

Bankstown-Lidcombe Hospital Staff Consultative Committee

Date: Thursday 11 February 2021

Time: 11.30am – 12.30pm

Venue: Level 4, Boardroom - Bankstown-Lidcombe Hospital / (Skype Call)

Acknowledgement of Country

“I would like to begin by acknowledging the traditional owners of the land on which we meet today, and pay my respect to elders past, present and emerging, as well as all Aboriginal and Torres Strait Islander people attending this meeting”.

Agenda Item Number	Item/Discussion/Decision/Recommendation	Responsible	
1.	Present / Apologies	Chairperson	
Members	Position	Pres.	Apol.
Peter Rophail	General Manager		✓
Benjamin Kalmar	A/Human Resources Manager (Chairperson)	✓	
Linda Campbell	Director of Nursing and Midwifery		✓
Donna Worrall	A/Director of Corporate Services	✓	
Kyle Cain	Director of Finance		✓
Alice Dang	Work Health Safety Practitioner	✓	
Mary Loka	Medical Services Operations Manager	✓	
Hamish Goel	JMO Manager		✓
Marika Seremetkoska	NSWNMA Branch Secretariat (representative) – Skype	✓	
Snezana Naumovska	A/Operational Nurse Manager	✓	
Matthew Tindall	Physiotherapy Manager	✓	
Laura Peso	Nursing Workforce Manger		✓
Sophy Catling	Senior HR Consultant	✓	
William Ku	HR Consultant (Minute taker)	✓	
Ruben Cohen-Hallaleh	Senior Staff Specialist Representative	✓	
Elishka Skelding	Industrial Officer- Australian Salaried Medical Officers’ Federation (NSW) - Skype	✓	
Kim Naylor	Health Services union Representative		✓
HSU Staff representative			✓

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2.	Declarations of Conflict of Interest	
2.1.	<ul style="list-style-type: none"> No conflicts were declared 	Chairperson
3.	Confirmation of Previous Minutes – 12 November 2020	
3.1.	<ul style="list-style-type: none"> Confirmed. 	Chairperson/ Committee Members
4.	Deferred Business	
4.1.	<p>Car Park</p> <ul style="list-style-type: none"> A number of carpark matters were discussed at the last Parking Advisory Group meeting including: <ul style="list-style-type: none"> Proposal to extend parking limit for disability parking Management of car park security Casual car park spaces <p>ACTION: Details of Advisory Group members to be circulated to staff.</p>	A/Director Corporate Services
4.2.	<p>Nursing call bell system</p> <ul style="list-style-type: none"> A/Operations Nurse Manager stated that the Nursing Call Bell system has been successfully installed in Ward 2G, 3H and 3J and is ongoing in 2B. No issues reported thus far. <p>Agenda item closed.</p>	A/Operations Nurse Manager
5.	Business Arising	
5.1.	<p>HSU – updates and issues</p> <ul style="list-style-type: none"> Held over. <p>ACTION: Committee Secretariat to contact HSU to confirm delegates.</p>	Committee Secretariat
5.2.	<p>NSWNMA – updates and issues</p> <ul style="list-style-type: none"> Capability and capacity demands for Cleaners will be reviewed. Clarity of role expectations to be communicated to cleaners. <p>Agenda item closed.</p>	A/Director of Corporate Services
5.3.	<p>RMOA – updates and issues</p> <ul style="list-style-type: none"> After Hours On-call procedure has been developed with employee feedback from all disciplines involved. It has been endorsed by Director Medical Services, Operational Nurse Manager and Switch Manager, and is uploaded on the intranet for reference. <p>ACTION: MSOM to provide ELT with a copy of the After Hours On-call procedure for review.</p>	Medical Services Operations Manager (MSOM)
6.	Standing Items	
6.1.	<p>Redevelopment - Emergency Department</p> <ul style="list-style-type: none"> A/Director of Corporate Services provided update on the development of Emergency Department: <ul style="list-style-type: none"> ED redevelopment is on schedule. Next phase to be completed by end of March 2021. New car park spaces have also been created. 	A/Director of Corporate Services
6.2.	<p>Committee Responsibilities – Terms of Reference (TOR) Evaluation and Review</p> <ul style="list-style-type: none"> Held over. <p>ACTION: TOR to be reviewed.</p>	Committee Secretariat / Committee Members

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6.3.	<p>Work Health and Safety</p> <ul style="list-style-type: none"> • WHS Practitioner provided an update on the management of ED Duress Alarms. ED duress alarm management proposal: <ul style="list-style-type: none"> ○ ED medical staff will be allocated 1 personal duress alarm. The occupancy of the personal duress alarm will be recorded and followed up if not returned. ○ A/DCS raised consideration of resourcing and funding additional personal duress alarms for medical staff. The committee discussed different options. • The committee supported the proposed strategy which will proceed to the ELT for approval. 	WHS Practitioner
7.	New Business	
7.1.	<ul style="list-style-type: none"> • A/Human Resources Manager advised there are proposed changes in Biomedical Engineering Services, specifically that they will report to a district based director rather than the DCS. A meeting is scheduled with impacted employees shortly. 	A/Human Resources Manager
8.	Other Business Without Notice	
8.1.	<ul style="list-style-type: none"> • ASMOF Delegate requested an update about the roster review. • MSOM advised the review was completed in November 2020. Feedback from JMOs, Heads of Department and rostering managers have been incorporated in the development of the new rostering tool, which flags under-rostering and excessive rostering. Implementation of the new rostering tool has commenced for the clinical year and will be re-evaluated. 	Medical Services Operations Manager
9.	Items for Noting	
9.1.	<ul style="list-style-type: none"> • Nil. 	Chairperson
10.	Meeting Reflection	
10.1.	<ul style="list-style-type: none"> • Staff Consultative Committee meetings are running well, with the Chair to review the Terms of reference for the Committee. 	Chairperson
11.	Next Meeting	
	13 May 2021 Level 4, Boardroom - Bankstown-Lidcombe Hospital / (Skype Call)	
	Meeting Closed: 12.20pm	