



International Recruitment Subsidy Policy & Process Northland Primary Care Workforce Programme

Background & Purpose

International recruitment agency costs are significant and can be prohibitive to some general practices and Māori providers recruiting GPs. This DHB subsidy seeks to address the issue of recruitment costs related to the appointment of GPs in general practice and Māori Health Providers for the period 1 April 2021 to 30 June 2022. The subsidy offers the provision of a one-off payment of up to \$50k per appointment to subsidise the actual costs incurred for recruiting from international sources. The pool for this subsidy would be capped at \$1,000,000.00, with \$500,000.00 initially set aside for Urban and Rural practices respectively.

It is acknowledged that domestic recruitment of GPs would be preferable; however the market for such employees is extremely small at present. This initiative seeks to urgently address shortages of GPs within Northland's primary care workforce, whilst other workforce initiatives under this programme and the Mahitahi Hauora workforce programme will look at building medium-long term sustainable options for NZ-trained, local General Practitioners.

Eligibility

Criteria for the subsidy include the following:

- Costs relating to the recruitment of tenured international candidates, including agency fees, local registration/certification, and immigration/managed isolation and quarantine (MIQ) costs.
- Subsidy not available for salary/wages or other remuneration for recruited GP.
- Reasonable costs for travel will be considered on a case-by-case basis if this must form part of the package on offer to candidate.
- Employment must be confirmed or commence within the period of 1 April 2021 to 30 June 2022. Retroactive subsidies will be considered from 1 July 2020 if criteria can demonstrably be met.
- FTE of ≥ 0.6 per candidate with prorated payment if below this. (FTE using standard of 40 hours per week in a Northland clinical setting).
- Minimum contract times of 6 months - 2 years. Scaled eligibility depending on length of tenure.
- Entities applying for the subsidy must have a Northland-based practice, with recruited GPs also required to practice in Northland.
- Applies for the recruitment of General Practitioners from international sources only
- Applications will be accepted from 20 September 2021 until 30 June 2022 (or earlier if funding is exhausted)
- No payment is provided until evidence is received of the costs incurred and paid by the practice (e.g. copy of invoice and payment/receipt). This will be an audit requirement.
- Fees charged may not be excessive when compared to those charged by other recruiters. Reasonable fees only will be considered at the discretion of the NDHB).



Application process

In order to prevent extraneous market activity, details of the subsidy should be held confidential from recruiters, agencies or any other interested parties.

Please complete application form on page three below and submit to email address pcworkforce@northlanddhb.org.nz . A link will then be sent for you to upload supporting documents (this is to ensure all documents are received correctly, as large files attached to emails may present challenges for sending and receiving). A checklist for supporting document has been included in this document as an appendix.

Approval process

The application will be reviewed by representatives of the programme Coordination Group and outcome communicated back to the applicant. Payment of approved subsidies will be made no later than four weeks from approval. Once subsidy amount and eligibility is confirmed an invoice must be supplied for the total amount in order to authorise payment. More information may be required if the qualifying practice is not already within the DHB payment system.

Other conditions

- Practices that qualify and receive the subsidy may be subject to a spot-check to ensure recruit is still employed in Northland within the tenure stated on their application.
- A practice may be required to repay a portion of the subsidy back if the recruit has not completed their tenure.
- The Northland District Health Board may approve, decline or limit a request for the subsidy at its absolute discretion.

Privacy

The Northland District Health Board will receive, review and store documents supplied for the purposes of confirming eligibility for the subsidy only. Employment information will not be used for other purposes or advanced to external parties. Documents will be stored securely (digitally) for a period of seven years per internal policy relating to record-keeping.

Applying practices are advised to ensure their employee (prospective or current) is aware this information will be passed on to the DHB for the purposes outlined above. The Northland District Health Board will take all care in matters relating to privacy, but will not be held liable for matters relating to sharing of employee information in the event of a dispute.

Contact

Shaun Curtis, Programme Manager – Primary Care Workforce
Health Integration Team, Northland District Health Board

021-372517 pcworkforce@northlanddhb.org.nz



Application - International Recruitment Subsidy

Primary Care Workforce Programme - Northland District Health Board

Name of Practice:

Urban or Rural: **Urban** / **Rural**

Full name of GP being recruited:

Tenure of contract:

FTE for new recruit:

Expense types sought for subsidy:	Agency fees	\$
<i>(Please circle all that apply and indicate costs next to each. Evidence will need to be supplied later.)</i>	MIQ costs	\$
	Insurance	\$
	Registration	\$
	Other:	\$

If 'Other' please state details:

Total Expenses (\$) sought for subsidy:

Total current practice GP Headcount:

Total current practice GP FTE (in Northland clinical setting):

Have you previously applied for this subsidy? **Yes** / **No**
(For this recruit or other)

I/we confirm that all details provided are true and correct, and that I/we are authorised to apply for this subsidy on behalf of my/our practice. I/we have read the policy relating to eligibility and conditions of the subsidy, and confirm that the candidate will work the full duration of tenure indicated in a Northland-based primary care clinical setting. I/we understand we may be subject to routine checks in the future to confirm the GP recruited is still employed within a Northland clinical setting during the indicated tenure of contract. In the event of early termination or release of the recruit I/we may be required to pay back all or some of the subsidy received. I/We acknowledge that the Northland District Health Board will retain documents supplied as indicated in the policy and process document. I/we also acknowledge it is our responsibility to advise the employee we are sharing this information with the DHB for the purposes of receiving the subsidy, and if not covered in the relevant employee contract we should seek appropriate written confirmation or waiver from said employee.

I/We confirm that all expenses are direct costs to our practice, and are not covered by grants, claims, subsidies, rebates or other reimbursements elsewhere. I/we acknowledge the Northland District Health Board may approve or decline an application for this subsidy at its absolute discretion.

Name (written) of authorised individual:

Signature:

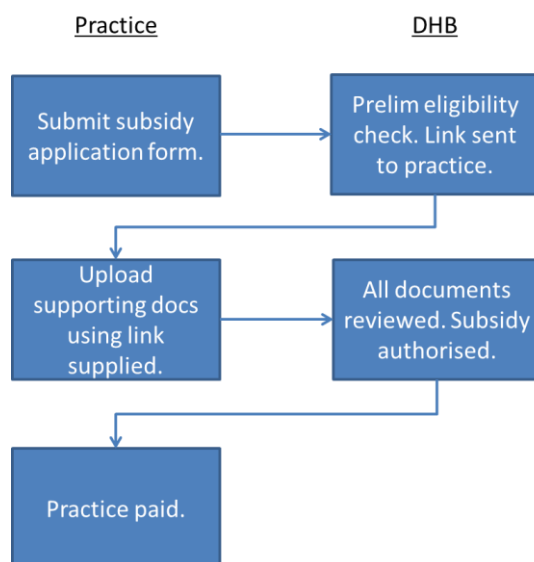
Date:



Appendix - Checklist

Checklist – supporting documents (not all may apply).
To be uploaded to link supplied **following** submission of application form.

- Employee contract (signed)
- Invoice and receipt for MIQ costs
- Invoice and receipt for employment agency fees
- Invoice and receipt for local registration/certification (MCNZ)
- Invoice to NDHB from your practice for total subsidy amount as indicated in correspondence
- Other (please indicate in writing below):



Date: 13 Sep 2021

Author: Shaun Curtis

Version number: 0.4

Reviewed by: Andrew Mardon

Owner: John Wansbone

Steering Group approval date:

Coordination Group approval date:

Policy valid until: Replaced by updated version, exhaustion of available funding, or 30 June 2022

Review date: 30 June 2022