



**Hauora
Taiwhenua**
Rural Health
Network



**NZLocums
& NZMedJobs**

Working with the

Rural Hospital Locum Service

A guide for New Zealand-based
rural hospital doctors



Background Information

Like other rural health services, the recruitment and retention of medical staff is one of the biggest challenges facing rural hospitals. Hauora Taiwhenua Rural Health Network's Rural Hospital Locum Service (the Service) was developed in collaboration with rural hospitals across the country in response to their recruitment and retention needs.

As New Zealand's only government funded rural hospital recruitment service, Hauora Taiwhenua provides medical doctor recruitment services to rural hospitals across New Zealand. Our rural recruitment services are free for both the health practitioner and the hospital – we don't charge placement fees, and we don't take away from a doctor's salary. We introduce doctors from our pool of locums to be placed in rural hospitals either through direct engagement or, in some circumstances, engagement by us as independent contractors on contracts for service.

The Service works in partnership with rural hospitals throughout New Zealand to find suitably qualified medical professionals. We are in regular contact with the rural hospitals, so our knowledge of available positions nationwide is first-hand and accurate. We can provide you with detailed information on available positions and their locations.

In addition to our work with rural hospitals, we work alongside our NZLocums & NZMedJobs colleagues to provide recruitment services for General Practitioners and Nurse Practitioners in both rural and urban settings.

New Zealand's Rural Hospitals

Rural hospitals play a crucial role in providing healthcare services to communities located in remote and less densely populated areas.

Rural hospitals often provide a mix of primary and secondary care services. This can include emergency care, inpatient care, outpatient services, maternity care, and sometimes minor surgical procedures. These hospitals work closely with local general practices, allied health services, and social support services to ensure comprehensive care for their communities.

Rural hospitals are typically smaller than urban hospitals, and due to their locations, rural hospitals face unique challenges such as geographic isolation and limited access to specialist services. This requires healthcare professionals in these settings to have a broad range of skills and knowledge. Rural hospitals vary in size and the range of services they offer, adapting to the specific needs and resources of their communities.

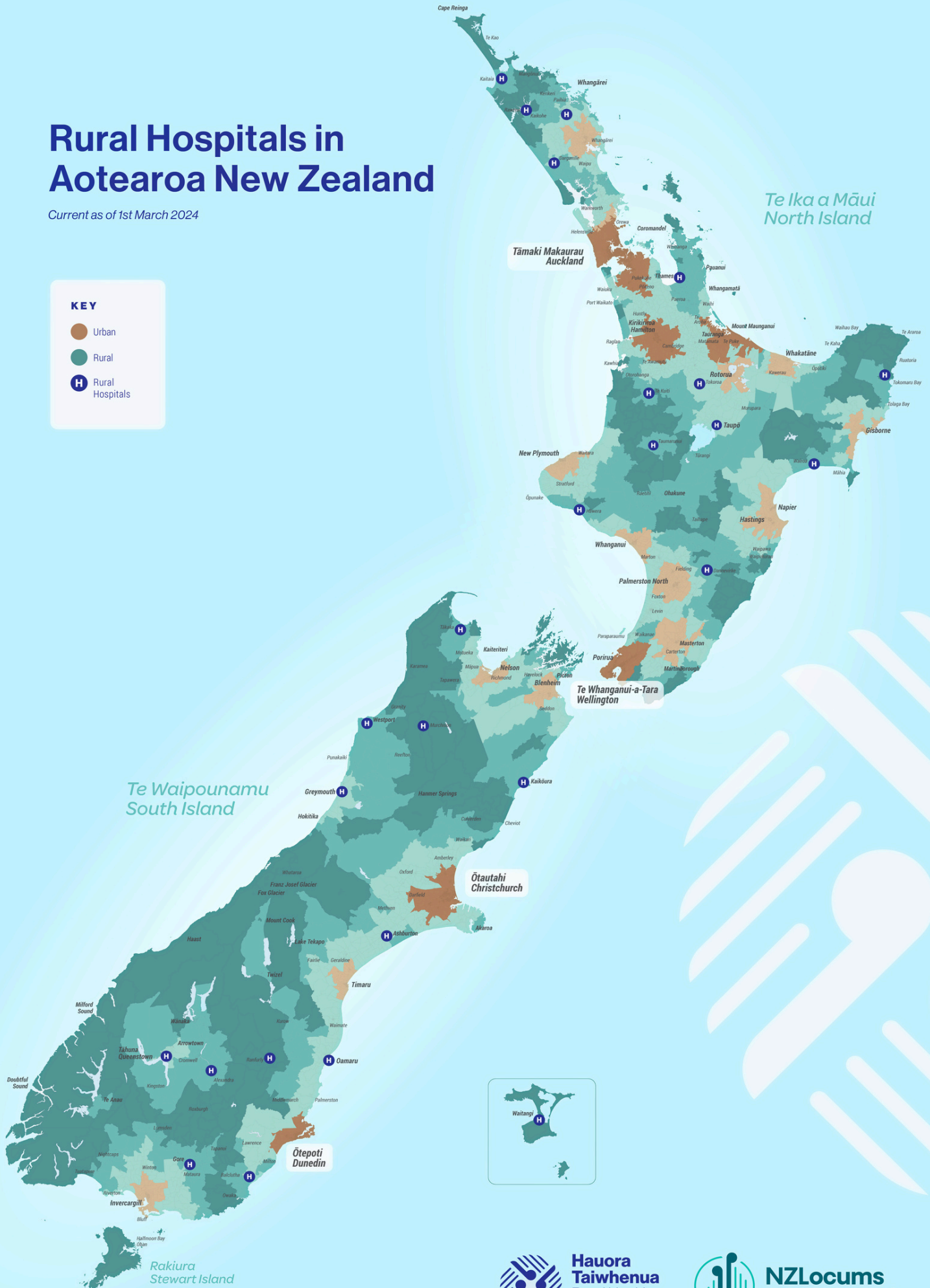
The Division of Rural Hospital Medicine of New Zealand (DRHMNZ) provides specialised training for doctors working in rural hospitals. This training equips them with the necessary skills to handle the diverse medical needs of rural populations.

Rural Hospitals in Aotearoa New Zealand

Current as of 1st March 2024

KEY

- Urban
- Rural
- H Rural Hospitals



Short-term Placements – Working as a Roving Locum

We provide short-term locum placements to rural hospitals. We are growing our pool of New Zealand-based doctors to mobilise the rural hospital locum workforce to provide roving locum cover around the country. The intention is for locums to rove within their regions as and where appropriate, but doctors based in one region will not be precluded from working in another region. The Rural Hospital Locum Service can add value by leveraging off the existing collaboration and relationships between hospitals and general practices.

We are always looking for New Zealand-based doctors to assist us in providing this service. If you are currently working in New Zealand, perhaps you are interested in a secondment opportunity, expanding or further utilising your skills, or perhaps looking for a new clinical experience, we'd love to hear from you! Working as a roving locum provides you with an opportunity to travel and experience life in different locations and communities around the country. Whether you have a spare weekend available or are wanting to continue your professional development in a new setting, come and work with us!



Benefits of working as a locum:

- An opportunity to work and experience life in different communities throughout New Zealand
- Continue your professional development
- We will arrange your domestic flights/travel to get you to and from your placements*
- Accommodation is provided for the duration of each placement
- A vehicle is provided by the hospital if required (this may be a hospital vehicle or rental car)**

We offer competitive short-term locum rates that are guided by ASMS Meca and the Health NZ | Te Whatu Ora rate card. The hours and days you are expected to work are agreed upon prior to the placement, and any change must be mutually agreed upon by you and the hospital.

The hospital will provide accommodation for the duration of your short-term placement. Sometimes this is in hospital-owned housing, a motel, or another arrangement. If you are travelling with family, this will be taken into account as much as possible, however, the hospital would usually only expect to accommodate extra guests if there is no additional cost involved. Accommodation does vary from location to location, but we do our best to ensure that your accommodation is of an acceptable standard.

** Please note that travel costs will be reimbursed at the most cost-effective means of travel, e.g. if you choose to travel in your own vehicle but the cost of a domestic flight is less, then you will be reimbursed the cost of the flight. The cost of any family members' travel is to be covered by you. This will be discussed on a case-by-case basis.*

*** Please be aware that if you request a vehicle above the standard car size you will incur the extra costs. All travel will be discussed with you before it is booked.*

Long-term and Permanent Placements



We also provide long-term and permanent cover to rural hospitals. We are always on the lookout for New Zealand-based and international doctors to help us provide this service. Whether you are looking for a new clinical experience or a permanent lifestyle change, we have a range of exciting and challenging roles available nationwide.

We understand that each doctor is unique with different needs and requirements. We will work with you to find the best fit and we will negotiate each contract on a case-by-case basis.

Our staff have detailed knowledge of the vacancies available. We have personally visited many of the rural hospitals and have ongoing relationships with the hospitals' staff. In addition, we seek feedback from previously placed doctors that we can draw on to inform our advice when trying to find the right placement for you.

If you are considering a move to a new location in New Zealand, please do not hesitate to contact the Rural Hospital Locum Service to discuss your options and the opportunities available.

An Overview - The Application Process



This application process overview is a guide only, as some policies may be subject to change.

Here is a list of the documents/information we will require from you:

- **CV** – When you register with the Rural Hospital Locum Service (the Service), we require you to send a complete and up-to-date CV.
- **References** – We require you to provide three referees, these can be rural hospital doctor colleagues with whom you have worked for at least six months within the past three years, and who are familiar with your practice. We ask that you notify each referee to advise that we will be contacting them for a reference.
- **Identity checking and police vetting checks** – Under the Vulnerable Children Act (VCA) 2014, all people working with children within New Zealand are required to have worker safety checks completed. The Service will require a New Zealand police check to be completed prior to starting work. In some cases, we may require a police check from another country if you have lived and worked in another country within the last 10 years.
- **Practicing Certificate** – The Service requires that each doctor contracted to us holds a current practicing certificate, as required by law. We will need you to send us a copy of your current practicing certificate.
- **Indemnity Insurance** – Your contract with us requires you to have indemnity insurance, you will need to send us a copy of your current indemnity insurance certificate.
- **Job Offer/Contracts** – If you are working as a locum through the Service, you will be engaged as an independent contractor. In this case, there will be an Independent Contractor Agreement signed between you and the Service. If you are working in a long-term or permanent role, it is likely that you will have a contract directly with the hospital, we will facilitate contract negotiations with your potential employer.
- **Supervision Plan** – If appropriate, we will work with you and the hospital to develop a supervision plan that meets your needs.

Before commencing work with us, we will issue you with our contractor's agreement and candidate application form. As the Rural Hospital Locum Service is a division of Hauora Taiwhenua Rural Health Network, the contract will be under the Network's name. Your agreement and signature to the terms and conditions of the contractor's agreement are required prior to your start date.

For each individual short-term placement, you will be sent an Offer of Placement: a placement contract that contains details specific to the placement, including hours and on-call details, as well as information on travel and accommodation. We require you to confirm your commitment to a placement by agreeing and signing the Offer of Placement prior to commencing the placement. If the hours you work are changed, or you work additional hours, please notify us of any change as soon as possible.

Please note that the Service will not cover the cost of your practicing certificate, indemnity insurance, or other professional fees if you are completing short-term locum placements with us. If you have a long-term or permanent placement, these fees may be covered by the hospital, we will negotiate this on your behalf.

Income Tax and Tax Invoices

For locum placements where you will be engaged as an independent contractor, you will be responsible for your own GST, ACC requirements, and other taxes. We will deduct a withholding tax based on the rate you specify in the tax rate notification for contractor's form (IR330C). We recommend that you seek independent advice on this if you are unfamiliar with working this way.

If you chose to be paid into a company account, you will need to include details on the company, including the GST number and name, on all of your starting documentation with us.

For further information about taxation in New Zealand, please visit the Inland Revenue website: www.ird.govt.nz.

We will provide you with template timesheets and tax invoices that you will be required to submit to us on a fortnightly basis (or however frequently is appropriate for your placements), by each Monday, for payment to your nominated bank account. Timesheets need to be signed by you and the hospital representative listed in your Offer of Placement. If you are unable to get the hospital representative to sign the timesheet yourself, please let us know as we can also contact them on your behalf.

Join Hauora Taiwhenua Rural Health Network

Hauora Taiwhenua Rural Health Network's vision is *Kia tipu matomato ngā hapori i Aotearoa | Growing healthy and thriving rural communities*.

Hauora Taiwhenua is the foremost professional health organisation advocating at a national level for the rural health workforce to benefit the rural communities they serve. Our focus includes raising awareness in government about the importance of the rural health team in supporting the economic backbone of the country. When you begin working with us, whether on a short-term, long-term, or permanent placement, you will receive a complimentary membership to Hauora Taiwhenua for one year. Some benefits offered through this membership include:

- Advocacy for rural health at a national level
- Discounted registration to the National Rural Health Conference
- Peer support and networking opportunities
- The opportunity to contribute to a range of submissions relevant to rural health
- Access to sector information and updates in the Network's monthly newsletter
- Access to the Hauora Taiwhenua member app and our new Tikanga app; Tatai Whetu
- Access to exclusive discounts on technology, outdoors, home and living brands, and more through our member app

For more information, conference details, or to join Hauora Taiwhenua, please email us at enquiries@htrhn.org.nz or visit www.htrhn.org.nz and click on 'membership'.

Please note this information is correct at the time of publication, please see our website for the most up-to-date information.

Meet the Team



Randal Benito

*Team Leader, Rural Hospital Locum Service
Kaiārahi Hōhipera ā Taiwhenua, te Ratonga Tākuta Rīwhi*

randal.benito@htrhn.org.nz

Amanda Ellorey

*Relationship Manager, Rural Hospital Locum Service
Kaiwhakahaere Whakaruruhau Hōhipera ā Taiwhenua, te
Ratonga Tākuta Rīwhi*

amanda.ellorey@htrhn.org.nz



Contact Information :

*If you are interested in learning more about working with the
Rural Hospital Locum Service, please contact us today or scan
this QR code to register your interest!*



0800 695 628



ruralhospitaldoctornz@htrhn.org.nz



www.htrhn.org.nz/recruitment

