



Ref: DP23/103950

Mr Gerard Hayes
Secretary
Health Services Union
Locked Bag 3
SYDNEY NSW 1215
secretary@hsu.asn.au

Dear Mr Hayes

I write to advise the Health Services Union (HSU) that the Shoalhaven District Memorial Hospital (SDMH) is proposing to restructure the administration support for our Outpatient Clinics, which has the potential to affect your members.

The proposed Administration Outpatient Model is based on recommendations from the 2017 SHG Review of Administrative and Clerical Services. The current structure of administration support is provided by allocating an administration position to a staff specialist.

This restructure will better support the strategic and organisational objectives for the provision of ambulatory care services at SDMH. It will also better reflect the evolution of roles, as well as preparing for the transition to the future model of care for outpatient services with the Redevelopment of the Hospital.

The new model will pool the administration resources and positions will be allocated to tasks and support all clinics with the following positions:

- Referral Coordinator (this position will be the Outpatient Admin Team Leader)
- Receptionist
- Clinic Support
- Billings Officer

There will be revisions to position descriptions and affected staff will be matched to positions of equal classification.

In line with the consultative provisions of the Health Employees Conditions of Employment (State) Award, I am writing to invite you to provide any comments regarding the proposed changes within two (2) weeks of the date of this letter. Alternatively, I would be happy to meet to discuss this matter further with your representatives. I look forward to ongoing consultation with the HSU regarding this restructure.

Consultation with staff is currently underway with consultation open until 20 October 2023. Should you require further information, please contact myself on 4429 1658 or email Jayne.carr@health.nsw.gov.au.

Yours sincerely



Jayne Carr
Corporate Services Manager
Shoalhaven Hospital Group

Date: 28 September 2023

Cc: Jake Conley, HSU Organiser

Facility/Unit

Address

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