

MINUTES & ACTIONS Sutherland Hospital Staff Consultative Committee 22 February 2023 at 11.30am Executive Meeting Room or via TEAMS			T23/14177
1.1	Welcome to Country		
1.2	Apologies:		
	Diane O'Donoghoe	Head of Security Services, SESLHD	
	Clayton Tubbs	Head, Facilities Management, SESLHD	
	Mickson Yam	Pharmacist & Allied Health Representative	
1.3	Present:		
	Vicki Weeden	General Manager (Chair)	
	Joanne Newbury	Director of Nursing & Midwifery Services	
	Renata Melan	Director of Operations	
	Georgia Armstrong	NSWNMA Organiser	
	Elizabeth Turner	NSWNMA TSH Branch Representative	
	Bradley Helson	Senior Health and Safety Partner	
	Scott Howard	Security Manager	
	Wendy Howard	Nurse Manager, Clinical Workforce Services	
	Adrianna Scotti-Roberts	Head, Corporate Support Services, SESLHD	
	Randall Millington	HSU Organiser	
	Deb Shea	Lead HR Business Partner	
	Jennifer Joyce	Minutes	
1.3a	Non-Attendance:		
	Katrina Bough	NSWNMA Organiser	
	Shannon Allwright	A/Lead People & Culture Business Partner, Corporate & Legal	
1.4	Declarations of Conflict of Interest - Nil		
1.5	Approval of Minutes		
	The minutes of the meeting dated 26 October 2022 were accepted.		
1.6	Actions Arising from Previous Minutes		
	Refer to Action Sheet on page 5.		

2. NEW BUSINESS - Nil	
2.1	Library
	<p>R Millington expressed concern that the HSU was not advised of the relocation of the library, as the HSU represents junior medical staff. He noted that the size of the library had reduced significantly. V Weeden advised that in December 2022, a memo was sent to campus regarding the relocation and apologised that the union was not formally notified.</p> <p>VW advised that our library is a medical library. Consultation regarding the library and the books was undertaken with the JMOs. An audit of book usage and library access was undertaken. The Operating Theatre (OT) redevelopment has necessitated the closure of various areas on site at present. In line with this, the medical staff have been provided with a study space with online resources (which are preferred by the JMOs). Once the redevelopment is complete, a review will be undertaken.</p>
2.2	Mental Health Rehabilitation Unit (MHR)
	<p>G Armstrong advised that MHR nursing staff have expressed concern that they have not received any updates regarding the impending changes. There has been significant construction in the Unit i.e. the Nurses Station has been moved and no longer has protective glass.</p> <p>V Weeden advised that there is a weekly meeting on this site to discuss this issue, however she cannot speak on behalf of Sharon Carey who is the General Manager of the Mental Health Directorate. D Shea advised that she will raise the issue with the Mental Health People & Culture Business Partner and request that they liaise with the MHR Team.</p>
2.3	Vacancy Rates for Non-Nursing Positions
	<p>R Millington sought assurance that there will be adequate staffing as the OT expands to a 24 hour service and requested to know our staff establishment and current vacancies.</p> <p>V Weeden advised that we are committed to reviewing our vacancies every week and onboard staff as quickly as possible. Even though the OT footprint is larger, we are not increasing service delivery until Stage 2 of the redevelopment has been completed. The Director of Finance has reviewed the Financial Impact Statement that was submitted to the MoH at the commencement of the building works and will further calculate our requirements as Stage 2 nears completion. V Weeden emphasised that TSH will not run short on roles and her aim is to onboard all positions in a timely manner. She is mindful of the impact on staff when there is inadequate staffing.</p> <p>R Millington expressed concern regarding the employment of contractors in the Security Department who are not VPN trained, nor have the code black training requirements. This increases the risk for our current staff.</p>
3. STANDING ITEMS	
3.1	General Manager's Update
	<p>V Weeden advised:</p> <ul style="list-style-type: none"> • Strategic and business planning was undertaken during January 2023. • The new Interns and JMOs have been onboarded. • The MRI was officially opened on 13 February 2023. • Stage 1 of the OT redevelopment will be opened in the coming months. There will be an increase in nursing in line with ACORN standards for the 24 hours service.

3.2	Corporate Services Update
	<p>A Scotti-Roberts advised:</p> <ul style="list-style-type: none"> • Her department is working hard to recruit to all vacancies. Permanent full-time and part-time staff have commenced and the casual pool has been enhanced. • The Supervisor role has been readvertised and is a crucial support role for the management of Domestic Services. • WH&S is now a standing agenda item in all monthly meetings. Some equipment that was deemed not fit for purpose has been replaced.
3.3	Nursing Update
	<p>J Newbury advised:</p> <ul style="list-style-type: none"> • The first cohort of GradStart RNs have commenced. There are 88 RNs and 3 RMs commencing in 2023. We received some enhancement to CNE hours to support these staff. • We have an 80% retention rate of the first tranche of the 2022 GradStarts. • <i>Program 1 restructure</i>: Recruitment of new and vacant positions has been undertaken. Successful applicants are currently onboarding. • <i>24/7 Nursing in the OT</i>: Eleven nursing FTE will be recruited for the new OT night shift. • <i>Nursing & Midwifery Workforce Plan</i>: The draft plan focusses on capacity and capability building, 2024 GradStart recruitment and Nursing & Midwifery future leaders. • <i>Overseas Recruitment of Nursing Staff</i>: Recruitment occurred the UK and Ireland in November/December 2022. Ninety nurses and midwives were successful, of which 80% will relocate overseas. Fifty-four letters of intent have been sent and we will assist them with their residency visas in due course. The Sutherland Hospital was a preference for many as we were awarded the 'Best Metropolitan Hospital' in 2022. • <i>NHPPD</i>: Monitoring of nursing hours per patient day is ongoing. Mid-week reporting is undertaken to ensure we meet targets where possible without overburdening staff with overtime. • <i>Wellbeing Activities: Wall of Hearts</i> – Staff are invited to buy a heart during February, the month of love, to acknowledge a member of the nursing staff for their contribution to the organisation. The hearts are displayed in the atrium. • <i>International Day of the Midwife (5/5) & International Nurses Day (12/5)</i> – preparations are underway for these two celebrations. • <i>Licence for Schwartz Rounds</i>: This tool assists with improving staff wellbeing, compassion and teamwork. An application for funding for a Project Officer has been submitted – awaiting approval. • <i>Bed Relocations</i>: As a result of the OT redevelopment, beds have been relocated for the next 12 months to accommodate services that are in the footprint of the Milestone 2 refurbishment stage. • G Armstrong stated that the NSWNMA appreciates the opportunity to speak to the new graduates during orientation and would like this to continue. • J Newbury thanked the NSWNMA for providing timely notification of site visits.
3.4	People & Culture Update
	<p>D Shea advised:</p> <ul style="list-style-type: none"> • The PMES results have been reviewed. • Learning sessions for 2023 have been planned for staff and management. Topics for the sessions include recruitment & selection, the new legislation preventing sexual harassment in the workplace, the new PAT system (performance reviews, healthy conversations and career conversations). • Wellbeing activities include the Black Dog Institute training – uptake has been excellent and all staff are encouraged to complete this training.

3.5	Work Health & Safety Update
	<p>B Helson advised:</p> <ul style="list-style-type: none"> • Work Health & Safety Audit Reports are being reviewed. • Construction continues at Southcare. Staff are regularly updated about the progress of the project and concerns are addressed. Staff will be relocated in the coming weeks so that work can continue safely. Traffic controls are in place. • OT redevelopment is progressing well and B Helson is pleased with the WH&S plans in place. • Manual handling training is currently under review. • There are two new managers: Vee-Lyn Tan (Head, Health Safety & Wellbeing) and Wendy Hope (Manager, Health & Safety). • There was one notifiable incident in relation to an electric shock. Safe Work are happy with how we addressed the incident. • <i>ED Improvement Notice:</i> Security is now available in the ED 24/7 and Safe Work are happy with the plan. A follow-up inspection will be scheduled in the coming weeks. R Melan advised that it is currently a contractor model, however a Business Case for the provision of HASA's in the ED has been submitted. R Millington opposed the use of HASA's in the ED as they are not compatible with our current Security cohort. R Melan advised that a HASA model has been implemented at POWH and is being considered at SGH. • <i>Duress Alarm Improvement Notice:</i> Work is underway to address this issue.
4. DOCUMENTS FOR CIRCULATION & INFORMATION	
4.1	TSH Health & Safety Committee
	The minutes of the TSH Health & Safety Committee dated 2 December 2022 were provided for information.
4.2	SESLHD Joint Consultative Committee
	The next meeting is scheduled for 23 February 2023.
5. BUSINESS WITHOUT NOTICE	
5.1	Environmental Sustainability
	E Turner introduced herself as the Research Nurse in Critical Care and TSH Branch Secretary of the NSWNMA. E Turner is keen to engage staff in environment sustainability initiatives at this site and queried at what forum issues can be discussed. R Melan advised that there is a SESLHD Sustainability Committee. V Weeden advised that there are several resources available on the intranet. Linda Walsh is the new SESLHD Environmental Sustainability Project Officer and the District framework is currently being reviewed. V Weeden stated she would consider any opportunities to apply for sustainability funding. A Scotti-Roberts advised that she is happy to be contacted for issues relating to waste disposal. There is a District Waste Committee and sustainability is a focus of this committee.
6. MEETING CLOSE	
6.1	Next Meeting: 19 April 2023 at 11.00am in the Executive Meeting Room or via Teams.

Action items

Item	Action Item	Responsibility
1	Recruitment of Vacant Maintenance Positions	
	R Melan advised that the position description for the onsite gardener is being updated. A Scotti-Roberts will follow-up with C Tubbs and will provide an update at the next meeting.	R Melan/C Tubbs/A Scotti-Roberts
2	Mental Health Rehabilitation	
	G Armstrong advised that MHR nursing staff have expressed concern that they have not received any updates regarding the impending changes. D Shea advised that she will raise the issue with the Mental Health People & Culture Lead.	D Shea
The following actions were closed:		
	Role of Security Staff	
	S Howard confirmed that the Security Officers are responding when required under clinical direction. R Millington reiterated that Security Officers are not responsible for looking after patients if no clinical staff are present.	S Howard/ R Millington
	Shortage of Manual Handling Assessors in the workplace	
	B Helson advised training is currently being reviewed and amended. A new proposal will be provided shortly.	B Helson
	Staff Leave Requests	
	R Millington advised he has one staff member who is concerned regarding their leave and is working with P&C to resolve the issue.	R Millington

These minutes represent a true and accurate record of the meeting.

Signed: Renata Melan, A/General Manager
