

action minutes



CARING FOR THE COAST – EVERY PATIENT EVERY TIME

UNION SPECIFIC CONSULTATIVE COMMITTEE (USCC) MEETING MEETING HELD WITH HEALTH SERVICES UNION (HSU) IN RELATION TO PROPOSED ROSTER CHANGE AND RESTRUCTURE WITHIN ED AND ADMISSIONS

Date/Time: Thursday 19 January 2023 / 14:30 to 15:30
Venue: Conference Centre, Seminar Room 3, Level 2 - Gosford Hospital
Via Microsoft Teams (TRIM ref: CD23/4088)

1. Acknowledgement to Country

The Chair acknowledged the Traditional custodians of the land and paid respect to Aboriginal Elders past and present. The District is committed to closing the gap in Aboriginal Health.

2. Present:

Katrina Haines (CCLHD) - Chair
Cindy Hoad (CCLHD)
Anne-Marie Wilson (CCLHD)
Susan Ingram (CCLHD)
Priscilla Jones (CCLHD)

Matt Ramsey (HSU – Industrial Organiser)
Jeremy Lappin (HSU – Industrial Officer)
Jan Shailer (Admin, CCLHD)
Violet Bates (Admin, CCLHD)
Nadia Hage (Admin, CCLHD)

Apologies:

Agenda No. / Item	Discussion/Decision/Recommendation	Action Officer / Due Date
3. Purpose of the USCC	<p>Meeting to discuss the proposed restructure and roster change for Emergency Department and Admissions Officer at Gosford Hospital.</p> <ul style="list-style-type: none">6 December 2022 – Initial notification to meet and discuss proposed changes within the service (13/14 December 2022).14 December 2022 – correspondence provided to all relevant staff and HSU – consultation documentationWeek commencing 18 December 2022 – HSU held a Zoom meeting with their members.11 January 2023 – summary of feedback to date.19 January 2023 – USCC held today	KH
4. HSU concerns	<p>Main points of discussion:</p> <ul style="list-style-type: none">Impact on personal lifeWhat other positions are available for our members can make an informed decision?How many vacancies are within the team?Are vacancies being deleted to pay for the allocation from AO2 to AO3?How will workloads be managed?How will time be made available to train those who wish to proceed to AO3?	KH discussed HSU concerns to date

5.	Staff concerns	<p>To date, the District have identified common themes:</p> <ul style="list-style-type: none"> ● Concerns around the proposed roster, specifically weekend shift allocation ● Timing of proposed change ● Proposed training package ● Proposed workflow ● Merging of comms clerk/admission overnight ● Employment classifications (Shift Vs Non-Shift and AO2 to AO3) ● Human element of change ● Consultation plan – timeframe <p>11 January 2023 – Feedback was provided to all staff.</p>	KH discussed Admin concerns to date
6.	Main points of discussion at the meeting	<p>HSU:</p> <ul style="list-style-type: none"> ● Requested position descriptions and workflows evidence from other LHDs used to benchmark ● Clarified CCLHD is not currently advertising to fill vacancies during consultation period. ● FTE reduction (theme across district) ● How this effects clinicians (petition presented) ● Larger department but fewer FTE ● AO2 >AO3 can direct appointment be made? ● Requires copy of training package and new proposed roster ● Concerned about what the change looks like ● Needs as much communication and information as possible <p>HSU members:</p> <ul style="list-style-type: none"> ● Want to stay, but concerned around roster ● More clarity on how this benefits department, not just Admin ● Could old employees retain roster, while newer employees just fill the changes? ● Clarification needed around merit selection ● Staffing levels at night ● Prioritising work on overnight shifts ● Supporting the specialists and have the necessary skills ● AO3 up skilling but remaining the same level ● Who is doing the training? ● Will clinical NUMs be consulted? <p>CCLHD</p> <ul style="list-style-type: none"> ● Will seek to obtain information from other LHD's ● Provide a fair roster where all staff are training in all areas and being paid the same rate and PM/overnight shifts are shared ● Training offered to develop skills range, potential buddy system (Training package will be provided) ● Considering personal situations and balancing them with needs of the department 	<p>MR</p> <p>JS, VB, NH</p> <p>KH, CH, PJ</p>

		<ul style="list-style-type: none"> • Working with individuals to help with the transition and explore options • Closed merit base selected explained – internal to staff identified within this change process to make transition smooth for employees • AO3 are learning different skills within their work level statement • Support will be provided in relation to the work priorities • Build a fluid workforce that can provide necessary support to all areas of the service • This change is not occurring due to individual poor performance, it is focused on overall service needs and areas of improvement • The restructure is based on promoting efficiencies and productivities across the service • Important to remember this change has identified a positive outcome for our patients journey and experience • Nurse Manager has been provided with the correspondence and feedback has been provided for consideration 	
7.	Previously identified CCLHD topics	<p>Main points of discussion:</p> <ul style="list-style-type: none"> • Acknowledge that there have been concerns raised with the time of this change. Apologies to those who this has impacted. <p>Important to note:</p> <ul style="list-style-type: none"> • HSU informed the District around the need to review this service. • This aligns with other health agencies • Fairer rosters for all – not person specific • The District will consider flexible work practices for those in need for a temporary period, 3 months as reasonable consideration • Providing a fair and just process in relation to change, roster requirement to promote efficiency and productivity of our service and overall improvements to the patient journey and experience 	KH, CH, PJ
8.	Action Plan Moving forward	<ul style="list-style-type: none"> • The District will action minutes to this meeting on 23 January 2023. Inclusive of FAQ's, theme slides, proposed amended roster, draft training package • USCC to be held week commencing 30 January 2023 	KH, CH

Meeting Close: 15:38 hours

CERTIFIED AS A CORRECT RECORD

Name.....

Signature.....

Date