



## Minutes

# JUSCC – John Hunter and Maitland Hospital Temporary Relocation of JHH Services

Tuesday, 25 July 2023  
1.00pm to 2.00pm  
Microsoft Teams Meeting

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## **Acknowledgement of Country**

Given by A Turrell (Chair)

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## **Attendance and declarations**

In attendance

Amanda Turrell, Service Manager, Medical & Interventional Services, John Hunter Hospital

Michelle Drinkwater, Deputy Director of Nursing, Medical & Interventional Services, John Hunter Hospital

Damien Smith, Director of Allied Health, JHH, Belmont & Rankin Park

Christine Osborne, General Manager, Maitland Hospital

Paula Richards, Director of Nursing, Maitland Hospital

Jake Howell, Facility Planner, HNELHD

Eve Youman, Human Resources Manager, Greater Metropolitan Health Services, HNELHD

Michael Williams, Human Resources Consultant, Greater Metropolitan Health Service, HNELHD

Lynn Hurst, Senior Human Resources Consultant, Lower Hunter Sector, HNELHD

Nicole Mason, NSW Nurses & Midwives' Association

Jodi Gough, NSW Nurses & Midwives' Association

Monique Murray, Branch Representative (Maitland), NSW Nurses & Midwives' Association

Rachel Hughes, Branch Representative (JHH), NSW Nurses & Midwives' Association

Jessica Plater, Branch Representative (JHH), NSW Nurses & Midwives' Association

Jeremy Lappin, Health Services Union

## **Apologies**

Kylie Goodwin, Branch Representative (Maitland), NSW Nurses & Midwives' Association

Tracey Gaddelin, Health Services Union

## Declarations of Conflicts of Interest

Nil

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## General Business

### 6.1: JHHIP – Relocation of Services

J Howell gave an overview of the reasoning behind the temporary relocation of services:-

- During the last quarter of 2023, enabling works will need to be undertaken to construct a series of bridges across the back of JHH to connect the Acute Services building to the main building.
- A decant space will be needed to move impacted units to whilst construction works take place. JHHIP Project team looked at multiple options before deciding on utilising the purpose built rehabilitation space on the fifth floor at Maitland Hospital as the safest, most appropriate one.

### 6.2: Model of Care and Patient Selection

A Turrell outlined the model of care:-

- Proposed model is a 28 bed sub acute patient cohort of rehabilitation and maintenance patients. Patients will come from the models of rehabilitation, aged, extended care and general medicine.
- Ward E1 will be the ward to be decanted. Some patients that sit within the current model of E1 will remain at JHH. There will be some slight movement of patients within the models covering Wards G1, E1, Rankin Park North and Rankin Park South. Need to ensure the right staff/patient mix.

Questions & Answers:-

Q: Query from J Lappin regarding the number of physical beds going to Maitland.

A: A Turrell explained Ward E1 is funded for 28 beds but has a physical space for 30 beds – 28 beds will be going to Maitland which is a 28 bed ward. Plan is for extra two beds to be managed as surge beds within JHH.

Q: N Mason requested information on JHH surge beds and where they will be absorbed.

A: To be provided (see Action)

#### **ACTION:**

A Turrell to source information on surge beds for distribution to meeting participants.

### 6.3: Staffing and EOI

A Turrell explained:-

- Nursing will be based on six nursing hours per patient day.
- Nursing staff to include a NUM 2 & CNS2 Case Manager with support provided by M&IS CNE and CNC1 and CNC3 for rehab age and extended care.
- Medical staff to include general physicians, geriatricians and rehabilitation medicine specialists supported by junior medical.
- Administration staff to include CSO and Ward Clerk with direct line management to M&IS Administration Manager.
- Discussions ongoing with Healthshare regarding support services.

- D Smith to send A Turrell a brief on Allied Health recommendations and potential areas where assistance needed.
- There has been communication to staff across all classifications regarding the move with a three phased planned recruitment strategy:-
  - 1) Expression of interest to staff of E1, G1, RPN and RPS
  - 2) Expression of interest to JHH staff
  - 3) If not enough interest, redeployment of staff to Maitland
- Aiming to disseminate first EOI by the end of this week.

Questions & Answers:-

- Q: N Mason & J Lappin requested a copy of the proposed staffing profile for Ward 5D at Maitland. Concerns regarding adequate resourcing.
- A: Staff profile to be provided (see Action). Allied Health staff profile to be provided separately once complete.
- Q: R Hughes queried how many nurse educators currently cover M&IS and how many will be going to Maitland.
- A: A Turrell explained that as it is a transfer of service, not additional JHH beds, M&IS will work out who can support from within the Service.
- Q: J Gough asked if plans for medical coverage had been drawn up given concerns from some members around existing medical coverage at Maitland.
- A: A Turrell advised that a draft medical model is being formalised – will be working in collaboration with Maitland to ensure safe staffing across the board.

**ACTION:**

A Turrell to disseminate proposed staff profile to NSWNMA & HSU representatives.

**6.4: Maitland Hospital**

- C Osborne advised that Maitland does not have any capacity for its staff to pick up additional work; the resourcing for Ward 5D will be managed by JHH. Maitland will be collaborating with JHH on processes and models for services such as pathology and radiology to bring to consultation.
- A Turrell advised that a project officer has been appointed to work on the finer details of the model.

Questions & Answers:-

- Q: Concerns on behalf of members expressed by J Gough around covering leave, cleaning, security and the impact on ICU for the deteriorating patient on the ward.
- A: A Turrell advised these are on the list of items for consultation. HNE CEO, JHH General Manager and Director of Infrastructure & Planning are committed to adequate resourcing.
- Q: R Hughes queried plans for orientation to Maitland.
- A: J Howell explained that a comprehensive training and orientation package which includes some online training modules and face to face orientation, similar to the one used at Maitland, will be rolled out to staff.
- Q: N Mason requested a work health and safety walk through the space once the model of care is finalised.
- A: A Turrell explained the plan is to be mindful of patient placement to ensure a safe mix. WHS walk through to be arranged (see Action).
- Q: R Hughes queried where what areas will be impacted by the break-through to JHH.
- A: J Howell explained there will be an impact across three levels in a phased approach over 18 months to G1, H2 and H3 with a communication plan in place. Will work in consultation with each unit on clinical needs and requirements based on their geography and location to other services. The break-through on each ward

will be at the nurses' station – working with the contractor on how to leave the units in a functional state. Will ensure engagement with unions around this.

Q: M Murray relayed member concerns regarding Maitland staff being asked to work shifts on Ward 5D.

A: A Turrell advised there is no plan for anything to fall back on Maitland, with all vacancies managed by JHH.

#### **ACTIONS:**

- 1) J Gough to forward document detailing members' concerns to A Turrell for tabling at next meeting.
- 2) A WHS walk through the Maitland space to be organised by E Youman

### **6.5: Travel Allowance**

Advice from E Youman:-

- Out of the EOI, staff who move to Maitland will have an assessment of their entitlement to travel allowance. Employees are to be paid a kilometre allowance for each kilometre travelled in excess of the kilometres the employee normally travels to their current place of work.

#### Questions & Answers:

Q: J Lappin queried whether excess time paid as time worked when travelling as outlined in some of his members' Awards would be covered – interpretation is that if they do an extra 15 minutes in the car, they get paid at ordinary time. Particularly interested in the Professionals award as this covers a large cohort of HSU members.

A: E Youman advised will do individual assessments – not looking to move outside of Awards.

#### **ACTION:**

E Youman to confirm interpretation of Awards in relation to excess time paid

### **6.6: Communication Ongoing**

Advice from A Turrell:-

- Two staff forums have been held at JHH with E1, G1 and Rankin Park staff and also communicated to wider audience at the JHH campus via a webinar. This was also done at Maitland.
- Propose to continue staff forums in the coming weeks and also have FAQ document developed and circulated to staff.

E Youman advised that staff were sent standard letter along with staff information and FAQs. Hoping to split these into FAQs for JHH and FAQs for Maitland. Will update every time there are more questions and disseminate to staff and unions.

### **6.7: Ratification of Terms of Reference**

Suggestion from E Youman regarding future meetings:-

- Next meeting should be 1.5 hours duration after first EOI has closed to allow for questions & answers
- Suggested date Tuesday, 15 August at 1.00pm. Will give time for FTE & staff profiles to be finalised.
- Follow up meeting dates of 5 September then 19 September

General consensus from union representatives that meetings should be frequent to ensure issues are being addressed in a timely way.

Membership discussion:-

- Current membership has the right mix however flexible with number of representatives as long as there is a need to attend.
- HSU membership covers a range of cohorts so may need to invite different members to some meetings.
- Healthshare representative, Rick Forrest, to attend future meetings.

**ACTION:**

E Youman to finalise meeting frequency

**6.8: Nomination of representatives**

- Representatives to notify S Young or E Youman of any additional members so they can be included on list of invitees

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**Other Business**

Questions & Answers:-

- Q: J Lappin advised of members' concerns around staff parking  
A: Advice from P Richards that this has been discussed at Maitland forums – trying to work on a solution.
- Q: J Lappin requested organisational chart be developed around escalation and reporting lines.  
A: A Turrell advised this is in draft plans – will be clear escalation processes that have been agreed to in consultation with Maitland.
- Q: J Plater queried how nurses station/single room areas will be replaced post break-through.  
A: J Howell advised working on this however the project team are committed to working with each unit individually on how to manage cohort of patients and most appropriate place for units to be housed once work is completed as well as potential for redesign within those units.
- Q: J Lappin queried who is transporting patients to Maitland.  
A: Advice from J Howell that will liaise with Patient Transport services on the move day so additional crews can be rostered. Will need to liaise with Healthshare regarding ongoing transport.

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**Next Meeting**

Tuesday, 15 August at 1.00pm