<b>Revision Number</b>	<b>Author and Approval</b>
June 2015	1	Nursing & Midwifery Workforce Managers.
February 2018	2	Sharon White, NM N&M Workforce
April 2018	2	Processed by Executive Services prior to publishing.
May 2021	3	Sharon White, NM N&M Workforce; approved by Executive Sponsor
June 2021	3	Processed by SESLHD Policy team prior to publishing

## SESLHD Nursing and Midwifery Management of Secondary Employment Flowchart

