



Health
Mid North Coast
Local Health District

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21 January 2021

Mr Gerard Hayes
General Secretary
Health Services Union NSW/ACT/QLD
Locked Bag 3, Australia Square
SYDNEY NSW 1215

EMAIL: secretary@hsu.asn.au
michael.kearns@hsu.asn.au

Dear Mr Hayes,

RE: HEALTH INFORMATION AND RECORDS SERVICES (HIRS) REALIGNMENT

The Mid North Coast Local Health District (MNCLHD) is continuing to review its organisational structure to assure good alignment with service provision and I write to provide you with advice in regard to the next phase of this process.

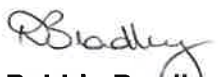
Management has commenced discussions with employees regarding a potential change of reporting line of the 'Health Information Officer' based at Macksville District Hospital. This position is a 0.9 FTE worked by 1 employee (who is currently on a Flexible Work Arrangement following maternity leave, and therefore a second employee is under a temporary contract until this arrangement ceases). The position currently reports to the Manager of Patient Services at the Macksville District Hospital. The functions of the position however are overseen by the Manager Health Information and Records Services (Coffs Clinical Network). It is proposed to realign the reporting of the 'Health Information Officer' position to the Manager of Health Information and Records Services.

This proposed realignment is to streamline workflows and network the Health Information and Records Services across the four sites of the Coffs Clinical Network. Additional benefits include increased mobility of staff coverage, rostering improvements, and increased certainty of working practices. We confirm this realignment will result in no change to staffing levels, contracted hours, or the work location of the role.

Please find **enclosed** the proposed structure. The MNCLHD intends to transition these positions by **COB Friday 26 February 2021** and as such your prompt attention to this matter would be appreciated.

The MNCLHD looks forward to working with the HSU, management and employees in considering ways in which the MNCLHD can improve its services. If you require any additional information, please contact A/Senior HR Advisor [REDACTED]

Yours sincerely,


Debbie Bradley

Acting Network Coordinator
Coffs Clinical Network
Mid North Coast Local Health District