

Reporting of Visiting Medical Officers (Sessional workers)

Do I report Visiting Medical Officers (VMOs)?

Yes, please report if you employed and paid a VMO for sessional work in the final full pay period of June.

Do not report if they are a contractor. If the VMO is not on your payroll system they are likely to a contractor.

Advice for specific data fields

FTE

If data for the hours worked in the pay fortnight is unavailable, the FTE should be a best estimate of hours worked e.g.

$$FTE\ estimate = \frac{Hours\ worked}{Std\ full\ time\ hours}$$

Hours worked = if unknown, a single session time for reporting purposes is likely to be half a day (e.g. 3.5 hours) that can be multiplied up, if more than one session was worked. However, please use whatever information you have available to provide a reasonable estimate.

Standard full time hours = the standard hours worked by a typical full time medical officer in a fortnight (e.g. 2 x 38 hour week or 2 x 40 hour week)

Annual Base Salary

Only required for ongoing VMOs or VMOs on fixed term contracts i.e. employed to perform VMO services during a set term.

If an Annual Base Salary (see data specification) cannot be easily established from their contract / terms of employment, please annualise their rate of pay for the sessions worked e.g.

$$Annual\ base\ salary\ estimate = \left(\frac{Gross\ wage}{Hours\ worked} \right) \times Std\ full\ time\ hours \times 26$$

Gross wage = gross wage component of employee remuneration in pay fortnight

Hours worked = if unknown, a single session time for reporting purposes is likely to be half a day (e.g. 3.5 hours) that can be multiplied up, if more than one session was worked. However, please use whatever information you have available to provide a reasonable estimate.

Standard full time hours = the standard hours worked by a typical full time medical officer in a fortnight (e.g. 2 x 38 hour week or 2 x 40 hour week)

Hours worked

Only for VMOs employed on a casual basis.

If unknown, a single session time for reporting purposes is likely to be half a day (e.g. 3.5 hours) that can be multiplied up, if more than one session was worked. However, please use whatever information you have available to provide a reasonable estimate.

Wage

Only for VMOs employed on a purely casual basis.

Gross wage component of employee remuneration in pay fortnight.