

Hospital Scientific Officer Salary Review Application

Complete this form when seeking or recommending salary increases associated with the APEX Scientific Officer Collective Agreement. Where possible, performance reviews should be completed prior to the salary recommendation being submitted and details for this application should be based on the dimensions detailed below.

Instructions:

1. The salary review application process must be in compliance with clause 5.2.3, "Progression to step 6 and beyond" of the current CDHB and APEX Hospital Scientific Officer Collective Agreement, and this should be referred to as part of this application process.
2. Please document the details of your performance/achievements that you consider support your application and attach to this form. Details of relevant performance/achievements from periods earlier than the current review period may be included.
3. Forward your completed application to your Day to Day Supervisor by xxxxx.

A. Applicant Details

Employee Name: Position:

Department/Cluster/Service: Cost Centre:

Current Base Salary & Step: \$ FTE:

Date of last performance based salary increase

B. Dimensions:

These are used as guidelines for the type of activities that may be taken into consideration when assessing an application and do not all need to be achieved or undertaken in order for an application to be approved.

- Technical/Scientific Research
 - Teaching and training
 - Mentoring and team building
 - Disseminating information e.g. case presentations
 - Test development
 - Operationalise new tests
 - Translational/operational interpretation
 - Oversight of quality, QAP, Test Manager and costings for applicable tests
- Strategic service planning- shaping the service
- New opportunities developed/contributed to
- Developed/contributed to revenue growth
- Publications, presentations, promotions
- Client and clinician interactions
 - Network development
 - Collaborative relationship

- o Expert knowledge activities- MDMs, other interactions e.g. formal and informal clinical meetings
- Upgrading and refinement of existing analytical procedures
 - o Introducing improved analytical techniques and processes
- Research activities
- Alignment to/with the priorities of the service
- Other relevant activities and accomplishments

C. Recommendations

Day to Day Supervisor to complete:

- Would you recommend approving this application taking into consideration
 - o Employee performance
 - o Level of expertise
 - o Contribution to the business/service

Yes No

Day to Day Supervisor Comments:

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Name Signature Date

Comments:

Service Manager Comments:

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Name

.....
Signature

.....
Date

Comments:

Please return this form to the PA of the Divisional General Manager, CHL by xxxx.

Review Panel: **Recommended/Not Recommended**

Divisional General Manager, Canterbury District Health Board: **Approved / Not Approved**

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Name

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Signature

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Date