

## Satellite Dialysis Unit Staffing Profile

### Overview of Hornsby Ku-ring-gai Hospital Satellite Dialysis Unit

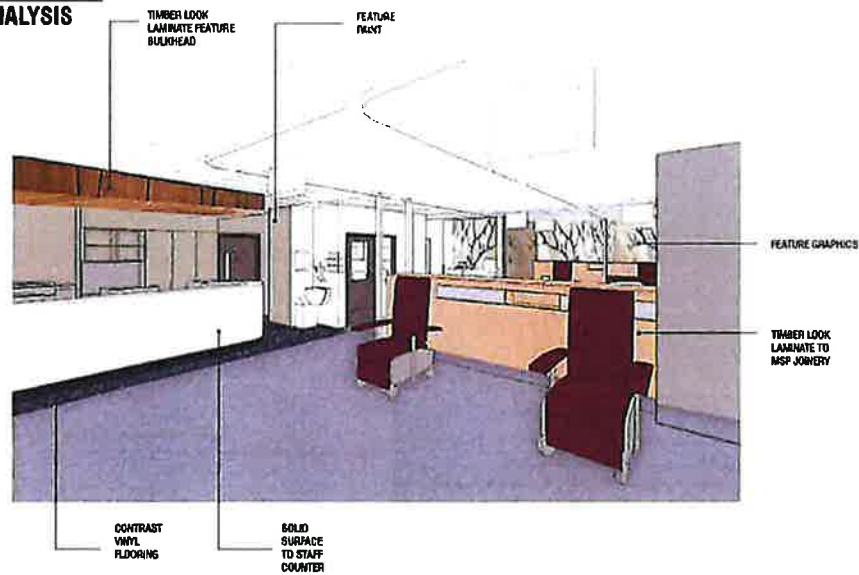
**Timing:** Expected opening November 2022.

The HKH (Hornsby Ku-ring-gai Hospital) Satellite Dialysis Unit is projected to open 10 Chairs for Satellite Haemodialysis in 2022. Two of the chairs will be allocated for rehabilitation in-patients. The service at HKH will increase dialysis capacity within Northern Sydney Local Health District (NSLHD) and offer patients the opportunity to dialyse nearer to home.

The HKH satellite dialysis unit will be supported by Royal North Shore Hospital (RNSH) which will supply a range of complex clinical care and tertiary-level aid to HKH patients.

#### LEVEL 1

##### STAFF STATION - RENAL DIALYSIS



SKETCH PERSPECTIVE

#### Hours of Operation and service delivery:

There will be two shifts per day, six days a week. Patients will dialyse either Monday, Wednesday and Friday or Tuesday, Thursday and Saturday in either the morning or afternoon for between four and five hours per session depending on clinical need.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours	0700-2100	0700-2100	0700-2100	0700-2100	0700-2100	0700-2100	CLOSED

#### Staffing needs

The below table provides FTE staffing requirements for Day 1 staffing of the new Satellite Dialysis Unit.

**Nursing** - will include a combined CNC and Access Nurse and RNs will operate with 1:5 ratio for morning and afternoon shifts.

**Medical** - will have part time Staff Specialist, Basic Physician Trainee (BPT) and S/RMO at specified times.

**Allied Health** - will include Dietitian, Social Work, Podiatrist and Pharmacy services. The Dialysis machines will be serviced through existing Royal North Shore Hospital technicians.

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**Clerical** – the unit will have a dedicated full time Ward Clerk.

RENAL STAFFING PROFILE		Day One	
Position	Grade/ Level	Total FTE	
<b>MEDICAL</b>			
Staff Specialist		0.50	
BPT (Reg)	Yr 2	0.20	
S/RMO	Yr 3	0.20	
<b>Medical Sub Total</b>		<b>0.90</b>	
<b>NURSING</b> updated based on DHR's staffing plan			
Nursing Unit Manager	NUM2	1.00	
Clinical Nurse Consultant 2 (part Access Nurse)	CNC2	1.00	
Registered Nurse (1:5 ratio)	RN 6-8	4.80	
<b>Nursing Sub Total</b>		<b>6.80</b>	
<b>ALLIED HEALTH</b>			
Dietitian level 3	L3	0.40	
Social Worker Level 3	L3	0.40	
Podiatrist Level 3	L3	0.20	
Pharmacist Grade 3	G3	0.30	
<b>Allied Health Total</b>		<b>1.30</b>	
<b>ADMINISTRATION</b>			
Ward clerk	A03	1.00	
<b>total</b>		<b>1.00</b>	
<b>Grand Total</b>		<b>10.00</b>	

## Notification to Union/Industrial Bodies and other relevant parties

Consultation is required following the proposal document and corresponding brief being approved by the Hornsby Ku-ring-gai Hospital executive body and NSLHD CE.

The consultation paper will be sent to the following stakeholders as detailed below:

- All affected staff
- Health Service Union (HSU)
- New South Wales Nurses and Midwifery Association (NSWNMA)
- Australian Salaried Medical Officers' Federation (ASMOF)

The dates of the consultation period will be 2 weeks from 1-12 August 2022. Redevelopment Union and Staff Consultation Committee (USCC) meetings are held each month during redevelopment works. A list of concerns the unions would like discussed are to be provided prior to this USCC meeting for these matters to be included in the USCC meeting agenda.

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### Recruitment plans

The following table outlines the timeframes for recruitment to roles in the Satellite Dialysis Unit.





Date	Actions	Responsibility
July 2022	Finalisation of Position Descriptions Send NUM PD to NSWNMA.	Relevant Managers with HR review
3 August 2022	NUM Role advertised with interviews commencing week beginning 1 August 2022	Outpatients Manager
9 August 2022	ATF brief for Renal Services, anticipated sign off by District ATF committee 12 August 2022	Outpatients Manager
30 September 2022	Outline Renal and Dialysis staffing at USCC meeting	HR
September - October 2022	Advertise medical, nursing and Allied Health Roles internally initially, external if unable to fill through internal applicants. Determine any roles are to be identified/targeted to Aboriginal and Torres Strait Islander applicants. Liaise with Kuibuz Gillian Adidi, Aboriginal and Torres Strait Islander Workforce Manager to manage the recruitment process for First Nation Peoples applicants.	DONM, DMS, AHM
8 October 2022	Staffing Profile consultation paper sent to union partners (HSU, NSWNMA, and ASMOF) with 2-week consultation period from 30 Sept – 14 October 2022	HR
14 October 2022	Review and incorporate consultation feedback into plans and documents. <i>If changes have been made to the original approved brief, due to consultation process, the modified brief must be again approved by the HKH Executive and NSLHD CE</i>	Outpatients Manager and GM (General Manager) and HR
31 October 2022	Communicate appointment to roles	DONM, DMS, AHM
31 October 2022	Confirm establishment with Employee Services to update Staff Link to ensure all positions are established in line with the new organisational structure, staff are mapped to the correct positions/classifications, and obsolete position numbers/cost centres are eliminated in Staff Link and obtain final sign off from requesting manager	NUM and NSLHD Employee Services

### Review

The structure will be reviewed six months following implementation to ensure that staff and patients are safe and patient flow is maintained. The review will assess the efficiency, staff satisfaction with the restructure and continued patient safety.

Monitor and finalise changes. Dialysis Manager to attend team meetings to determine staff views of the structure and incorporate into review and recommended any changes.

## Satellite Dialysis Unit Staffing Profile

Approved	Position	Date	Signed
 Simon Hill	A/General Manager Hornsby Ku-ring-gai Hospital	17.10.22	
Amanda Mather	Head of Renal Department, RNS	12/10/22	
Gwen Hickey	A/Manager Rehabilitation and Aged Care Service, Outpatients & Allied Health Hornsby Ku-ring-gai Hospital	12/10/2022	
Maree Bellamy	A/Director Medical Services- HKH	17.10.22	