

Minutes of Staff Consultative Committee Meeting

DATE: Friday 25th March 2022
VENUE: Virtual – Microsoft Teams
PRESENT: Mr Nathan Mulley (HNEOH), Mr Jeff Paget (HNEOH), Ms Felicity Crocket (HNEOH), Ms Tracey Gaddelin (HSU), Ms Gwenny Asimus (HSU)
APOLOGIES:

TIME COMMENCED: 10.00am

TIME COMPLETED: 10:40am

MINUTES: Elysia McCarney

ITEM NO	TOPIC	DISCUSSION	ACTION / TIMELINE	RESPONSIBILITY
	<u>Welcome and Introductions</u> <u>Acknowledgement of Country</u>	<ul style="list-style-type: none"> Acknowledgement of Country. 		
1	<u>Present and Apologies</u>	<ul style="list-style-type: none"> No apologies. 		
2	<u>Actions from last meeting</u>	<ul style="list-style-type: none"> Staff coverage at Cessnock 29/11/21. Jeff confirmed advised that DA coverage was provided however there was a delay in a DA travelling to Cessnock. This was an isolated case. No direction has ever been given by OH that patients could not be cancelled if there is no dental assistant with operator, this would always be up to the treating clinician. DA concerns re GA. Tracey has clarified with staff, issues are DA from Cessnock clinic often called up to CSSD for material restock or help with instrument packs. Further training may need to be provided for CSSD and theatre assistant. Concern from Cessnock DA's that Cessnock GA meetings have not been scheduled. Nathan advised he had discussion with Cessnock Clinic Coordinator this week and plan to reinstate these meetings however these issues had not been raised with him at that time. Nathan noted that Oral Health also have quarterly meetings with CDH and JHH surgery department to discuss GA MOU/service agreement, review waiting lists and other operational matters. New Maitland clinic. Currently operating 7-8 chairs, will increase at some point in time. Tracey enquire about clinicians having to assist each other at Maitland. Nathan/Jeff advised challenges recruiting to DA positions and in the first few weeks of February this did happen on occasion with the new graduate dentists at Maitland but recruitment has been finalised. 2x dental assistants started at Maitland 21/02/22. Students will assist each other at Maitland and will be supervised by a dedicated OHT. Students assisting each other is a common practice. Tracey asked if ratios are correct, 	<p>HSU to extract content of email and send to Nathan/Jeff to follow up concerns of CDH GA staff.</p>	Tracey Gaddelin

		<p>Jeff/Nathan confirmed they are.</p> <ul style="list-style-type: none"> Vacancies report – Tracey asked if there is a way of receiving just Oral Health advertised positions. 2022 meeting dates. Fridays confirmed as best day to attend. Tracey having issues with Outlook meeting invites but Linda Malaspina has sent dates to her separately. Nathan requesting agenda items at least 1 week prior to meeting date. 	<p>Felicity (HR) to provide filtered report to HSU just showing Oral Health</p> <p>Committee members to provide agenda items 1 week prior to meeting</p>	<p>Felicity Crocket</p> <p>All Committee members</p>
3	<u>Items for discussion</u>	<ul style="list-style-type: none"> No items received 		
4	<u>For information</u>	<ul style="list-style-type: none"> Jeff advised DA interviews were held earlier this week, offers to follow soon. This should address all vacancies at Tamworth. DA traineeships 4x advertised, includes 2x identified positions. Identified positions will be based in Taree/Newcastle and non-identified at Tamworth. 	For Noting	
5	<u>Business without notice</u>	<ul style="list-style-type: none"> Gwenny asked if Oral Health had received any communication from Wallsend clinic regarding only one exit/entry into building. Nathan advised he was not aware but noted the broader discussion re security at the Wallsend site, although is not aware if this particular issue has been raised. Security may be removed from site and staff are wanting additional exit for safety reasons. Clinic Coordinator is currently reviewing code black plans which may highlight this issue. Tracey asked about the recruitment of an additional DA Professional Team Leader (PTL) role. Nathan advised approval to recruit a third PTL position (previously 2 DA PTL). This provides additional support to clinics and staff (CC/DA). Members have raised concern regarding no longer having PTL located in Newcastle/Hunter metro region. Nathan/Jeff advised role advertised with negotiable location and was recruited to on merit. Regular travel to metro area is a requirement for the position. Two PTL's have just spent much of the past two weeks in metro area and regularly attend metro clinics as part of their portfolio responsibilities. PTL's are available by phone at any time. Tracey advised members have raised that they were not aware of position being advertised. Nathan/Jeff to confirm if email notification was sent to staff as per normal process. 	OH to confirm if email was sent to Oral Health staff about advertisement.	Nathan Mulley

		<ul style="list-style-type: none"> Tracey/Gwenny asked why HSU delegates are not included in SCC meetings. Nathan advised up to HSU to advise oral health which delegates might attend/who they would like included in these meetings. 	<p>HSU to provide details of delegates attending prior to the next meeting. Nathan to send NSW Health Policy Directive dealing with Industrial Consultative Arrangements in the NSW Health Service</p>	Tracey Gaddelin
3	<u>Next Meeting</u>	Friday 17 th June 2022 – 10.00am		