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# Allied Health Professionals Engaging in Outside Allied Health Employment Procedure

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## 1. Guiding Principles

The WA Country Health Service (WACHS) supports allied health professionals seeking to undertake outside employment as a recruitment and retention strategy, to enhance work satisfaction and improve work-life balance for employees, and to enhance consumer choice and access to a range of services and service providers.

Outside employment may be undertaken with written permission providing there is no unmanaged conflict of interest, detrimental impact on an employee's performance, or inconvenience to WACHS.

## 2. Procedure

This procedure aims to supplement the WA Health [Outside Employment](#) policy and apply the content of this information to WACHS employed allied health professionals who work or wish to undertake paid or volunteer work in other allied health services outside WA Health.

Specifically, the procedure aims to assist allied health professionals, and their relevant managers, to ensure compliance with organisational and professional codes of ethics and conduct, and awareness of and the appropriate management of, conflict of interest. The procedure includes a written agreement between the manager and employee which documents the conditions under which approval for outside allied health employment is granted.

If the employee does not meet the conditions under which approval was granted, approval may be withdrawn. Although the WA Health [Outside Employment](#) policy only applies to paid work, the conditions of this procedure and the written agreement also apply to WACHS allied health employees undertaking voluntary work in an allied health professional capacity.

In some instances, WACHS employees engaged in outside employment may be externally contracted by WACHS to provide services on their behalf. Guidance in these instances is provided by this procedure and individual contractual arrangements. Where contractual arrangements differ from this procedure, these differences are to be noted in the Outside Employment Agreement under additional considerations and the Service Agreement with the contractor must clearly define roles, responsibilities, services provided and use of facilities and resources.

### 3. Definitions

<b>Allied Health Professional</b>	Allied health professionals are defined as non-nursing, non-medical clinical healthcare professionals. Among others, allied health professionals include audiologists, dietitians, podiatrists, physiotherapists, occupational therapists, speech pathologists and social workers.
<b>Conflict of Interest</b>	A situation arising from conflict between the performance of a public duty and private or personal interests.
<b>WACHS Employee</b>	A person with a contract of employment with WA Country Health Service (WACHS) including permanent, fixed term and casual contracts.
<b>Outside Allied Health employment</b>	Any paid allied health office, post or position outside of public sector employment for which Section 102.1 of the <i>Public Sector Management Act 1994</i> applies. Also includes any unpaid appointment to a board or committee or directorship. This includes: <ul style="list-style-type: none"> <li>• external to WA Health</li> <li>• public or private employer external to WA Health.</li> <li>• private practice</li> <li>• self-employment</li> <li>• agency work</li> <li>• voluntary.</li> </ul>

### 4. Roles and Responsibilities

#### Managers of Allied Health Professionals

All managers of allied health practitioners engaged or wishing to engage in outside employment as an allied health practitioner, are to ensure compliance with this procedure and must ensure that the attached Agreement ([Appendix 1](#)) is completed prior to the employee's commencement of outside employment or if already working externally then prior to commencing employment within WACHS.

Additionally, managers must:

- review application ([D18 Request to Engage in Additional Employment Form](#))
- ensure completion of a [Conflict of Interest Assessment Guide and Record Form](#) (COI form) where an actual, possible, or perceived conflict of interest is identified
- register Conflict of Interest on the health service Conflict of Interest register as per the [Managing of Conflict of Interest Guidelines](#)
- consult with, and provide copies of documentation, to local human resource officer
- forward applications to the relevant delegated authority
- ensure compliance with the WA Health [Outside Employment](#) policy
- ensure completion of the attached Agreement ([Appendix 1](#)) and monitor compliance with the agreement requirements
- communicate any decisions to employees.

## Allied Health Professionals

All WACHS allied health professionals engaged in, or intending to engage in outside employment as an allied health practitioner are responsible for ensuring compliance with this procedure, and notification to the manager of any issues associated with procedure compliance.

The allied health professional must ensure that the attached Agreement ([Appendix 1](#)) is completed prior to the employee's commencement of outside employment or if already working externally then prior to commencing employment within WACHS.

Additionally, allied health professionals must:

- complete the application [D18 Request to Engage in Additional Employment Form](#)
- ensure completion of a [Conflict of Interest Assessment Guide and Record form](#) (COI form) where an actual, possible, or perceived conflict of interest is identified
- forward applications to the relevant manager for approval
- ensure compliance with the WA Health [Outside Employment](#) policy.

When submitting a request for approval of outside employment, any potential, perceived or actual conflicts of interest are also to be submitted for consideration in compliance with the WA Health [Managing Conflict of Interest Policy and Guidelines](#). Given that a potential conflict of interest relates to community perceptions and what can 'appear to others to exist', it behoves the allied health professional to maintain the highest regard for professional behaviour.

All allied health professionals are encouraged to refer to the following:

- Code of Ethics from the relevant professional association
- [Code of Ethics](#) from the Office of the Public Sector Commission.

Employees undertaking outside employment or volunteer activities must ensure there is no negative impact on performance of their role at WACHS. They must avoid putting themselves, colleagues or the public at risk by becoming fatigued by failing to take appropriate rest and recreational breaks.

Employees who undertake outside employment or volunteer activities must comply with the WA Health [Code of Conduct](#). Non-compliance may be deemed an act of misconduct, which constitutes a breach of the contract of employment and may result in appropriate disciplinary measures being actioned, including termination of employment. This includes:

- use of resources such as electronic communication systems, office stationary and work time for non -WACHS purposes
- use of WACHS corporate knowledge for non-WACHS purposes.

## Local Human Resource Officer

As required:

- preparation of approval/non-approval letters
- diarise 12 month review of arrangements
- record forms in employee's personal file.

## 5. Compliance

Failure to comply with this policy may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

## 6. Evaluation

The WACHS Allied Health Leadership Team is to undertake the review of this procedure every three years, or sooner if required.

## 7. Standards

[National Safety and Quality Health Care Standards](#) (1-10) Standards 1.1.2 and 1.3.1  
[EQulPNational Standards](#) (11-15) 13.1.1, 13.3.1 and 13.12.1

## 8. Legislation

[Public Sector Management Act 1994](#) (s)(102)

## 9. References

[Patient First](#)

[WA Code of Practice - Working Hours](#)

## 10. Related Forms

[MR66 WACHS Clinical Handover \(Allied Health\) Form](#)

[D18 Request to Engage in Additional Employment Form](#)

## 11. Related Policy Documents

WACHS [Allied Health Clinical Handover Policy](#)

## 12. Related WA Health Policies

[Outside Employment](#)

[WA Health Code of Conduct](#)

[Managing Conflict of Interest Policy and Guidelines](#)

[WA Health Employee Grievance Resolution Policy](#)

[WA Health Fatigue Management Policy](#)

[Patient Confidentiality Policy](#)

[Clinical Handover Policy](#)

[WA Health Allied Health Clinical Handover Form and Guideline](#)

[Acceptable Use Policy – Information and Communications Technology](#)

## 13. WA Health Policy Framework

[Employment Policy Framework](#)

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

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**Appendix 1: WA Country Health Service  
Allied Health Professionals Engaging in Outside Allied Health  
Employment Agreement**

The WA Country Health Service (WACHS) supports allied health professionals seeking to undertake private practice employment as a recruitment and retention strategy, to enhance work satisfaction and improve work-life balance for employees, and to enhance consumer choice and access to a range of service providers.

Outside employment may be undertaken with written permission providing there is no unmanaged conflict of interest, detrimental impact on an employee’s performance, or inconvenience to WACHS.

WACHS Allied Health staff wishing to undertake outside employment must ensure that the following requirements are met.

**REQUIREMENTS**

<b>CLINICAL</b>	<ul style="list-style-type: none"> <li>• Caseload is to be distributed within the department so that the allied health professional engaged in outside employment practice does not see the same client in both the WACHS and non-WACHS setting. If this is not possible, systems are to be developed to ensure transparency of the conflict of interest, including:                             <ul style="list-style-type: none"> <li>- the allied health professionals are to utilise professional and ethical judgement regarding the appropriateness and degree of conflict of interest in managing clients across WACHS and non-WACHS services.</li> <li>- the client is to be informed of services that are to be provided by the allied health professional in each service, ideally in writing, documenting the type, duration and frequency of services.</li> <li>- the manager is to be notified when a client is accessing both WACHS and non-WACHS services provided by the same allied health professional.</li> <li>- The manager is to be notified of any new clients who may be allocated to their caseload who are receiving services from them in another non-WACHS capacity</li> </ul> </li> <li>• No referrals are to be made by the employee directly to their own private practice or non-WACHS organisation.</li> </ul>
	<ul style="list-style-type: none"> <li>• All professional discussions concerning clients are to have the appropriate consent of the client prior to the sharing of information between WACHS allied health professionals and any other organisation/service.</li> </ul>

	<ul style="list-style-type: none"> <li>All WACHS business is to be conducted during the days worked at the health service site. This includes attending functions, liaising with organisations and attending meetings. Where this is not possible, the options need to be discussed with the manager with working hours adjusted accordingly. The capacity in which the allied health professional attends functions, liaises with organisations and attends meetings must be made clear at the outset of the interaction i.e. the allied health practitioner must acknowledge whether they are attending the forum as a WACHS representative or other representative.</li> </ul>
	<ul style="list-style-type: none"> <li>Non-WACHS appointments are not to be conducted on WA Health premises during the time that the allied health professional is employed by WACHS. Any other arrangements to utilise WACHS premises or facilities need to be agreed to by management, and are subject to a separate formal contractual arrangement.</li> <li>No advertising material or business cards relating to the employee's non-WACHS employment are to be distributed directly by the WACHS employee during WACHS work hours.</li> <li>It is the responsibility of the employee to maintain adequate professional indemnity and public/products liability insurance for all work undertaken outside their WACHS employment.</li> </ul>
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>No phone calls relating to non-WACHS appointments, clients or duties are to be made or accepted during WACHS working hours.</li> <li>Allied health professionals must seek authorisation from the relevant manager for use of any intellectual property (e.g. resources or materials) for non-WACHS use.</li> <li>A specific lease agreement or service agreement must be completed and approved for the use of any WACHS owned facilities/equipment in another capacity.</li> <li>No photocopying / faxing / email or internet usage not specifically related to WACHS employment is to be undertaken on WACHS equipment.</li> <li>WACHS corporate knowledge is to be used for WACHS purposes only.</li> </ul>

<b>APPROVAL</b>	<ul style="list-style-type: none"> <li>• All outside employment is to be approved as per the WA Health Outside Employment policy.</li> <li>• Any conditions or arrangements additional to this guideline must be documented in a Memorandum of Understanding between the allied health professional and WACHS and signed by a Tier Four (4) manager.</li> <li>• Approval for outside employment may be withheld if the potential for conflict of interest is considered too high.</li> </ul>
<b>CONFIDENTIALITY</b>	<ul style="list-style-type: none"> <li>• Issues related to WACHS business are not to be commented on publicly in any forum unless approved by relevant manager.</li> </ul>
	<ul style="list-style-type: none"> <li>• WACHS patient records and patient information are not to be copied or used in the allied health professional's non-WACHS service unless it is in the form of a direct handover or referral with the consent of the patient.</li> </ul>
<p><b>Additional considerations / conditions:</b></p>	



## KEY DOCUMENTATION

I have been provided and have read the following documents:

- WACHS [Allied Health Professionals Engaging in Outside Allied Health Employment Procedure](#)
- WA Health [Managing Conflict of Interest Policy and Guidelines](#)
- WA Health [Outside Employment policy](#)
- WA Health [Acceptable Use Policy – Information and Communications Technology](#)

## SUPPORTING DOCUMENTATION

The following documents further elaborate the expectations of a WACHS-employed allied health professional working in private practice, be that as an employee, contractor or self-employed practitioner.

- Code of Ethics from the relevant professional association
- [Code of Ethics](#) from the Office of the Public Sector Commission

I acknowledge that these documents have been provided and discussed, and that I have read and agreed to adhere to the principles outlined within them.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
WACHS Manager  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date