

**Addendum to the National Accreditation Handbook  
(to replace existing Section 13 on page 73 – 76)**

**RECOMMENDATIONS FOR THE REMUNERATION OF  
BREASTSCREEN AUSTRALIA SITE VISITORS  
as at December 2010**

1. **Payments for Site Visits:** It is recommended that Programs/Services confirm prior to the Site Visit whether a Site Visitor is eligible for reimbursement for Site Visits. If a Site Visitor is a full-time employee (or FTE) of BreastScreen or other Government agency and is participating in the Site Visit while receiving salary or wages from their employer, it is unlikely they will be eligible to receive remuneration. If a Site Visitor is not a full-time employee (or FTE) of BreastScreen or other Government agency, then it is likely they will be eligible to receive remuneration. The Program/Service should negotiate the terms of remuneration directly with the Site Visitor, by asking whether they believe they are eligible to receive remuneration.
  
2. **That Site Visitors be paid according to** the Remuneration Tribunal's Determinations as Tier 1 or Category 1, as follows, and as amended by the Remuneration Tribunal from time to time:
  - Eligible Non-Clinical Site Visitors (e.g. Consumers, Radiographers, Nurse/Counsellors) will be paid according to the Remuneration Tribunal Determination 2009/14: section B1 page 15 - currently a daily rate of \$641 (members) and \$847 (chair).
  - Eligible Clinical Site Visitors (e.g. Surgeons, Radiologists) will be paid according to the Remuneration Tribunal Determination 2009/14: Table A1A page 8; Professional Services Review – Committees\* - currently a daily rate of \$1,097 (members) and \$1,235 (chair).
  - The full daily rate should be paid for any Site Visit lasting more than three hours, while a half day rate should be paid for any Site Visit lasting three hours or less.
  
3. **Honorarium for preparation time and completion of site visit report:** That all site visitors be paid an honorarium of the equivalent of one day's fee as per Remuneration Tribunal Determination 2009/14: section B1 page 16 - currently \$641 (member) and \$847 (chair) to cover time spent preparing for a Site Visit including pre-visit reading, teleconference and completion of the site visit report\*\*
  
4. **Daily allowance:** That all site visitors will be eligible to be paid a daily allowance according to the Remuneration Tribunal Determination 2009/10: Table A2.A page 6\*\*\* (currently \$155) for overnight absences, to cover meals and

incidentals. The Program/Service undergoing the Site Visit will cover the cost of taxis, parking and transfers directly.

5. **Accommodation:** If accommodation is not covered directly by the Program/Service, that all site visitors be paid a travelling allowance to cover the costs of accommodation according to Table A1.A; Remuneration Tribunal Determination 2009/10: pages 3-6.\*\*\*
6. **Airfares:** That a fully flexible airfare be booked for all site visitors.

It is recommended that remuneration of BreastScreen Australia Site Visitors be kept in line with the Remuneration Tribunal Determinations as amended from time to time.

Figures within this document were taken from:

[Remuneration Tribunal Determination 2010/11: Remuneration and Allowances for Holders of Part-time Public Office](#)

[Remuneration Tribunal Determination 2010/08: Official Travel by Office Holders](#)

\* Clinical Site Visitors have been considered to be equivalent to those on the Professional Services Review Committees.

\*\* It is recommended that data auditors are considered as 'Site Visitors' and eligible for the same allowances.

\*\*\* Site Visitors are considered Tier 1.