

MINUTES & ACTIONS
Sutherland Hospital Staff Consultative Committee

26 October 2022 at 11.30am
Executive Meeting Room or via TEAMS

T22/73332

A. MEETING OPENING

Item 1 Attendance

1.1 Present:

Vicki Weeden	General Manager (Chair)
Joanne Newbury	Director of Nursing & Midwifery Services
Georgia Armstrong	NSWNMA Organiser
Michelle Brady	NSWNMA Representative
Scott Howard	Security Manager
Randall Millington	HSU Organiser
John Holgate	Librarian, SGH
Mickson Yam	Pharmacist & Allied Health Representative
Jennifer Joyce	Minutes

1.2 Apologies:

Diane O'Donoghoe	Head of Security Services, SESLHD
Joanne Newbury	Director of Nursing & Midwifery Services
Fred Devadoss	Senior Health and Safety Partner
Wendy Howard	Nurse Manager, Clinical Workforce Services
Adrianna Scotti-Roberts	Head, Corporate Support Services, SESLHD
Clayton Tubbs	Head, Facilities Management, SESLHD
Katrina Bough	NSWNMA Organiser
Shannon Allwright	A/Lead People & Culture Business Partner, Corporate & Legal

Item 2 Declarations of Conflict of Interest - Nil

Item 3 Approval of Minutes

As there was no quorum, the minutes of the meeting dated 24 August 2022 were held over for approval.

R Millington queried the quorum requirements for the committee.

Action: Quorum requirements are to be verified by D Shea.

Item 4 Actions Arising from Previous Minutes

	Refer to Action Sheet on page 5.
A. NEW BUSINESS - Nil	
Item 5	Role of Security Staff
	<p><i>Security Incident:</i> S Howard discussed a security incident on a weekend night shift whereby security staff had an issue monitoring a patient who had been handed over by police. S Howard has met with ED staff to discuss the role of the security staff and provided feedback to the Police Commander.</p> <p>R Millington expressed concern that the MoH Policy “Protecting People & Property” is not being adhered to. He stated that the role of security staff is to provide security for the staff and that the patient is not their responsibility.</p> <p>S Howard clarified that in the presence of an aggressive patient, the role of security staff is to assist medical staff and ensure that the staff <u>and</u> patient are safe. Security staff perform their duties in areas where there are safe staff:patient ratios and there is a direct line of site to nursing staff. Security staff will act under a clinician’s advice and perform a restraint if directed to do so.</p> <p><i>Specialling:</i> R Millington confirmed that he has been issuing red cards to security staff. V Weeden requested that industrial issues that impact our patients or staff should be discussed with S Howard.</p> <p>R Millington reiterated that it is not the role of the security staff to assist with specialling a patient without medically trained staff present. V Weeden stated that the focus should be on how we communicate and work together for the safety of the staff and the patient.</p> <p><i>Action:</i> VW noted the concerns of R Millington and requested that S Howard liaise with R Millington to ensure the correct practices are in place at TSH.</p>
Item 6	Staffing in the Library
	<p>R Millington sought clarification as to why the librarian position has not been advertised when funding was available.</p> <p>V Weeden confirmed that when a decision is made that we require a librarian, the position will be funded by the Medical Directorate. In the meantime, V Weeden advised that the medical colleges are satisfied with the online journals available and the support provided to the clinicians in relation to training and accreditation. The library is open 24/7 and is available to staff, however staff usage is not high. V Weeden requested that she be advised of any negative feedback from the medical colleges.</p>
B. STANDING ITEMS	
Item 7	General Manager’s Update
	<p>V Weeden advised:</p> <ul style="list-style-type: none"> • <i>Recruitment Process:</i> The Clinical Workforce Unit is working towards implementing a comprehensive recruitment process. Medical and nursing recruitment has been combined and are managed by this team. A substantial number of vacancies have been advertised. From a District perspective, a review of the SESLHD recruitment process has been undertaken by an external contractor Bain & Co. • <i>Operating Theatre Redevelopment/MRI:</i> Approval has been received for our MRI staffing enhancement and our Operating Theatre 24/7 nursing staffing enhancement. • <i>Workforce Enhancements:</i> The Government made an allocation to each LHD. We are currently recruiting to our workforce enhancement. As a result of the enhancement, there is a requirement that we will reduce our excessive annual leave (EAL). In a bid to reduce EAL and promote staff wellbeing, all staff with EAL are being encouraged to take leave during the Christmas/New Year period. • <i>Nursing New Graduates:</i> Placement letters were issued this week.

Item 8	Corporate Services Update
	No update provided.
Item 9	Nursing Update
	<p>Due to J Newbury's absence, a Nursing & Midwifery update was tabled (see page 6).</p> <p>M Brady advised that she has been requested to review scope of practice and teamwork in the nursing orientation program due to the expanded staffing profile.</p>
Item 10	People & Culture Update
	<p>D Shea advised:</p> <ul style="list-style-type: none"> • D Shea is the newly appointed Lead Business Partner, People & Culture for TSH. • The TSH People & Culture team are meeting with departments to discuss the ways in which they can assist, including training and upskilling of staff. • Black Dog Training is available on the My Health Learning website to assist staff to focus on wellbeing. • The PMES survey results will be available in the coming weeks. The team will work with areas to develop action plans to address issues highlighted in the survey. • V Weeden confirmed that the shutdown dates are 28 December 2022 – 6 January 2023. An additional week ending 13 January 2023 has also been gazetted and the MoH are encouraging non-clinical staff to take the additional week. V Weeden will review the additional week from a site perspective and is mindful of the site's priorities including the commissioning of the new Operating Theatres in early January. R Millington expressed concern that some of his members have previously not had leave approved, but are now being asked to take leave during the shutdown. <p>Action: V Weeden requested information in relation to staff leave (point 5 above) be provided to her.</p>
Item 11	Work Health & Safety Update
	<p>F Devadoss absent. R Melan advised:</p> <ul style="list-style-type: none"> • The WHS Audit is scheduled for 21 – 23 November 2022. • Target areas have been consulted with and are well prepared. • Environment Rounds have commenced with a team of staff including a WHS, Domestic Services, Maintenance and IPC staff member and the NUM or Nursing Co-Director. Results have been encouraging. <p>Staff Wellbeing:</p> <ul style="list-style-type: none"> • V Weeden advised the TSH Wellbeing Ambassador has resigned and an EOI for a replacement will be distributed. • Wellbeing opportunities highlighted in the PMES will be targeted. The TSH engagement rates was 47%. • In 2023, we will focus on sustainable and tangible research-based wellbeing activities that will support the wellbeing of staff in the work environment.
C. DOCUMENTS FOR CIRCULATION & INFORMATION	
Item 12	TSH Health & Safety Committee
	The minutes of the TSH Health & Safety Committee dated 7 October 2022 were provided for information.

Item 13	SESLHD Joint Consultative Committee
	The endorsed minutes of the meeting on 2 June 2022 were provided for information.
D. BUSINESS WITHOUT NOTICE	
Item 14	Mental Health Rehabilitation
	R Millington requested information regarding the Mental Health Rehabilitation shutdown on 1 November and subsequent redeployment of staff. V Weeden advised that it will be a temporary relocation, not a shutdown and that negotiations were currently underway with V Weeden, the District and the Mental Health Branch. V Weeden referred R Millington to the Mental Health Staff Consultative Committee for further advice. G Armstrong advised that a USCC will be scheduled once updates have been received from the MoH.
E. MEETING CLOSE	
Item 15	Next Meeting: 22 February 2023 at 11.30am in the Executive Meeting Room or via Teams.

Action items

Item	Action Item	Responsibility
1	Quorum Requirements	
	R Millington queried the quorum requirements for the committee. To be verified by D Shea.	D Shea
1	Recruitment of Vacant Maintenance Positions	
	Recruitment to the vacant gardener position – external contractors are currently tending to the maintenance of the grounds. No updated provided, as Corporate Services were not present at the meeting. R Melan will discuss with A Milne.	R Melan/C Tubbs
2	Role of Security Staff	
	Concerns were raised regarding 1) the role of security staff when assisting with an aggressive patient and 2) specialling of patients. VW requested that S Howard liaise with R Millington to ensure the correct practices are in place.	S Howard/ R Millington
3	Shortage of Manual Handling Assessors in the workplace	
	A recommendation for the manual handling champions training has been proposed and is being reviewed by F Devadoss.	F Devadoss
4	Staff Leave Requests	
	R Millington expressed concern that some of his members have previously not had leave approved but are now being asked to take leave during the shutdown. V Weeden requested this information to be provided to her.	V Weeden
The following actions were closed:		
5	Librarian Position at TSH	
	This action item should have been noted as “Closed” at the previous meeting.	V Weeden

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

Signed: Vicki Weeden, General Manager

TSH Staff Consultative Committee meeting on 26 October 2022

Nursing and Midwifery update:

Recruitment

- With the appointment of the new Clinical Workforce Manager, recruitment across the hospital has now been centralised. The streamlined model is efficient and the Workforce Team are implementing process improvements and working towards reducing time to hire and commencement.
- There are still challenges in attracting candidates to nursing and midwifery appointments, as such District recruitment strategies to engage with applicants from UK and NZ have commenced.
- The Sutherland Hospital Graduate program will increase from 55 to 75 in 2023; and there a number of strategies being implemented to support flexibility such as ward rotations and the option of part time.

Restructure of Program 1

- Program 1 comprises Critical Care, Emergency, Surgery, Anaesthetics and Perioperative Services.
- A letter was sent to the NSWNMA on the 17 October indicating that an Association representative will be invited to participate in grading committees for restructures going forward.
- Advised that implementation of restructure will commence from 18 October 2022
- Staff have been advised of the structural changes and are being supported with education and mentoring throughout the process.

Annual Leave / Christmas – New Year Planning

- A memo was distributed to the Executive on 29 September detailing the Christmas/ New Year public holidays.
- Currently leave plans are being sort from nursing and midwifery

Redevelopment – New Theatres

- The development works are progressing and are currently on track.
- The stage 2 works will involve the relocation of a number of units/wards, with staff being kept informed of the plans as works progress.
- Op Theatres – implementing 24/7 nursing staffing rostering approved (approx. 11 FTE) instead of the long standing on call arrangement. Recruitment required before this can be implemented

Access to Care – Patient Flow – Workshop

- Patient Flow is a critical deliverable to ensure that patients are cared for in timely manner and by the most appropriate ward or service.
- Ideas and concepts for the workshop to be held on 30 November, have been sort from key stakeholders
- The Demand Manager, Greg Cramery will be working to deliver an informative and interactive workshop for the Multidisciplinary team.

Staff Health Unit

- Staff Health has been centralised across the District, with the new unit going live on the 26 September 2022.
- They will provide a centralised staff vaccination service for candidates progressing through the recruitment process.
- A satellite staff vaccination service will be provided by the unit at Sutherland two days a week – Wednesday PM and Friday PM

Manual Handling Update

- Manual Handling Training is still currently being trailed at St George.

Wellness Garden

- The new wellness garden has been well received by the staff, with the aim of enhancing wellbeing.

Licence - Schwartz Round

- Nil further updates at this stage

Recent N&M permanent appointments:

- NUM 3 CCM
- NM 4 Medicine and Cancer Outpatients
- NUM 2 Barkala
- CNC 1 – AH CERS_Clinical Support
- NUM 2 Neonatal, Child and Adolescent Unit