

## 1. How do I refer a doctor?

To refer a Doctor to Ochre Health Medical Centres, the Referrer (person referring Doctor) is to fill out the online "Referral Form" located at: <http://www.ochrehealth.com.au/referrals/>, all fields in the form must be completed. The form will be submitted to the Recruitment team and an email sent to the Referrer confirming the form has been submitted.

## 2. Who is eligible to receive a successful referral reward?

The referral reward program is open to the public and internal staff of Ochre Health aged 18 and over, except for the following groups:

- Associates of Ochre Health
- Senior Ochre Health and Ochre Recruitment management
- Ochre Health Internal Recruitment team
- Ochre Recruitment internal staff

## 3. What is an eligible referral that qualifies for a referral reward?

The placement of a permanent Doctor (GP or GP/VMO) who joins for a minimum of 5 sessions per week, within 6 months of the referral being received and logged by the recruitment team. The Doctor must hold a minimum of general registration with AHPRA. AGPT registrars are not deemed an eligible referral due to the limited placement length.

## 4. What is the Referral Reward?

There are two Referral Rewards on offer.

The Doctor vacancy list is divided into two categories, Feature Vacancies and Non-Feature Vacancies.

### 4.1. Feature Vacancies

Featured vacancies are the most challenging positions OH must fill. For the successful vacancy filled with a Doctor that has been referred, the reward will be \$10,000 towards a getaway (travel voucher, travel, accommodation, tickets to a sporting event etc.) the referee would like. The getaway will be sourced and purchased by OH.

### 4.2. Non-Feature Vacancies

Non-Featured vacancies are positions OH either currently have or have called for EOI. For the successful Non-Featured Vacancy filled with a Doctor that has been referred, the reward will be \$2,500.00 towards a getaway (travel voucher, travel, accommodation, tickets to a sporting event etc.) the referee would like. The getaway will be sourced and purchased by OH.

## 5. How will Referrals be tracked?

The OH Recruitment team will log all referrals in their referral database.

Referrer will receive a response from the Recruitment team within three (3) working days of receiving the Referral details to confirm the eligibility of the referred doctor.

The referred doctor will be contacted within three (3) working days of the referral date.

## 6. When is the Referral Reward rewarded?

The Referral Reward is rewarded once the doctor completes their probation, OH will contact the Referrer and gather a list of getaway travel or events the Referrer wishes\* to have (*\*subject to availability*) and start the getaway sourcing/booking process. OH, will source and arrange all related booking items and purchase the items to the value of the Referral Reward.

The Referral Reward amount can be used to book an experience for multiple people and include travel, accommodation and reimbursement of an event the Referrer has pre-purchased up to the value of the reward.

The Reward must be purchased by OH within 12 months of the probationary period being completed.

Experiences are not transferable or exchangeable once paid for by OH.

## 7. Who sources the OHDRRP experience?

OH Head Office will source and purchase the getaway in line with the request and work with the Referrer to book the appropriate accommodation and travel within the experience budget

## 8. Who manages the OHDRRP?

The National Recruitment Manager will oversee the OHDRRP.

## 9. Is there a limit on the number of doctors I can refer?

There is no limit on the number of doctors the Referrer can refer.

## 10. Can the reward be banked or multiplied for numerous referrals (e.g. \$2,500 experience for 2 referrals)?

The Referral Rewards can be banked or multiplied if the Reward falls within the month of being eligible of receiving the award.

## 11. How long have I got to use the experience?

The getaway must be booked within 12 months of the award date by OH (successful completion of probation period). The getaway once booked must then be used within the time period offered by the supplier or in line with the event terms and conditions.

## 12. OHDRRP Detailed Process is:

The following steps will be taken to process the OHDRP:

1. Referrer submits the referral via email, online or mail
2. Decision made by National Recruitment Manager on eligibility of the referral received
3. Recruitment team acknowledge the referral within three (3) working days of receiving the Referral and communicate whether the referral is eligible and meets the referral criteria to the Referrer
4. Referral assigned to a member of the Recruitment team and referred doctor contacted within three (3) working days of the referral
5. Standard Recruitment Process and timelines followed
6. Doctor commences working
7. Doctor completes probationary period (est. 3 months)
8. Referrer informed their Referral has completed their probation
9. Referrer getaway sourced and purchased
10. Referrer reports back on getaway for marketing purposes.

Please contact Daniel Boyens on [dboyens@ochrehealth.com.au](mailto:dboyens@ochrehealth.com.au) if you have any questions we may have not answered.