



13 September 2021

Health Services Union
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www.hsu.asn.au

Nurses and Midwives Association
50 O'Dea Avenue,
Waterloo NSW 2017
Email: gensec@nswnma.asn.au

To whom it may concern,

I write to advise of a proposed change to the reporting arrangements of staff in the Oncology Unit and Outpatients Department at The Tweed Hospital. These staff are:

Historically the Administration staff completing the complex administration tasks related to each unit, including scheduling and processing medical billing in this unit have reported to the Nursing Unit Manager.

We propose a change to the reporting arrangements of these staff in which they will be aligned to the Business Performance Unit and report to the Practice Manager Outpatient Services at The Tweed Hospital. This will allow support of these staff by a non-clinical manager and contribute positively to their professional development and career opportunities.

Additionally the change will contribute to increasing consistency and continuity as well as ensuring the staff are working within the boundaries of Medicare legislation.

Consultation with the affected staff group has occurred.

I appreciate the support of the NSWNMA and HSU in this transition and welcome any comments by Close of Business Friday 8th October 2021.

Yours sincerely

Ms. Rachael Andrew
Acting Director of Nursing and Midwifery
The Tweed Hospital NNSW LHD

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