

Centenary Hospital for Women and Children Expansion Project Administration Accommodation Plan

Women Youth and Children

1 November 2022





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1. Background

Canberra Health Services (CHS) is focussed on the delivery of high quality, effective, person-centred care. It provides acute, sub-acute, primary and community-based health services to the Australian Capital Territory (ACT) - a catchment of approximately 400, 000 people. It also services the surrounding Southern New South Wales region which includes the Bega Valley, Bombala, Cooma-Monaro, Eurobodalla, Goulburn, Mulwaree, Palerang, Queanbeyan, Snowy River, Upper Lachlan Shire and the Yass Valley.

To ensure CHS is able to meet the growing health service demand from the Canberra community as the population continues to rapidly increase over coming years, the ACT Government has invested more than \$50 million to expand the Centenary Hospital for Women and Children (CHWC).

The CHWC Expansion Project is being delivered through distinct packages of work in the areas of Maternity, Neonatology and Paediatrics, including:

- a new Gynaecological Day Unit;
- a four-bed expansion of the Maternity Assessment Unit;
- six new mental health beds plus two flexible beds within the Paediatric Adolescent Ward;
- a new Adolescent Mental Health Day Service;
- four new Special Care Nursery Cots with two additional 'Rooming-in' rooms;
- a 15-bed expansion of the Postnatal Unit;
- a dedicated Early Pregnancy Unit with three inpatient beds, co-located with the Antenatal Ward; and
- Clinical administration accommodation to support the expanded clinical services.

Two administration projects have been included in the Program, including:

- a. a new Administration Building which was completed in July 2021.
- b. a third storey addition to the existing Block F which will provide education spaces, neonatology support facilities, as well as clinical administration accommodation. This project stage is planned to be completed in December 2022.

Division of Women, Youth and Children (WY&C) facilitated a formal staff and union consultation process April 2021 ('Administration Accommodation Arrangements'). This process described the strategy for temporary relocation of clinical and non-clinical staff, whilst the two new administration areas were being constructed. The affected staff required to temporarily were moved in August 2021.

The purpose of this paper is to outline the seating plan and relocation strategy for moving staff into their final accommodation locations following the completion of the final administration project, Block F level 3.

This paper outlines the next stage with the proposed arrangements for relocating these staff into their final accommodation, following the completion of the Level 3 administration space.

2. Purpose

The purpose of this consultation paper is to:

- outline the principles on which the proposed accommodation arrangements for clinical and non-clinical staff within the Division of Women, Youth and Children (WY&C) have been developed;
- identify those staff impacted by the arrangements; and
- summarise the proposed accommodation arrangements effective from 19 December 2022.

3. Principles

In developing the accommodation plan the WY&C Leadership Team have utilised the *Canberra Health Services: Office and Workstation Accommodation Policy* (see **Attachment A – Summary: Spatial requirements for Office Space**).

Planning considerations of the accommodation and seating plan have included:

- The functional relationships between teams, the aim is to have teams that work together be located as close possible.
- Clinical Directors will be closely located with their respective Assistant Directors of Nursing/Midwifery.
- Clinical Directors will be accommodated in 9m² offices.
- The proposal for staff sharing offices has been based on their current work arrangements, for example, part-time hours.
- Staff Specialists will have their own office, unless the hours worked equate to less than 0.7 FTE, in which case there may be a share arrangement based on two staff per office.
- Visiting Medical Officers (VMOs), Registrars and Registered Medical Officers (RMOs) will work to a 'hot desk' arrangement or are allocated a shared workstation.
- Managers who supervise a team of more than 20 FTE will be assigned an office.
- Workstations may be shared by part-time staff.

4. Staff impacted by the relocation arrangements

Clinical, junior medical staff, VMOs, Nursing, Allied Health and non-clinical administration staff associated with Maternity, Neonatology, Paediatric services will be relocated into Building 11, Block F Level 3 of the CHWC Building and the Administration Building (Levels 1 and 2) at the Canberra Hospital.

Attachment B provides the location of these buildings and **Table 1** provides a summary of the staff who will be accommodated in these areas.

Table 1: Staff relocating to Building 11 - Level 3, Block F and the administration building (Levels 1 and 2)

Executive	<ul style="list-style-type: none"> • Business Manager • Operations Manager • Administration Manager • Administration
Paediatrics	<ul style="list-style-type: none"> • Clinical Director • Assistant Director of Nursing – Paediatrics • Staff Specialists • Registrars • Nursing • Administration.
Obstetrics/ Gynaecology	<ul style="list-style-type: none"> • Clinical Director • Assistant Director of Midwifery - Maternity • Staff Specialists • Registrars • Lactation consultants • Administration
Clinical Support & Projects	<ul style="list-style-type: none"> • Assistant Director of Nursing – Clinical Support • Clinical Support Nurses: <ul style="list-style-type: none"> ○ Research ○ Education ○ Patient Flow ○ Quality and Safety
Allied Health	<ul style="list-style-type: none"> • Director • Genetics Counsellors • Physiotherapists • Social Workers • Paediatric Diabetes Team • Adult Diabetes team • Administration

An overview of the current staffing structure of the Division of Women, Youth and Children is provided at **Attachment C**.

5. Relocation arrangements

The current administration area in Building 11 Block F Level 3 is nearing completion and at this stage is expected to be available for the week commencing 19 December 2022. The relocation will affect some 100 WY&C staff.

There will be no changes to the clinical services provided to women, young people and children within the CHWC during these accommodation relocations. Clinical interactions with patients will remain unchanged.

The change impacts to staff affected by this relocation may include:

- Staff in general will be located closer to their teams and teams they have a functional relationship with currently.
- The capacity for flexible and information interactions among staff will increase due to the closer locations of teams in the administration areas.

To assist with alleviating concerns and address any issues associated with the proposed relocation:

- Clear and consistent information will be provided to all CHS staff regarding the location of teams - including relevant contact details and location maps, which will also indicate hot desk availability in the Administration Building and Block F Level 3.
- An Administration Working Group meets fortnightly for members to update staff in their team of progress, resolve issues and highlight any special requirements.

Available amenities within administration spaces:

- All necessary equipment will be provided, new or relocated. These include a workstation inclusive of a computer, 1-2 screens, telephone, an office chair, an electric sit to stand desk and a pedestal. Staff in offices may have a small meeting table, two visitor chairs, a bookcase and/or a tambour.
- Appropriate equipment will be relocated where there is a Work Health Safety requirement to do so.
- Printers in proximity to all staff - with access to stationary, storage, a confidential waste bin and document preparation area.
- Toilets, change rooms, lunchrooms and other amenities in close proximity to all administration spaces.

The CHWC Administration Building and the additional floor on Block F Level 3 provides high quality, fit-for-purpose accommodation for staff, including electronic sit-to-stand desks and up-to-date technology in meeting rooms.

Table 2 provides the proposed relocation details for the WY&C staff and **Attachment D** provides the proposed floor plans.

Table 2: Relocation details following refurbishment:

	CHWC Administration Building, Level 1	CHWC Administration Building, Level 2	Building 11, Block F, Level 3
Administration	✓ Paediatric	✓ Executive	✓ Obstetrics and Gynaecology
Allied Health (Social Work)			✓
Clinical Support team			✓
Diabetes/Endocrine	✓ Paediatric Diabetes' Teams		✓ Adult Diabetes' Teams

	CHWC Administration Building, Level 1	CHWC Administration Building, Level 2	Building 11, Block F, Level 3
Executive Director, Clinical Director, DON, Director of Allied Health and support staff.		✓	
Genetics			✓
Maternity			✓
Neonatology			✓
Obstetrics & Gynaecology			✓
Paediatric Medicine	✓		

6. Key stakeholders

Key stakeholders that will be impacted by these arrangements and included in the planning communications include:

- The WYC leadership team
- Paediatric staff
- Obstetrics, gynaecology and maternity staff
- Neonatology staff
- Diabetes/Endocrine staff – adult & paediatric services
- Genetic Counselling staff
- WY&C administration staff

7. Implementation program

The implementation program includes:

Table 3: Implementation Program

Target Date	Activity
October to December 2022	Communication to key stakeholders including consultation with WYC staff and unions.
November 2022	Finalisation of accommodation arrangements following consultation with staff and unions.
16 December 2022	Handover and commissioning of: <ul style="list-style-type: none"> - Block F Level 3: Administration and Education Floor
16 December 2022	Commencement of relocation activities: <ul style="list-style-type: none"> - 40 staff relocate from Building 6 into Block F, Level 3. - 30 staff relocate internally from CHWC into Block F, Level 3. - 30 staff relocate within Level 1, Administration Building.

Target Date	Activity
19 – 23 December 2022	Post-move Information and Communication Technology support for staff

8. Consultation methodology

This proposal provides relevant details in relation to the CHWC Expansion Project – Administration Accommodation Arrangements for the final decanting of WY&C staff to CHWC.

We are seeking your feedback on the proposal outlined in this paper.

You can provide feedback via email to CHS.CHEunionforums@act.gov.au

Feedback is due by **COB 11 November 2022**.

9. References

- Canberra Health Services Corporate and Strategic Plan 2020-2023
- Enterprises Agreements – relevant consultation clauses.
- Canberra Health Services Policy: Office and Workstation Accommodation Policy

Attachment A

Canberra Health Services Policy: *Summary - Spatial requirements for Office Space:*

Space Type	Workspace m ²	Functional Description	Position Description	Comments
Office A	18	<p>A single person office to carry out high level/volume of confidential information.</p> <p>High volume of 'meeting with people' as part of the role. Meetings would include internal and external senior health executives, visiting dignitaries, community leaders and politicians.</p> <p>Meeting area to be provided within this space.</p>	Chief Executive Officer	
Office B	12	<p>A single person office to carry out administrative functions in a degree of privacy. The room may allow for a small meeting space within the room.</p>	Deputy Chief Executive Officer, Chief Operating Officer, Executive Group Manager, (or equivalent staff of Executive Level), Clinical Directors, Medical, Nursing and Allied Health. Visiting Medical Officer (VMO) that occupies the position of Clinical Director of a Department/Service Academic Professor.	Significant staff and supervisory responsibilities in excess of 20 FTE. If the position does not fit this criterion a workstation Type A will be allocated. Position is > 0.7 FTE.

Space Type	Workspace m ²	Functional Description	Position Description	Comments
Office C	9	A single person office where people can carry out administrative functions in a degree of privacy. This includes preparing rosters, reports, counselling and interviewing staff.	Staff Specialists, Assistant Directors of Nursing, Allied Health Managers, Nurse Managers, Clinical Nurse Consultants, Business Support Managers.	Significant staff and supervisory responsibilities in excess of 20 FTE. If the position does not fit this criterion a workstation Type A will be allocated. Position is > 0.7 FTE.
Office D - Shared	12	An office for two persons with two workstations to carry out administrative functions in a degree of privacy.	Research fellows, VMOs and any staff referred to in Office C.	Position < 0.7 FTE
Workstation A	4.4	<p>Workstation type A (minimum 4.4sqm) will consist of:</p> <ul style="list-style-type: none"> • 1800mm long x 750-800mm depth adjustable desk, (capable of accommodating 2 computer monitors). • Pedestals and under-desk file drawers are not to limit the workstation excursion range (no higher than 600mm and width 400-450mm). • Provision made for additional storage nearby i.e. tambours. • Variations to workstation specifications must be approved by WHS – refer to document available on SharePoint: <i>CHS WHS and Risk Specifications Standard Inclusions – APPENDIX A: WHS Requirements.</i> 	All other staff that require a workstation.	An individual workstation Type A will be allocated to staff that spend the majority of the day at their desk.

Space Type	Workspace m ²	Functional Description	Position Description	Comments
Non-allocated-Workstation	2.2	Workstation (minimum 2.2sqm) will consist of: <ul style="list-style-type: none"> • 1500mm long and 750-800mm depth desk*. * Variations to workstation specifications must be approved by WHS – refer to document available on SharePoint: <i>CHS WHS and Risk Specifications Standard Inclusions – APPENDIX A: WHS Requirements</i>		Workspace for intermittent use by visiting staff/consultants and is not designed as the primary workplace but a space to attend ad hoc functions.

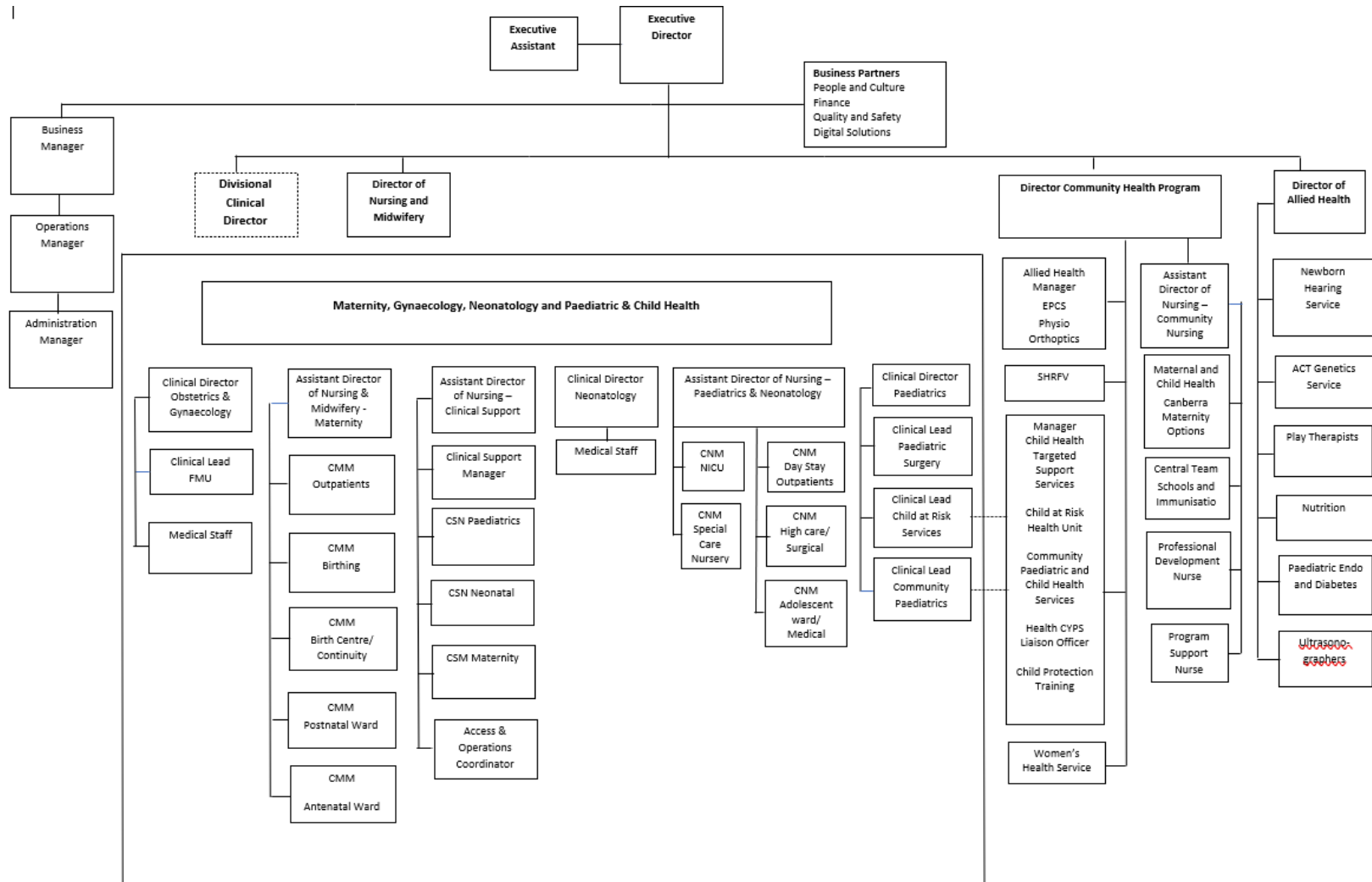
Attachment B

Building Locations: CHWC Administration and Clinical Staff Accommodation



Attachment C

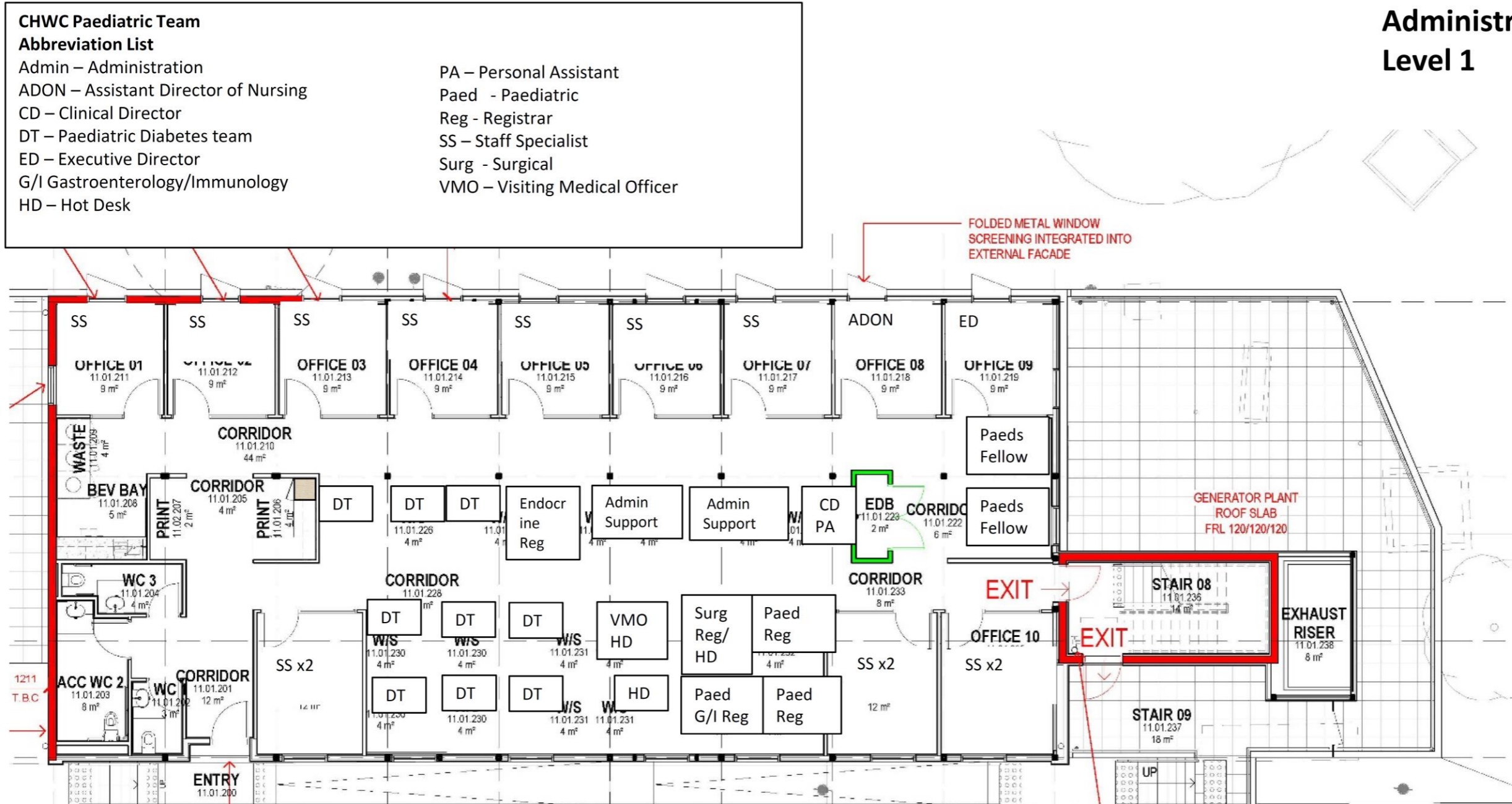
Structure Chart: Division of Women, Youth and Children



Attachment D

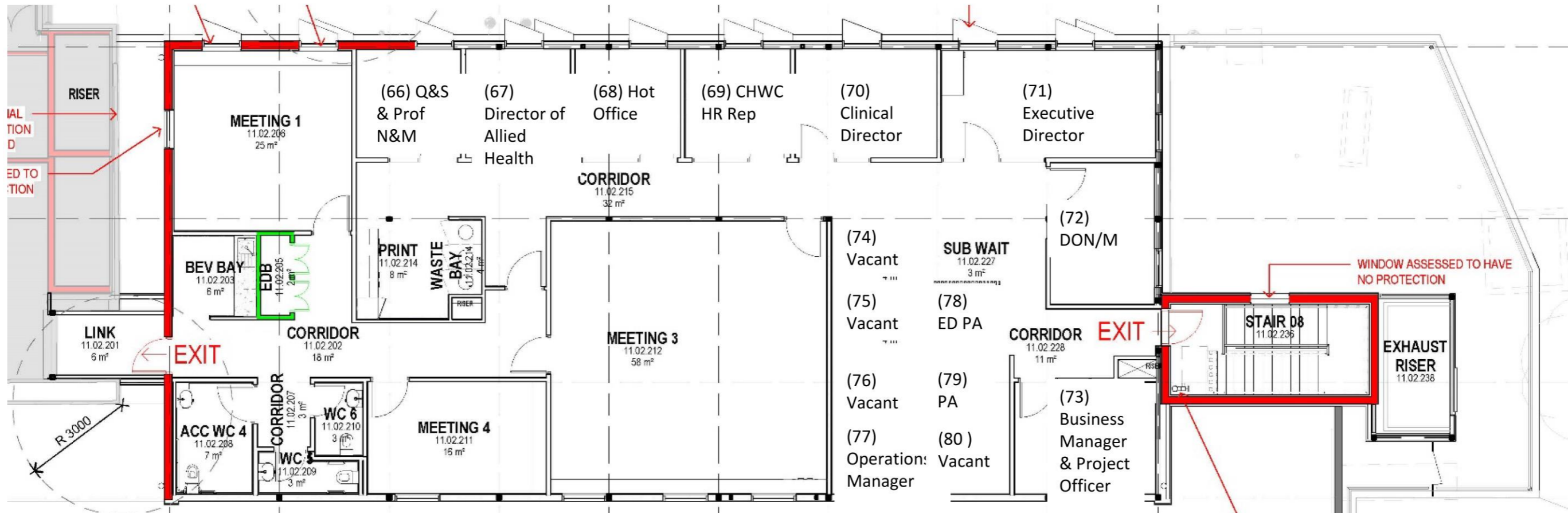
Floor Plans - Relocation accommodation

Administration Building Level 1



Administration Building Level 2

**CHWC Executive Team
Abbreviation List**
 DON/M – Director of Nursing & Midwifery
 HR Rep – Human Resources Representative
 PA – Personal Assistant
 Prof N&M – Professor of Nursing and Midwifery



CHWC Level 3

Abbreviation List

- ADON – Assistant Director of Nursing
- ADOM - Assistant Director of Midwifery
- AH – Allied Health
- AS - Administration Support
- Care Coord – Care Coordinator
- CB Ed – Childbirth Education
- CC G&D - Clinical Coordinator Growth & Development
- CD – Clinical Director
- CDN - Clinical Development Nurse
- CNM - Clinical Nurse Manager
- CMO - Career Medical Officer
- CS – Clinical Support
- CSN - Clinical Support Nurse
- DT – Paediatric Diabetes team

- G/I Gastroenterology/Immunology
- GC – Genetic Counsellor
- HD – Hot Desk
- LC – Lactation Consultant
- Mat - Maternity
- NAPSS – Newborn & Parent Support Service
- Neo - Neonatology
- R - Research
- PA – Personal Assistant
- Psych - Psychology
- PWP – Partnering with Parents
- Q&S – Quality & Safety
- Reg - Registrar
- SS – Staff Specialist

**Level 3 Block F
Administration & Neo
Support**

- Neonatology
- O&G
- Other (Clinical Support CNM, Genetics)

