

**From:** Peter Burgess (NSW Health Pathology)

**Sent:** Friday, 29 October 2021 1:12 PM

**Subject:** Hunter Courier run review

Hi All,

As discussed at staff tool-box meetings over the past months, a review of the Hunter courier runs has been undertaken.

This has mainly been due to factor in the re-location of the existing Maitland Hospital to the new site at Metford, as well as to expedite samples from the New England to JHH bypassing Maitland.

Copies of the proposed runs have been posted on both JHH and Maitland noticeboards and at this point are in draft form.

Although a lot of work has gone in to drafts, I have no doubt they will require some level of “fine-tuning”, which will be heavily reliant on feedback from staff.

Proposed date for the commencement of runs is: 19<sup>th</sup> January 2022, coinciding with the opening of New Maitland Hospital (subject to change).

The following outlines changes to shift start/finish times as a result of the proposed run changes.

#### **JHH**

- The hours of operation of the courier services will change from the current period of 6.30am to 1.30pm Monday to Friday to a proposed period of 6.30am to 12.30 pm and the weekend/public holiday services will change from the current period of 6.00am to 1.00am to a proposed hours of operation from 6.30am to 12.30am. The changes include two additional shift start times at 12.00pm and 5.45pm Monday to Friday and three additional shift start times of 8.30am, 10.00am and 2.30pm for the weekend/public holiday times.

#### **Maitland**

- The proposed courier run design will provide for three courier runs five days per week Monday to Friday with the fourth current run being relocated to commence from JHH along with the transfer of 1 FTE. The relocation of the fourth run to JHH better aligns with access to the Hunter Expressway and Upper Hunter sites. The changes include two new start times of 8.15am and 9.45am Monday to Friday. The weekend/public holiday will continue with the two current runs with the morning run brought forward to an 8.30am start time and the removal of the 10.00am start.

Along with the proposed changes, staff (at both sites) will be provided with additional training prior to any implementation.

Meetings will also be scheduled to further discuss any concerns staff may have, as well as to provide updates on progress.

If you have any further questions please don't hesitate to contact either myself or David Taggart.

Thank you for your on-going support.

Kind Regards

**Peter Burgess**  
**Logistics and Courier Manager -North**