



NEWSLETTER

December 2015

EDITOR'S NOTE

The end of 2015 has reached us. What a wonderful year full of new ventures and memorable moments. Thank you to each one of you for making it a memorable and successful year for MHR. I trust that you will continue to be a positive influence on those around you. Enjoy the festive season with your loved ones and for those of you going on leave, have a well-deserved rest and drive safely. Be the shining light of your profession for the sick and needy.

- Alina van der Merwe

NURSES AND ADMIN DAY

Nurses Day (May) and Admin Day (September) were celebrated in high spirit among MHR employees and our clients. MHR would like to thank you once again for your loyal support and hard work in assisting us to live out our slogan TRUSTED SOURCE FOR TALENT. We salute you.

PROFESSIONAL COUNCIL LICENCES

The due date for payment of SANC fees for 2016 is 29 February 2016, please read the extract from SANC circular below.

ANNUAL FEES FOR 2016

The South African Nursing Council is implementing a new information technology system to further improve the efficiency and effectiveness of its service delivery. As a result SANC resolved to use this new system to issue the 2016 Annual Practicing Certificates. The launch of the new system was on 1 December 2015 and influenced the payment period for the 2016 Annual Fees. SANC kindly request practitioners to pay the fees for the Annual Practicing Certificates between the dates of 1 December 2015 and 29 February 2016.

SANC apologises for the delayed communication and the inconvenience caused, however, with the new system being introduced stakeholders will experience major benefits at many levels of service delivery which will be embedded in this new system.

SANC requests all employers to honour this extension period of renewing the Annual Practicing Certificates and not to penalise practitioners before 29 February

2016. Practitioners are advised that the 2016 fees and fines payable for the year 2016 will be published in the Government Gazette as well as on the South African Nursing Council **website** in due course. Please note that the 2016 Annual Fees remains the same as for year 2015.

Registered Nurses and Midwives	R550.00
Enrolled Nurses and Midwives	R340.00
Enrolled Auxiliaries	R230.00

We would like to request all nursing staff working through MHR, to please send us your renewed 2016 license prior to 29 February 2016 to prevent temporary suspension on our system as from 1 March 2016.

Renewed licenses can be send to us via email or fax to your regional MHR office or a copy can be handed in at your MHR Coordinator at hospital level.

Western Cape

Email: brendan.myburgh@mhr.co.za

Fax: 021 943 6229

Central

Email: valerie.nel@mhr.co.za

Fax: 051 411 2596

Northern

Email: mhrnorthapplications@mediclinic.co.za

Fax: 086 206 5730

Tshwane

Email: Natalie.samuels@mhr.co.za

Fax: 086 673 2164



CONTACT NUMBERS

HEAD OFFICE T 021 943 6200
WESTERN CAPE T 021 929 4350
NORTHERN T 012 440 7688

TSHWANE T 012 440 7688
FREE STATE T 051 411 4111
GEORGE T 044 803 2380/1

PIETERMARITZBURG T 033 342 9279
NELSPRUIT T 013 741 4440

NATIONAL AFTER-HOURS CALL CENTRE 021 943 6262

Panel members are requested to contact the MHR Call Centre if they need to cancel their shift after 16:00. Please refrain from contacting the client. All other calls, e.g. pay queries, change of details, must be directed to your local MHR branch office during office hours.

Call Centre operating hours

Monday to Friday:

04:00 – 08:00, 16:00 – 22:00

Saturday, Sunday and Public Holidays:

04:00 – 22:00

The MHR Call Centre sends updates on available shifts via SMS and request the panel members to please reply if they are available to work.

PANEL MEMBER UNIFORM

MHR changed from navy to graphite (grey) uniforms during 2015 and all panel members are requested to adhere to our uniform policy and ensure that they are dressed accordingly when they arrive for work and wear their name badges.

The panel members working at Mediclinic will only be able to wear their navy uniforms until September 2016, thereafter they need to wear the graphite (grey) colour uniform.

Subsidised uniforms are available at our offices (on order) for all nursing-, care workers and admin panel members.

SALARY DEDUCTIONS

Uniform, indemnity and training fees may only be paid by method of salary deduction. An 'Authority for Salary Deduction' form is available at branch level and must be completed for future payments in this regard. The amount owed will be loaded as a balance on the system and deductions will take place as earnings are captured. Uniforms will only be ordered once the full amount owed is deducted. However indemnity cover is with immediate effect, but will lapse, if not fully paid within three months

MALPRACTICE INSURANCE COVER

Annual indemnity insurance is compulsory for all medical professional staff. Please ensure that your regional MHR office has proof of your paid up indemnity insurance as soon as possible. Permanent Mediclinic employees do not need additional indemnity insurance cover, unless they work at non-Mediclinic hospitals.

Remember

Renewal date for Wills is 31 March 2016.

Affordable indemnity cover is available through Willis and can be deducted from your salary. Please contact your regional MHR branch should you be interested. Automatic annual renewal, for those who have opted that option, deduction will take place during March 2016.

INJURY ON DUTY

Panel members are requested to immediately report an injury on duty to their line manager. You must complete the Near Miss/Adverse Event Report and receive the necessary medical attention. The client will ensure that all WCA documents are completed either via their local INCON clinic or emergency centre. It still remains the responsibility of the panel member to notify MHR about the injury, to ensure correct registration of injury via INCON and the WCA commissioner.

WORKFORCE MANAGEMENT

All the Mediclinic clients have implemented the Workforce management system (WFM) in their hospitals. You should have received an SMS, requesting you to please enrol yourself at the clients' WFM system.

The Mediclinic Workforce management system is a time and attendance system which replaces the MHR registers. You will scan your finger to clock in and out. Those registers will then be approved by the client (electronically) and send to MHR for payment processing.

MHR will continue to pay daily and weekly. Your preferred method will be loaded, based on your pay history profile. Any payment amendments must be done by contacting the nearest MHR branch before 10:00. Remember, if you request daily banking you need to pay a banking fee of R15.00.

Please ensure that you scan in and out at the beginning and end of each shift and ensure that you add the correct department on the clocking machine. If you do not clock in, you will not get paid.

If you have not received payment for a shift worked and you have clocked in and out, please contact your nearest MHR office so that the outstanding payment can be followed up.

Shifts less than 30 minutes in total will not be paid by the client, unless it is a late cancellation leading to arrival on duty, then the client will indicate on the register that a late cancellation fee must be paid.

SPLIT SHIFTS

Due to operational purposes a client may request you to work split shifts, e.g. from 15:00 to 22:00 (the shift consists of day and night hours).

These types of shifts will be remunerated as follows:

SHIFT EXAMPLE	HOW TO PAY
19:00 - 24:00 (Saturday Night)	Night Tariff
19:00 - 24:00 (Sunday Night)	Saturday Night Tariff
06:30 - 18:30	0.5 Hours Night Tariff
	11.5 Hours Day Tariff
18:30 - 06:30	0.5 Hours Day Tariff
	11.5 Hours Night Tariff
19:00 - 24:00 (Night before Public Holiday)	Night Tariff
19:00 - 24:00 (Night of Public Holiday)	Public Holiday Night Tariff
01:00 - 07:00 (Night of Public Holiday)	Public Holiday Night Tariff
01:00 - 07:00 (Night before Public Holiday)	Night Tariff

A shift starting on 25 December at 16:00 and ends at 23:00 on 25 December you will be remunerated as follows:

Three hours Public Holiday Day Tariff (16:00 - 19:00)
Three hours Public Holiday Night Tariff (19:00 - 23:00)

LEAVE PAY OUT

Panel members have the following two leave options at MHR:

Option A

Your tariff to be paid will be an all-inclusive tariff per hour (MHR pay an additional amount, included in the tariff, to compensate for annual leave)

Option B

Your tariff will exclude your leave compensation.

You will receive a lower tariff and the leave component will be administered by MHR. You will have to apply for leave benefits and MHR will do a calculation of what was accrued before payment of benefit will occur. Leave payment is taxable. Leave can only be paid out for amounts exceeding R300.

PAY DATES FOR DECEMBER AND JANUARY

Due to public holidays in December and January payments will take place as follows:

WEEK OF 14 DECEMBER	
Weekly run	
Action date	17/12/2015
In bank	19/12/2015
WEEK OF 21 DECEMBER	
Weekly run	
Action date	23/12/2015
In bank	24/12/2015
Daily run	
Action date	24/12/2015
In bank	28/12/2015
WEEK OF 28 DECEMBER	
Weekly run	
Action date	30/12/2015
In bank	02/01/2016
Daily run	
Action date	31/12/2015
In bank	31/12/2015

MHR ENQUIRIES

Please familiarise yourself with the contact details for any payment-related and other enquiries (update of personal details, training etc.) below:

Western Cape: 021 943 6200
Central: 051 411 4111
Northern and Tshwane: 012 440 7688
Lowveld: 013 741 4440

