



# In-Charge Allowance

**Know  
YOUR  
Rights!**



It's time to exercise your rights under Clause 12 of the *Public Health System Nurses' and Midwives' (State) Award*.

The in-charge allowance is a payment set out in the Award in addition to your hourly rate of pay in recognition of the extra responsibility of being in-charge. It can only be paid for a full shift. There are strict rules on when this allowance applies, so below are the different ways in which you can be in-charge and how they apply:



## When do I get the in-charge of a ward allowance?

This allowance is payable to an RN when designated to be in-charge of a ward on any shift in the absence of the NUM.



## What if the NUM is rostered on but is busy and not on the ward?

You should receive the in-charge allowance if the NUM is rostered on duty but the

clinical day to day management of the unit is delegated to you (the RN). You need to have been designated the responsibility for the clinical management of the ward. If the NUM is on duty but not available for day to day clinical management and may not have delegated this responsibility to anyone (such as a Team Leader), staff should clarify with the NUM who carries that responsibility.

See Clause 12(v) of the Award. This is supported by a decision of the Industrial Relations Commission of New South Wales. If in doubt, call the Association for clarification.



## When do I get paid the in-charge of hospital allowance?

You can be designated to be in-charge of a hospital with less than 100 beds on any shift in the absence of a senior nurse.

In hospitals with more than 100 beds, you can be designated to be in-charge on evening and night shifts on Monday to Friday and/or on weekends. It is only payable to grades of CNS2 and lower.

See Clauses 12 (i) and 12 (ix) of the Award for further details.



## I work in a smaller facility and we do not have NUM. What allowance am I entitled to when I am in-charge? Can I be in-charge of both the ward and the hospital?

Yes, there is a separate allowance for these circumstances. In hospitals with less than 100 beds, where there is no NUM but the NM undertakes the duties usually performed by a NUM, an RN can be designated to be in-charge of the hospital **and** of a ward.

See clause 12 (vi) for further details.

**If you have any concerns that you are not getting paid your Award entitlements in relation to the in-charge allowance, contact the Association for advice on 1300 367 962**

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OF THE NSWNMA?**

[www.nswnma.asn.au](http://www.nswnma.asn.au)

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**Join us today and together, we can make our future stronger.**

Authorised by S. Candish, General Secretary, NSWNMA | August 2022 | 1.3

