

# SESLHD POLICY COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>-NAME OF DOCUMENT</b>	VMO Meetings – Eligible for Payments
<b>TYPE OF DOCUMENT</b>	Policy
<b>DOCUMENT NUMBER</b>	SESLHDPD/272
<b>DATE OF PUBLICATION</b>	March 2019
<b>RISK RATING</b>	Low
<b>LEVEL OF EVIDENCE</b>	N/A
<b>REVIEW DATE</b>	March 2024 or upon review of Public Hospitals (Visiting Medical Officers-Sessional Contracts) Determination 2007 whichever is sooner
<b>FORMER REFERENCE(S)</b>	Former SESIAHS PD 103 'VMO Meetings – Eligible for Payments'
<b>EXECUTIVE SPONSOR or EXECUTIVE CLINICAL SPONSOR</b>	Director Clinical Governance and Medical Services
<b>AUTHOR</b>	Director Clinical Governance and Medical Services
<b>POSITION RESPONSIBLE FOR THE DOCUMENT</b>	Director Clinical Governance and Medical Services
<b>KEY TERMS</b>	Visiting Medical Officers Payments
<b>SUMMARY</b>	To define the meetings that VMOs are entitled to claim payment for attendance at under the terms and conditions of The Public Hospitals (Visiting Medical Officers – Sessional Contracts) Determination 2007 attendance at Meetings.

**COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**  
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**1. POLICY STATEMENT**

- VMOs are entitled to claim payment for attendance at meetings under the terms and conditions of The Public Hospitals (Visiting Medical Officers – Sessional Contracts) Determination 2007.
- Hospitals and Local Health Districts should reimburse VMOs where their clinical input into meetings about improvements of resources of the hospital is sought by the Local Health District. Improved functioning of hospitals / health services is of benefit to the hospitals, to Visiting Medical Officers, and to patients.
- For those meetings for which reimbursement is approved, the hospital/health service should receive a positive output to improve services / processes (e.g. minutes, recommendations etc).
- VMOs receive a benefit from quality improvement activities, both in terms of improved functioning of the hospital and for their own professional development or practice accreditation purposes. VMOs should make a contribution to quality improvement activities and not receive payment for all of those activities, this concept would be best reflected by not paying VMOs to attend training and information sessions.
- Discussions regarding reimbursement for meetings and VMO involvement should be approached in a co-operative manner. This may include discussion of the budget for meetings and the number of VMOs required to attend.
- Committees which have VMOs as members should define the VMO members(s) of the Committee by name and /or position held.

**Examples of meetings for which payments will be available:**

- District based administrative meetings where VMO assistance is required or requested (eg; Medical and Dental Appointments Advisory Committee, Credentials Committee, Clinical Councils, Clinical Stream meetings, etc).
- Hospital administrative meetings where VMO assistance is required or requested (eg infection control meetings, operating theatre management committees, Morbidity and Mortality Committees, Patient Care Committees, Perinatal Committee, etc).

**Note:** there needs to be an output from the committee eg; recommendations and the detail of the attendance record reflected in formal minutes of the meetings.

- Ad hoc meetings where VMO presence is requested by hospital manager or District Executive (e.g. planning meetings, meetings with consultants, etc).
- In accordance with the VMO Determination, Directors of Operations of each facility within SESLHD authorise meetings that are eligible for VMO payment.

**Examples of meetings for which payments will not be available:**

- Grand Rounds
- Medical Staff Council Meetings
- Peer review, morbidity and mortality meetings with no clear output for the hospital/health service to implement changes to services/processes.
- Education meetings for the benefit of the medical officer
- Public relations type meetings where the VMO may be invited but attends by their own choice (eg opening ceremonies, meetings with dignitaries).

**2. AIMS**

To define the Visiting Medical Officers meetings that are eligible for payments when working within SESLHD facilities.

**3. TARGET AUDIENCE**

Visiting Medical Officers (VMOs)  
Directors of Operations  
Directors of Clinical Services

**4. RESPONSIBILITIES**

Directors of Operations  
Directors of Clinical Services  
Staff holding delegation to authorise VMO timesheets.

**5. DEFINITIONS**

**VMO** – Visiting Medical Officers

**6. DOCUMENTATION**

- In accordance with the VMO Determination, Directors of Operations of each facility within SESLHD authorise meetings that are eligible for VMO payment

**7. REFERENCES**

- Health Services Act 1997
- Public Hospitals (Visiting Medical Officers-Sessional Contracts) Determination 1994.

**8. REVISION & APPROVAL HISTORY**

Date	Revision No.	Author and Approval
March 2014	1	Minor changes made by Manager Executive Services and A/Prof Ian Rewell, District Director Medial Services.

**VMO Meetings – Eligible for Payment****SESLHDPD/272**

March 2014	1	Approved by Director Workforce Services, Executive Sponsor.
March 2014	1	Re-formatted by District Policy Officer. Published
November 2018	2	Executive Services updated review date to March 2019 as the risk rating is low risk. (Incorrectly stated March 2018). Updated Executive Sponsor to District Director Medical Services.
March 2019	3	District Director Medical Services confirmed PD remains current. Revision number and review date updated.
September 2020	4	Executive Sponsor updated from District Director Medical Services to Director Clinical Governance and Medical Services and republished by Executive Services.