

RMO Transfers - Frequently asked questions

I am changing clinical attachments – what should I do?

When you are changing hospital or clinical attachment, you no longer need to resign. You will transfer. However, in the interim while we sort out the final process, we have put the following process in place:

- If you are changing hospitals within the Auckland metro or Wellington/Hutt Valley districts you don't need to do anything – we know you are staying within that district and what your next attachment is.
- If you are changing hospitals within your region or leaving Auckland metro/Wellington/Hutt Valley districts your RMO unit will give you a transfer form to complete (a copy is attached).
- If you are resigning and moving out of public health, please see your RMO unit with regards to the process for resignation.

With the timing of the transition to Te Whatu Ora, a number of you have resigned prior to 1 July, even though you are staying employed with Te Whatu Ora post 1 July and therefore are not resigning.

However, given the timing, ordinarily you would have transferred and had the option of either transferring your leave balances or having your leave paid out. Therefore, in this instance we will be in touch by 12 August to confirm if you wish to have your leave paid out (or a portion of leave paid out) even though you are not technically resigning, otherwise we will transfer the leave balances to the new District as our goal is to enable you to take leave.

Do I need to give notice to transfer?

If you are transferring to another District there is no requirement to provide notice of the intention to transfer, however we do need to make some provision to ensure that transfers occur that both enable you to complete your training and to ensure safe patient care. We would ask you to continue working in your current role for up to 3 months and will work on implementing the transfer in the shortest timeframe possible. You will be asked to complete a Transfer Form and submit it to your current District confirming the date you wish to transfer.

I am a GPEP trainee – do I still resign?

Yes, you will be employed by the College of GPs so you will need to resign your employment with Te Whatu Ora.

What happens if I want to change union membership?

You will keep your current terms and conditions until 60 days prior to expiry of the MECA. Terms should not be varied prior to this and need to ensure a consistent approach nationally.

NB: You are free to resign from union membership and negotiate an IEA (Individual employment agreement) at any time.

Will I have any changes to my expected attachments?

No, the attachments planned for the rest of the year are unchanged unless your RMO unit has discussed a change with you, or you have requested a change which has been approved.

Leave

What information is transferred between districts?

If you are moving between Districts as an internal transfer, then your leave and other entitlements will move with you. The information and entitlements that will move are:

1. Outstanding leave balances
2. Sick leave balances, number of days paid
3. Statutory days in Lieu balance
4. History of leave cash ups, amounts and hours paid
5. Time in Lieu (TIL or TOIL)
6. Any parental leave details
7. All ACC details
8. Leave Without Pay history
9. Leave anniversaries, taken and earned history for all leave types above
10. Any other leave types that the employee is entitled to and has an outstanding balance
11. Any future approved leave of all types
12. Details of any bond against employment (e.g., relocation, visa etc)
13. Salary increase anniversary date
14. Base demographic data
15. A copy of the personnel file with the last 6 years of information and any sensitive employee information material provided in accordance with the sensitive employee information protocol (under development). For RMOs we will implement electronic files, however in the meantime we will set up secure personal information transfer arrangements alongside STONZ and NZRDA.

For your transfer in July or August 2022, the RMO unit will provide you with a Certificate of Service which contains all your relevant leave information.

Can I still apply for leave?

Yes, please continue to apply for leave including sick leave and annual leave as per the normal process.

I would like some information on my leave balances – who do I contact?

Please touch base with your local RMO unit, they will have access to your current balances or will be able to show you how you can access these electronically.

Who do I speak to?

I have a query about my leave, roster or pay – who do I speak to?

Please continue to liaise with your local RMO unit or raise with your union.

I have a query about my terms and conditions, entitlements, and reimbursement of expenses when I transfer to my new run allocation – what do I do?

Please raise this query with the RMO unit at the District you are transferring to or your union. In line with current custom and practice, the District you are transferring to will be responsible for reimbursement of transfer expenses where you are eligible to claim these.

I have a query about my training – do I still speak to my supervisor or my college?

Yes, there are no changes to how your training programme is run or who you are supervised by.

RMO Resignation Form / RMO Transfer Form

Please submit completed form to RMO Support Unit

Last Name / Preferred Last Name:		First Name / Preferred First Name:	
Position: (please circle)	HO / SHO / Reg / Fellow	Employee #:	MCNZ #:
Tick the option that applies for why you are leaving your current District	<input type="checkbox"/>	I am resigning my employment with Te Whatu Ora – Health New Zealand (HNZ)	Any leave you have owing will be paid out as part of your final pay
	<input type="checkbox"/>	I am transferring to another District within HNZ	Any leave you have owing will be transferred to your new District
Tick this option if staying in your current District	<input type="checkbox"/>	I have been appointed to a SMO / MOSS / Fellow position in my current District	Any leave you have owing will be transferred to your new position
Specialty: (please detail)			
Current District: (please detail)		New District (where transferring within HNZ)	
Contact Details	Mobile:		Email:
Forwarding address:			
Last day of work	____/____/____	Today's date	____/____/____
Note: Resignations require 3 months' notice as per clause 47 STONZ MECA / Clause 45 NZRDA MECA / Individual Employment Agreement)			
Reason for Resignation (Please tick appropriate box)			
<input type="checkbox"/>	Completed training with no SMO position to go to.	<input type="checkbox"/>	To accept an RMO position with GPEP Training Scheme in New Zealand.
<input type="checkbox"/>	To accept a SMO position overseas. Country: <i>Tick one of the following:</i> I intend to return to NZ <input type="checkbox"/> I do not intend to return to NZ <input type="checkbox"/>	<input type="checkbox"/>	Tertiary Study (<i>Tick which</i>): NZ <input type="checkbox"/> Overseas <input type="checkbox"/> If overseas detail Country:
<input type="checkbox"/>	To accept an RMO position overseas with the intention of returning to New Zealand to practice medicine. Country:	<input type="checkbox"/>	To pursue a career outside of medicine. New career:
<input type="checkbox"/>	To accept an RMO position overseas with no intention of returning to New Zealand to practice medicine. Country:	<input type="checkbox"/>	To Travel or Locum (<i>Tick which</i>): Travel <input type="checkbox"/> Locum <input type="checkbox"/>
<input type="checkbox"/>	To accept an RMO position in your current District outside of Health New Zealand employment (e.g. Private Practice).	<input type="checkbox"/>	Other Personal Reasons that are not related to work. Additional comments:
Reason for Transfer (Please tick appropriate box)			
<input type="checkbox"/>	To transfer to an RMO position elsewhere in New Zealand because of a College rotation process. New District:	<input type="checkbox"/>	To transfer to an RMO position elsewhere in New Zealand independent of a College rotation process. New District:
<input type="checkbox"/>	To take up a SMO position in your current District.	<input type="checkbox"/>	To take up a Fellow or MOSS Position (<i>Tick which</i>): Fellow <input type="checkbox"/> Moss <input type="checkbox"/>
<input type="checkbox"/>	To take up a SMO position elsewhere in New Zealand. New District:	<input type="checkbox"/>	New District:

Please remember to return all property and equipment issued at your current District

RMO Signature:.....

Date:.....

For RMO Support/Payroll Use Only	