



ACT
Government

**Canberra Health
Services**

Secretary
HSU NSW/ACT/QLD
Level 2, 109 Pitt Street
SYDNEY NSW 2000

Dear Secretary

Consultation – Change of Duty Statement HSO3/4/5

Canberra Health Services (CHS) is committed to promoting permanent recruitment, job security and maintaining the size of the organisation to ensure we can provide exceptional health care.

CHS review employee duty statements annually to ensure the documentation accurately reflects the tasks being performed. At times changes are required to reflect the operational requirements of the business unit. Sterilising Services recently reviewed the Sterilising Services Health Service Officer Level 3/4/5 (HSO 3/4/5) position description to ensure duties are accurately reflected. The review identified the need to split the duty statement into two separate ones. Sterilising Services Health Service Officer Level 3 (HSO 3) entry level which takes away all relevance to experience and is replaced with “willingness to learn”. The Sterilising Services Health Service Officer Level 4/5 (HSO 4/5) continues to reflect “demonstrated experience”. I have taken away all relevant to Calvary Public Hospital Bruce (CPHB) and replaced with North Canberra Hospital (NCH), and also changed the requirement for a driver’s license from preferred to mandatory as our staff are required to drive work vehicles on a regular basis. I have attached the current and two proposed duty statements for your review and consultation with affected staff.

Consultation feedback

To allow you a genuine opportunity to contribute to and influence the decision-making process prior to a decision being made, the consultation period for the proposed changes to the duty statement will be seven calendar days from the date of this letter.

If you have any questions or concerns regarding the consultation process or to request additional information, please do not hesitate to contact me on 5124 2283 or via email sandra.wheeler@act.gov.au.

I look forward to your response and contribution to this consultation process.

Yours sincerely
Sandra Wheeler

Sandra Wheeler
Assistant Director, Operations
Sterilising Services
Infrastructure & Health Services Support
Canberra Health Services

24 November 2023

CC:
Natalie Ogilvie, Director Sterilising Services
Mark Jay Organiser HSU/NSW/ACT/QLD
Phil Bacon HR Business Partner