

FACT SHEET

Working in Western Australia for WA Health

Obtaining work in WA is a bit different to working in other states in Australia. CQ Nurse has made up this fact sheet in order to help you understand the process, and what is required of you, CQ Nurse, and our Partner Agency, HenderCare.

NurseWest and HenderCare:

As soon as you mention WA – we mention NurseWest and HenderCare.

NurseWest is like the WA Health government recruitment body. When a facility has a deficit – they can't just contact an agency, they need to contact NurseWest. NurseWest try to fill this position with their own pool, and if they can't – all tendered agencies are notified of the gap. This is where HenderCare comes in!

HenderCare is a Partner Agency to CQ Nurse for the supply of nurses to WA Health facilities. HenderCare is one of the few tendered agencies that can supply to NurseWest. CQ Nurse is no longer on the WA Health Tender so cannot supply to WA Health directly.

All contracts and anything pertaining to WA Health contracts MUST go through NurseWest via HenderCare.

AT NO TIME THROUGHOUT CONTRACT NEGOTIATION SHOULD THE NURSE CONTACT NURSEWEST OR ANY FACILITY IN WA IN REGARDS TO A CONTRACT. ALL CONTRACT NEGOTIATION IS STRICTLY VIA HENDERCARE.

HenderCare and their requirements:

CQ Nurse provides HenderCare with all of your recruitment requirements to begin with. Once they have this information, they will let you know of any further paperwork they require to get you active with them and NurseWest.

Standard paperwork that they will require of you includes:

Agency Employee CASCOS form

NurseWest has their own database that all nurses have to be on prior to being presented for their work options. HenderCare will send you an Agency Employee CASCOS form – which must be filled out and returned to HenderCare. They will send it to NurseWest along with your CV in order

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to be considered for work in WA. It can take anywhere up to 4 weeks for the NurseWest process of registering you on CASCOM to occur.

Criminal History Check

On your Cascom form, you will initially see some standard questions and then further down, locate a question regarding the Criminal History Check. You will need to complete either a; WA Criminal Record Screening (CRS) OR an Australian Federal Police check – the Agency cannot do this on your behalf, unfortunately.

Criminal History Check parameters may change over time and you will need to check with HenderCare if any current WA or AFP check that you may have is still current.

Working with Children's Check

The Working with Children's Check (WWCC) is another WA requirement and can either be completed at selected post offices outside WA (usually metro based) or during a stop off in Perth. They will allow you to submit this on arrival in Perth, and the details added to your CasCom form as, "WWCC receipt #". This form can either be posted out to you, or you can collect it from the HenderCare office directly - you are in charge of making sure this gets done. You will need to let HenderCare know how you would like to receive this – the form has to be signed by them as your employer, so you cannot just pick one up from the post office or the WWCC office. Once you submit this, your receipt number needs to go on the CasCom form, or if you have already been accepted for a position, your need to provide the receipt number to HenderCare as soon as you have this. NB: it is best that you wait to do this in WA, as it is a legal requirement that you do NOT apply for this until you have sourced employment within this State, that is, an actual job to go to.

MRSA Swabs

MRSA swabs are mandatory for all nurses who have worked in a hospital in another State OR been a patient in a hospital in another State other than WA. You can have them done in any state of Australia, provided you do not visit a hospital between when you have the swabs done and when you start your contract. It can be easier to hold off on having these swabs done until just before you leave or during your travels. DO NOT obtain your swabs before a contract has been sourced for you as these swabs may not be able to be used. MRSA swabs and any costs associated with this will be at the your own cost (your accountant would most likely see this as a work expense for tax purposes, but you may want to check prior to claiming this). MRSA swabs are mandatory on commencement of work in WA, and on re-commencement of work in WA if you have worked in another hospital outside of the State OR been a patient within another hospital outside of the State, on each and every occasion.

Mandatory Reporting for Child Abuse

HenderCare also require your CQ Nurse Mandatory Training to be up to date (due every 12 months), and, as per Nurse West requirements, also require an extra module to be completed on

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Mandatory Reporting for Child Abuse. CQ Nurse will request enrolment as required. Once completed, add the completion date to the CasCom form, and submit as ready.

Once HenderCare have all the information that they require (MRSA and WWCC are the only sections that can be pending as TBC – to be confirmed), they will email your CasCom form plus your CV to the NurseWest Office. NurseWest will put your details onto CasCom; HenderCare will then be able to let you know of any jobs available to suit your availability and skillset.

CQ Nurse are more than happy to assist with the completion of this paperwork, however, all paperwork pertaining to NurseWest MUST be provided to HenderCare (NOT CQ Nurse). Due to Privacy restrictions, CQ Nurse cannot maintain information related to your WA application as it is not pertinent to your work with us.

PLEASE NOTE: NurseWest does not operate the same as other States. If you have provided your availability to HenderCare and agreed to be presented for a position, NurseWest work on the concept that PRESENTING YOU FOR A POSITION SUGGESTS THAT YOU ARE INTENDING TO ACCEPT THIS SHOULD YOU BE OFFERED THE POSITION. Facilities will advise NurseWest via the CASCOM system that they have selected you for the position – whereby you will be advised of your success in obtaining that particular contract. WA Health deem a non-acceptance at this point as a contract cancellation; penalties may apply should this occur, so be very careful in ensuring that you are able to meet this commitment and that you have all the information you require in making an informed decision to be presented for the position.

Contract Negotiations:

HenderCare will provide CQ Nurse with current NurseWest vacancies that are required to be filled and these will be uploaded onto the CQ Nurse Jobs Board.

NurseWest tend to stick to their rules and processes, and this can sometimes make the process very drawn out. Feel free to check in with HenderCare as to where your contract negotiations are up to. You can assist the process by meeting their requirements in a timely manner, so that they can submit what needs to be submitted.

NurseWest have their own version of a contract. Once a facility has advised that they are keen on contracting a Nurse, they send HenderCare through a Notice of Acceptance (NOA).

Air travel within WA is booked and paid for by NurseWest. Contracts may vary, though NurseWest usually pay for your travel from Perth to the facility and back again.

HenderCare and CQ Nurse are unable to assist with any further travel on top of what NurseWest is offering. Therefore if you are travelling from interstate or over the ditch, then you need to account for these costs when deciding on work in WA.

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The WA Process in a Nutshell...

1. As soon as you mention WA, CQ Nurse will provide you with a run down over the phone about our partnership with HenderCare and ask your permission to supply HenderCare with your personal information once we have collected it from you;
2. CQ Nurse will send you a confirmation and referral e-mail that you will need to respond to as written consent for CQ Nurse to pass your personal information on to HenderCare;
3. The Executive Support Team will email you with any outstanding paperwork that may still be required of you as part of your referral to HenderCare (ie Mandatory Training requirements);
4. CQ Nurse will send all of your completed paperwork through to HenderCare for them to process;
5. HenderCare will send you a CasCom form to complete and return to them, as well as any other outstanding paperwork that they may require (TFN Declaration, Superannuation form, etc.);
6. Once HenderCare have your completed CasCom form, they will lodge your information to the NurseWest CasCom system and wait for you to then become active on this system (don't sweat it if it takes a couple of weeks – HenderCare are following this up for you already);
7. Contract negotiations occur – you are offered a contract and it is deemed you have already accepted this;
8. NurseWest issue an NOA to HenderCare;
9. Air travel within WA will be booked through NurseWest;
10. On your way to your first contract in WA, HenderCare will arrange to meet you in Perth for a HenderCare induction, uniform fitting and ID card;
11. You begin your contract for WA Health as a direct employee to HenderCare!! This means you will need to complete HenderCare timesheets and submit them to HenderCare as per their requirements;
12. CQ Nurse have no jurisdiction in WA – if you have any problems on contract, you will need to discuss this with HenderCare directly who can work with you to sort these out.

As is always the case, we love to hear from you and all about your experiences – don't forget to drop us a line and let us know how much you are enjoying the Wild West, and when you have missed us enough to roam back this way... Enjoy...