

## Service Agreement

### Practice Nurse Clinical Editor ACT & SNSW HealthPathways

**Commencement date:** On execution of agreement  
**Expiry date:** 30 June 2022

<b>Business entity</b>	COORDINARE Ltd	
<b>ABN</b>	27 603 799 088	
<b>Business address</b>	PO Box 325 Fairy Meadow NSW 2519	
<b>Phone</b>	1300 069 002	
<b>Designated contract manager</b>	Philippa Gately	
<b>Position</b>	Manager, Systems and Service Integration Southern NSW	
<b>Email</b>	pgately@coordinare.org.au	

### Practice Nurse Clinical Editor – ACT & SNSW HealthPathways

#### Services Required – Practice Nurse Clinical Editor (the Contractor):

The Contractor is required to:

- Work under the direction of the HealthPathways Program Manager/coordinator to localise and develop priority pathways as allocated according to the defined standard, processes and schedule of the project
- Work in partnership with Clinical Leads, GP Clinical Editors Subject Matter Experts and other members of the project team to ensure clinical accuracy of pathways
- In collaboration with other members of the HealthPathways Project Team, gather the required information, particularly the clinical information on how assessment, management and referrals are performed locally.
- Provide the information to Streamliners New Zealand for editing the layout in the HealthPathways Style
- Review the draft pathways produced by Streamliners New Zealand for accuracy and completeness.
- Obtain additional reviews and comments from the Subject Matter Expert(s) and Clinicians as required to finalise the Pathway.
- Participate in and present at education forums to facilitate HealthPathways familiarisation and uptake of users

#### Amount of Funding and Funding Terms:

The Practice Nurse Clinical Editor has agreed to provide Clinical Editing services as described for a maximum of 4 hours per week to be managed and balanced over a four week period.

The total amount of funding to be received will be \$83.00 per hour for a maximum of 16 hours per four week period. Travel reimbursement for attending meetings may also be chargeable if pre-approved.

This amount **does not** include Goods and Services tax (GST).

Payment will be made based on receipt of a correctly rendered tax invoice emailed to [ascroope@coordinare.org.au](mailto:ascroope@coordinare.org.au) and will be paid by direct deposit within 14 days of receipt.



T: 1300 069 002

E: [info@coordinare.org.au](mailto:info@coordinare.org.au)

W: [www.coordinare.org.au](http://www.coordinare.org.au)

#### OFFICES:

##### WOLLONGONG

Ground Floor, The Central  
Innovation Campus, Squires Way  
North Wollongong NSW 2500

##### NOWRA

107 Scenic Drive  
Nowra  
NSW 2541

##### MORUYA

41 Queen St  
Moruya  
NSW 2537

##### QUEANBEYAN

Suite 110, Riverside Plaza  
131 Monaro Street  
Queanbeyan NSW 2620

**POSTAL ADDRESS:** PO Box 325, Fairy Meadow, NSW 2519

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**Contractor's Obligations:**

1. The Contractor will perform the services required in this contract.
2. The Contractor must maintain currency of registration (Registered Nurse or Nurse Practitioner) with the Australian Practitioner Regulation Agency (registered without conditions) practicing in Primary Health Care.
3. The Contractor must effect and maintain for the period of this Agreement all insurance coverage required by law, and AHPRA (Australian Health Practitioner Regulation Agency), including professional indemnity insurance with cover of not less than \$20 million in respect of each claim with an insurer reasonably acceptable to COORDINARE and produce evidence of that insurance cover as required by COORDINARE. The Contractor must ensure that this insurance covers the contracted services as outlined in this contract.
4. The contractor will complete a declaration of interests at the commencement of the contract and as required by COORDINARE. The contractor warrants that they have no conflicts of interest at the commencement of the contract and will advise COORDINARE if any actual or potential conflicts of interest occur.
5. The contractor must provide at least 2 weeks written notice of any periods of absence from the role of Practice Nurse Clinical Editor.
6. The contractor must provide evidence via monthly invoices that a minimum of 75% of contracted hours have been delivered, unless previously agreed in writing.

**Right of Termination:**

This Agreement may be terminated by mutual consent in writing of the parties or by COORDINARE if the Contractor is in breach of the Contractor's obligations under this contract.

Inability to deliver 75% of contracted hours over an 8 week period without prior arrangement may result in a contract review.

**Right of Extension:**

This Agreement may be renegotiated and extended for a further 12 months by COORDINARE (funding dependent) and based on the agreement of both parties.

**Withholding or Adjusting Funds:**

COORDINARE may withhold, adjust or recover funding, in its absolute discretion, if the Contractor withdraws from the project or is in breach of obligations under this contract.

Executed by **COORDINARE Ltd**

Executed by **Contractor**

\_\_\_\_\_  
Signature of CEO

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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