

## **Voluntary Bonding Scheme Terms and Conditions for Dentists and Oral Health Therapists 2023**

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## 1. Introduction

- 1.1 The Voluntary Bonding Scheme (the Scheme) is a practical initiative run by Te Whatu Ora Health New Zealand (Te Whatu Ora) to encourage newly qualified health professionals to work in the communities and specialties that need them most, and to retain essential health professionals in Aotearoa New Zealand.
- 1.2 The Scheme is targeted to dentists and oral health therapists early in their career, with the aim of incentivising them to work for eligible providers or practices. Those accepted to the Scheme can become eligible for payments in the first three-to-five years of their career, to help repay their student loan or as top-up income.
- 1.3 To be eligible to register for the Scheme and qualify for payment(s), you must:
- be a New Zealand citizen or permanent resident <sup>1</sup> at the time you make an application for payment;
  - have completed your final year of study in **2020, 2021 or 2022** for your undergraduate qualification for your profession at an accredited New Zealand Training Institution (clauses 1.11 to 1.13) (being **postgraduate year one, two or three in 2023**);
  - be registered, or be eligible to be registered with the Dental Council of New Zealand - Te Kaunihera Tiaki Niho;
  - have commenced working, or intend to start working, in the profession for which you have trained and intend to do so for at least three and up to five years;
  - work for eligible providers or practices as per the eligibility criteria for dentists or oral health therapists (clause 4.3) for at least three and up to five years; and
  - comply with all other terms and conditions of the Scheme.
- 1.4 Involvement in the Scheme involves four phases:
- Registration of Interest
  - confirmation of a place on the Scheme
  - participation (employment)
  - application(s) for payment.
- 1.5 **In order to be eligible for payment**, you must register for the Scheme, have had your place on the Scheme confirmed and have met the Scheme's Terms and Conditions during the participation phase. **You must also apply for payment within twelve (12) months of becoming eligible for payment, under the Terms and Conditions of the Scheme.** Te Whatu Ora strongly encourages you to apply for payment no later than six months after becoming eligible to apply under the Terms and Conditions.
- 1.6 Te Whatu Ora also recommends that you check your progress while participating in the Scheme (by contacting us via email at [ybs@health.govt.nz](mailto:ybs@health.govt.nz)), particularly:
- at the three, four- and five-year points after registering for the Scheme, and
  - if you change employers, take parental leave or take extended leave.
- 1.7 You will not be eligible for any payment from the Scheme until you have completed at least three full years (36 months) on the Scheme, in accordance with these Terms and Conditions.
- 1.8 The Scheme is a voluntary process and you, not Te Whatu Ora, are responsible for any employment decisions you may make based on your intended participation in the Scheme, including decisions about working in eligible providers or practices.

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<sup>1</sup> For the purposes of the Scheme, Permanent Residents include those who hold a NZ Permanent Resident Visa, or a Returning Residents Visa (which notes no expiry date for travel).

- 1.9 You are responsible for notifying Te Whatu Ora of any change of postal address, email address or other contact details in a timely manner.
- 1.10 There are limited places available on the Scheme. Where eligible Registrations of Interest exceed the number of places available on the Scheme, a selection process will be conducted. This is not subject to appeal.

### **Education Prerequisites**

- 1.11 You must:
- have completed the requirements of an undergraduate training programme for Dentistry or Oral Health Therapy in **2020, 2021 or 2022** from an accredited New Zealand tertiary institution (clause 1.12); (being **postgraduate year one, two, or three in 2023**) and
  - be eligible to be registered with the Dental Council of New Zealand - Te Kaunihera Tiaki Niho.
- 1.12 The accredited New Zealand training institution for Dentists is:
- University of Otago
- Accredited New Zealand training institutions for Oral Health Therapists are:
- University of Otago
  - Auckland University of Technology
- 1.13 Overseas trained registrants (including dental therapists and dental hygienists) who gained their undergraduate professional qualifications from an overseas training institution in **2020, 2021 or 2022** and who meet the registration requirements of the Dental Council of New Zealand - Te Kaunihera Tiaki Niho may be considered for the Scheme on a case-by-case basis if they meet all other eligibility criteria and other Terms and Conditions of the Scheme. This will be assessed prior to your confirmation of a place on the Scheme.

### **Definition of an Eligible Registrant**

- 1.14 Eligible graduates are those who completed their studies towards their undergraduate degree in **2020, 2021 or 2022** (being **postgraduate year one, two or three in 2023**) and can provide evidence of having done so (if requested by Te Whatu Ora), irrespective of the date of their graduation ceremony.

## **2. Registration of Interest**

- 2.1 In order to be a participant on the Scheme, you must successfully register your interest and be confirmed on the Scheme.
- 2.2 To register your interest, you must complete the online Registration of Interest form and provide information to show that you meet, or intend to meet, the eligibility criteria of the Scheme. The Registration of Interest period is typically six weeks in duration. You are responsible for ensuring that you register during this period. Entries outside this period will not be considered. It is your responsibility to ensure that you successfully register for the Scheme and obtain an email from Te Whatu Ora confirming this.
- 2.3 Completing a Registration of Interest does not guarantee a place on the Scheme. The purpose of the Registration of Interest process is to provide information about your future work plans so that you can be considered for one of the places on the Scheme.

## **3. Confirmation on the Scheme**

- 3.1 There are limited places on the Scheme. Successfully registering your interest for the Scheme does not guarantee you will be confirmed on the Scheme.

- 3.2 A separate process will be conducted by Te Whatu Ora (following consideration of your Registration of Interest) to formally confirm you on the Scheme. You will be advised via email whether your place on the Scheme has been confirmed.
- 3.3 There are limited places available on the Scheme. Where eligible Registrations of Interest exceed the number of places available on the Scheme, a selection process will be conducted. This is not subject to appeal.

#### **4. Participation**

4.1 Once you are confirmed on the Scheme, your participation is determined by:

- your Commencement Date on the Scheme
- minimum employment requirements
- movement between eligible providers or practices
- breaks and pauses in your employment
- parental leave
- work you may undertake as a locum.

In order to be eligible to receive payment from the Scheme you must comply with the eligibility criteria for payment (Section 5).

#### **Eligibility Criteria**

4.2 To be eligible for the Scheme payment(s), you must:

- meet the prerequisites as listed in Clauses 1.3 and 1.11 to 1.13 AND
- work as a dentist or oral health therapist for one of the eligible providers or practices for dentists or oral health therapists for at least the next three and up to the next five years.

4.3 **The eligible 2023 providers and practices for dentists and oral health therapists are:**

- Te Hiku Hauora, Kaitaia
  - Ngāti Hine Health Trust, Kawakawa
  - Raukura Hauora o Tainui, Kirikiriroa / Hamilton
  - Te Manu Toroa, Tauranga
  - Tipu Ora, Rotorua
  - Ngāti Porou Hauora, Te Puia Springs / Ruatoria
  - Te Taiwhenua o Heretaunga, Heretaunga / Hastings
  - Ora Toa PHO, Porirua
- Or**
- Māori Oral Health Providers (assessed on a case-by-case basis) \*
  - Pacific Oral Health Providers (assessed on a case-by-case basis) \*
  - practice(s) located in rural or remote areas within Aotearoa New Zealand (assessed on a case-by-case basis) \*<sup>2</sup>

*\* prior to a registrant's confirmation on the Scheme*

#### **Moving between eligible hard-to staff Providers and Practices**

4.4 You must commence working in one of the eligible providers or practices listed in clause 4.3. If you wish to change the provider or practice you are working for, you may only do so in accordance with clauses 4.12 to 4.13. If you are seeking to move to a rural and remote practice, Māori or Pacific provider, you will need to obtain approval in writing from Te Whatu Ora (refer clause 4.12).

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<sup>2</sup> practices in semi-rural hubs (i.e., smaller towns) and Te Whatu Ora roles may be considered on a case-by-case basis if it can be verified that the role provides significant services to surrounding rural and semi-rural populations and/or to Māori

## Commencement Date

- 4.5 If you were already working for an eligible provider or practice on or before 1 January 2023, your Commencement Date on the Scheme is **1 January 2023**. Time employed in an eligible position prior to this date does not contribute towards the bonding period.
- 4.6 If you began (or begin) working for an eligible provider or practice after 1 January 2023, your Commencement Date is the date on which your employment began.
- 4.7 If you have indicated in your Registration of Interest that you intend to shift into employment with an eligible provider or practice, your Commencement Date is the date that your employment for that provider or practice begins.
- 4.8 If you have not commenced employment in accordance with these Terms and Conditions by **30 June 2024**, your confirmation on the Scheme will lapse and you will cease to be eligible for the Scheme and payment(s).

## Minimum Employment Requirements

- 4.9 To be eligible for payments, you must be employed for a minimum of 0.6 FTE (this may be an average FTE for any 12-month period of employment if your hours worked fluctuated for any reason). This equates to 24 hours per week, or 1,152 hours across a normal working year of 48 weeks.
- 4.10 You will not be eligible for payment from the Scheme if you undertake substantive or continuous locum work that means that you cannot meet the breaks and pauses clauses (clauses 4.14 to 4.17 and 4.21 to 4.23).
- 4.11 You are responsible for verifying that the FTE requirements have been met and will be required to make a declaration and provide a certificate of service from your employer(s) before each bonding payment is made (Section 5).

## Moving Between Eligible Communities

- 4.12 You may move between eligible providers or practices listed in clauses 4.3 OR listed in any Voluntary Bonding Scheme Terms and Conditions for dentists or oral health therapists after 2023. If you are seeking to move to a 'rural and remote' practice, or Māori or Pacific provider you will need to obtain written approval from Te Whatu Ora that your intended practice is in considered eligible (please email [vbs@health.govt.nz](mailto:vbs@health.govt.nz)).
- 4.13 You cannot move to an eligible provider or practice that is listed in any Voluntary Bonding Scheme Terms and Conditions before 2023.

## Breaks and Pauses in the Term of Service

- 4.14 You can take up to 14 weeks absence (total paid and unpaid leave and absences, not including Parental Leave) in a 12-month period from your position in an eligible provider or practice without affecting your eligibility for bonding payments. Such an absence is known as a "break".
- 4.15 A "pause" is any time beyond the 14 weeks break allowance that you spend away from the eligible provider or practice. Time taken as pauses is added to the term necessary to complete the bond, and no more than ten weeks may be added during the course of any one year. No more than 50 weeks in total can be added to the five-year bonding term.
- Total absences of more than 24 weeks in any 12-month period (not including Parental Leave) will render an applicant ineligible for the Scheme and payments, unless there are exceptional circumstances as accepted by Te Whatu Ora (refer clauses 4.24 and 4.25).**
- 4.16 Breaks and pauses include any leave or absence from employment, with or without pay, including normal employment leave entitlements, such as annual leave and sick leave.

- 4.17 Locum work will also be considered against the breaks and pauses provisions (see clauses 4.21 to 4.23).

### **Parental Leave**

- 4.18 You may take up to 52 weeks parental leave, in accordance with the Parental Leave and Employment Protection Act 1987 and remain on the Scheme.
- 4.19 Time spent on parental leave does not accrue towards your bonding period and must be made up. The bonding period will automatically restart as soon as you return to work in an eligible provider or practice listed in clause 4.3.
- 4.20 Time spent on parental leave is separate to the break and pause provisions (clauses 4.14 to 4.17).

### **Working as a Locum**

- 4.21 Locum work that you may undertake is considered an absence under these terms. If you undertake locum work such that you cannot meet the breaks and pauses clauses (clauses 4.14 to 4.17), you will not be eligible for payment from the Scheme.
- 4.22 For the purposes of the Scheme, a locum is considered to be someone who provides the services in the stead of another dentist within the same scope of practice during normal working hours.
- 4.23 When you apply for payments from the Scheme, you will be asked to confirm that you have not engaged in “substantive” locum work.

### **Exemptions and Reviews in Exceptional Circumstances**

- 4.24 If there is a change in your circumstances that is exceptional and results in an inability to meet the 2023 Terms and Conditions, you may request an exemption from Te Whatu Ora. Exemptions from the standard Terms and Conditions will only be granted in exceptional circumstances, at the discretion of Te Whatu Ora. It is strongly recommended that you seek an exemption prior to becoming ineligible under the normal terms. If you are applying for payment and have not met the terms due to exceptional circumstances, you can also request a retrospective review.
- 4.25 Applications for exemptions under exceptional circumstances must be made in writing, with a clear explanation as to what clauses cannot be met and the exceptional circumstances which have prevented you from meeting the Terms. These can be sent to [vbs@health.govt.nz](mailto:vbs@health.govt.nz), or submitted along with an application for payment.

## **5. Payment**

- 5.1 You are responsible for initiating the first claim for payment after three full years (36 months) have been completed on the Scheme, in accordance with these Terms and Conditions, starting from your Commencement Date (see clauses 4.5 to 4.8).
- 5.2 If you remain on the Scheme for a fourth and fifth year, you are responsible for initiating the second and third claims for payment.
- 5.3 **To be eligible for payment under the scheme, you must apply for payment within twelve (12) months of becoming eligible for payment under the Terms and Conditions.** Te Whatu Ora strongly encourages you to apply for payment no later than six months after becoming eligible to apply under the terms and conditions.
- 5.4 Te Whatu Ora also recommends that you check your progress while participating in the Scheme (by contacting us via email at [vbs@health.govt.nz](mailto:vbs@health.govt.nz)), particularly:
- at the three, four- and five-year points after registering for the Scheme, and

- if you change employers, take parental leave or extended leave.

5.5 You will only be eligible for payments if:

- you have been employed for at least three full years (1<sup>st</sup> payment) in accordance with these Terms and Conditions. Up to two additional payments can be applied for upon completion of a fourth or fifth year.
- you have met the minimum full time equivalent (FTE) employment requirements (clauses 4.9 to 4.11)
- you have complied with the rules governing breaks and pauses (clauses 4.14 to 4.17), Parental Leave (4.18 to 4.20), and locum work for the Scheme (clauses 4.21 to 4.23).

5.6 No payments will be made until you have:

- applied for payment in accordance with the application for payment process
- submitted a declaration confirming that you have met these Terms and Conditions
- provided a certificate of service from your employer(s) confirming that your employment has complied with the Terms and Conditions of the Scheme during the bonding period.

5.7 Details of further information required to confirm that you have met these Terms and Conditions and to enable payment to be made (e.g., proof of identity) are outlined in the payment application form, which will become available on Te Whatu Ora website by January 2026.

5.8 If you have a student loan, the net Scheme payment will be made against your student loan. If the balance of your student loan is less than the Scheme payment, you will need to contact Inland Revenue once the payment has been made to enable the difference to be paid to you.

5.9 If you do not have a student loan, the net Scheme payment will be paid directly to you.

5.10 The payment for **dentists** for the first 36-month bond completed on the Scheme is **\$30,000** after tax (net). You can go on to be eligible to apply for an additional payment of **\$10,000 net** upon completion of a fourth year, and **\$10,000 net** again after a fifth year.

5.11 The payment for **oral health therapists** for the first 36-month bond completed on the Scheme is **\$11,796** after tax (net). You can go on to be eligible to apply for an additional payment of **\$3,932 net** upon completion of a fourth year, and **\$3,932 net** again after a fifth year.

5.12 If you are an independent contractor, a gross payment will be made and the net amount you receive will depend upon your personal tax situation.

5.13 Scheme payments are subject to income tax and may affect your tax situation, for example, in relation to provisional tax, Working for Families and child support payments.

5.14 Te Whatu Ora recommends that you seek independent advice on how the payment will affect your tax position. For further tax information, contact Inland Revenue.

## **6. Privacy Statement**

6.1 All of the information you provide in the Registration of Interest form will be treated as personal information and will be used, stored and disclosed in accordance with the provisions of the Privacy Act 2020.

6.2 By submitting the Registration of Interest form, you are authorising Te Whatu Ora to collect personal information about you and consenting to relevant information being shared with other key stakeholders, including your employer, for the purposes of the Voluntary Bonding Scheme. This information will be stored and used by Te Whatu Ora for purposes associated with the Scheme, in accordance with the provisions of the Privacy Act 2020.

- 6.3 The information will be kept confidential and will not be disclosed to any person except in connection with the purposes for which it is obtained, or by operation of law.
- 6.4 You have the right to contact Te Whatu Ora to request access to and correction of any personal information held about you.
- 6.5. We suggest you keep a copy of these Terms and Conditions for your records.