



ACT
Government

**Canberra Health
Services**

Nathan Collins
Organiser
Health Services Union
Level 2, 109 Pitt Street
Sydney NSW 2000

Dear Nathan

Consultation: Canberra Health Services (CHS) Intensive Care Unit (ICU)

- *Consultation and Communication Procedure*
- *Communication with staff regarding overtime and additional hours, and*
- *Trial Staffing tool*

The CHS ICU unit is consulting on the proposed implementation of the communication procedures and Staffing Tool, as noted above.

CHS acknowledges that the ongoing staffing shortfalls places additional pressure on existing staff and is committed to ensuring that staff are communicated with appropriately regarding work, health and safety concerns and that the process by which staff are advised of available overtime and additional shifts, does not further impact staff wellbeing.

The attached draft processes, *Consultation and Communication Procedure* and the *Communication with staff regarding overtime and additional hours*, closely replicate processes in the CHS Emergency Department which have received positive feedback from staff.

The *Staffing Tool* has recently been trialled by the ICU Clinical Director/Deputy Director, Clinical Care Coordinators (CCC's), Clinical Nurse Consultant (CNC), Nurse Unit Manager (NUM) and the Assistant Director of Nursing (ADON) for the purpose of having a "live" visual of the roster status to enable early identification and backfilling of unplanned leave. The unit is currently tracking the number of SMS messages to evaluate the ongoing effectiveness of this tool.

The ICU is keen to implement the proposed processes as soon as possible, pending feedback received. It is likely that the Division of Surgery will look to replicate these processes across other areas of the division, should implementation be received positively in the ICU.

Feedback is being sought on the proposed processes from all ICU staff, in addition to feedback on any impacts staff may have observed since the Staffing Tool has been trialled.

The ANMF is invited to provide their feedback regarding the proposed consultation and communications processes and staffing tool, by Friday 24th February 2023. Feedback can be forwarded to me at Rosalie.austin@act.gov.au .

Yours sincerely

A handwritten signature in cursive script, appearing to read 'R. Austin', written in black ink.

Rosalie Austin
Assistant Director of Nursing
Division of Surgery
Canberra Health Services
8th February 2023