

**From:** [Danielle Hansen \(Southern NSW LHD\)](#)  
**To:** [@SNSWLHD-MHAOD-AllStaff](#)  
**Subject:** Inpatient Mental Health Organisational Structure  
**Date:** Monday, 29 August 2022 12:54:00 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[Inpatient Mental Health Org Structure - current and proposed.pdf](#)

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Dear staff

I'm writing to you regarding a proposal to change inpatient mental health organisational structure.

This is a proposal. No decision has been made. I am inviting feedback on the proposal. I will consider all feedback before making a decision and will then advise of the decision made.

The NSW Nurses' and Midwives Association and the Health Services Union NSW will also be provided with this information.

### **Why is this proposal being made?**

The intention of this proposal is to:

- Have the best possible inpatient mental health organisational structure that supports high quality, safe patient care
- Attract an excellent, experienced senior nursing leader to the Director Inpatient Mental Health role
- Provide Nursing Unit Managers and inpatient Clinical Nurse Consultants a closer working relationship with the Director Inpatient Mental Health, and
- Provide an opportunity to create two new senior nurse manager positions - Senior Nurse and Nurse Manager Operations.

### **How would this proposal impact staff?**

A summary of the impact of this proposal includes:

- Delete 5 positions:
  - o Director Inpatient Mental Health and Access (Nurse Manager 8) [vacant]
  - o Nurse Manager Goulburn Inpatient Mental Health (Nurse Manager 6) [vacant]
  - o Nurse Manager Bega Inpatient Mental Health (Nurse Manager 4)
  - o Executive Assistant [including medical administration duties] (Health Manager 1)
  - o Patient Liaison Officer (Administration Officer 4)
- Create 5 new positions:
  - o Director Inpatient Mental Health (Nurse Manager 7)
  - o Senior Nurse, Mental Health and Alcohol & Other Drugs (Nurse Manager 5)
  - o Nurse Manager Operations (Nurse Manager 4)
  - o Executive Assistant (Administration Officer 6)
  - o Medical Administration and Patient Liaison Officer (Administration Officer 4)
- Nursing Unit Managers and inpatient Clinical Nurse Consultants will report directly to the Director Inpatient Mental Health

- After Hours Nurse Manager will report to the Nurse Manager Operations
- Clozapine and ECT Coordinator will report to the Clinical Change Manager
- Coordinator Mental Health Pathways in Practice Program will report to the Senior Nurse, and
- Consumer Advocate Goulburn Inpatient Mental Health will report to the NUM Chisholm Ross Centre.

The current and proposed organisation structure is attached.

Any staff member affected by these proposed changes will be managed in line with [NSW Health Policy Directive: Managing Excess Staff of the NSW Health Service](#)

Where new positions are advertised, internal staff would be able to apply.

## **How do staff provide feedback on the proposal?**

### **1. Attend a meeting in-person or virtually**

Rose Roberts, A/Director Inpatient and Access Service and Samantha Allen, People and Wellbeing Partner will hold meetings where there will be an opportunity to ask questions and provide feedback on the proposal. Meetings will be held:

- Thursday 8 September, 1430 – 1530, Tribunal Room, SERH Mental Health Inpatient Unit
- Friday 9 September, 1430 - 1530, Admin Conference Room, Kenmore Hospital
- Tuesday 13 September, 1430 – 1530, Conference Room, Chisholm Ross Centre
- Wednesday 14 September, 1430 - 1530, Tribunal Room, SERH Mental Health Inpatient Unit
- Tuesday 20 September, 1430 - 1530, Conference Room, Chisholm Ross Centre
- Wednesday 21 September, 1430 – 1530, Admin Conference Room, Kenmore Hospital

If staff are not rostered on duty at the time of either meeting at your unit, you will be paid one (1) hour as Time in Lieu if you choose to attend. This will be reflected in Health Roster. Staff only need to attend one meeting.

Staff are also welcome to attend meetings virtually. If you would like to attend virtually, please email Samantha Allen on [samantha.allen@health.nsw.gov.au](mailto:samantha.allen@health.nsw.gov.au) so the Microsoft Teams details can be emailed to you.

### **2. Provide written feedback**

If you would like to provide written feedback on this proposal, please email Christopher Hancock, Project Officer at [christopher.hancock@health.nsw.gov.au](mailto:christopher.hancock@health.nsw.gov.au) by 5pm Friday 30 September, 2022.

I look forward to your feedback and will provide a response to feedback and decision by Friday 7 October 2022.

Damien

**Damien Eggleton**

District Director, Mental Health and Alcohol & Other Drugs

**Southern NSW Local Health District**

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**Southern NSW  
Local Health District**