

MINUTES

Item 1: Attendance:

Nicole Sheppard, Chairperson (NS)
Melissa Rees, A/Director of Nursing & Midwifery (MRe)
Jacqueline Demirov Secretariat (JR)
Nicol Sali, Workforce Manager (NSa)
Kylie Harper, Facility Support Manager NIHG (KH)
Ashleigh Brown, Allied Health Representative (AB)
Kerrie Seymour, ASMOF Representative (KS)
Eileen McEvoy, HSU Representative (EM)
Elisabeth Murphy, PAICT Matters (EMu)

Apologies:

Kathleen Thorpe, Director of Nursing & Midwifery (KT), Meagan Ristevski NSWNMA Representative (MR), Skilled Trades Representative/s, Adam Bryant Manager of Mental Health Services (AB), Emma Gedge, Katrina Bough.

Acknowledgment to country

Item 2: Confirmation of Previous Minutes: 8 December 2020

EM confirms the minutes that took place on 8 December 2020.

Item 3: Matters Arising

Nil matters from last meeting

Item 4: Standing Items

4.1 Human Resources Update/WH&S Update – Nicol Sali

- Safety – Performance at WH has improved significantly there has been a 45% reduction in injuries YTD.
- Information has been distributed through the Wellness Committee around distractions whilst walking type of promotion, in line with “WEXTing”.
- Slips, trips and falls is the safety promotion for the month of February. Butterfly project: Butterfly Project: A butterfly is a symbol that represents End of Life
- You may see it on
 - Patient doors
 - Quiet room doors
 - Ward entry door

What is required of all staff and contractors:

- Respect & quiet in the area
 - DO NOT ENTER any patient or quiet room with a butterfly displayed
 - Talk to Nursing staff
- NSa recently distributed an email to Managers regarding Nauseous Linen and Infectious cleaning allowances and the processes in place for cleaning. The form is the same for both. The two forms have been combined and the “in charge” is required to sign this off. Any issues need to be raised with Cameron D/Kylie Harper’s team.
 - “Speak up” Sessions are being held throughout March for all staff.
 - Speeding in the carpark – Staff are reminded that the same rules apply as out on the road.

- Accreditation – likely to occur in March. PED's need to be up to date and Managers are reminded that the stafflink system needs to reflect the same.
- Fire training is focus for accreditation – many sessions are being held.
- Excessive Annual Leave – Reduction, training, staff taking leave where possible and possible "cash out" options. KS notes that EAL with JMO's and their training requirements need to be taken into consideration as some of the Colleges in particular only allow them to take so much time off during the year.
- Secondary employment – Approval is required in all circumstances and staff need to reapply at 12 Months. JMO Secondary employment policy has been created for other sites – KS to send to NSa.

4.2 Nursing Update – Melissa Rees

- Nursing Hours per Patient Day has been the main focus for narrowing the gap between the over provision and under provision.
- All Managers have been reminded of the need to document approved specials in the NHPPD template.
- Information around compliance is discussed at all of the huddles in the morning.
- The falls working committee are focusing on reducing the number of falls on the wards. Training has been opened up to all staff, not only nursing. Available on HETI and blue flagged for the Nursing group. Allied Health has been included in the Falls Working Party. MRe to follow up with Kylie Harper to include Hotel Services/HASA representatives.
- Focus is on the Nursing recruitment and new strategies are being discussed. This will be completed at a District level also for Temporary and Permanent positions. 1 March 2021 has been set for the assessment centre recruitment.
- COVID-19 has impacted on recruitment
- Reasonable workloads committee has been successful for 2021, moving forward.
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4.3 Facility Support Update – Kylie Harper

- Wollongong Hospital has received the Security Audit Results and Kylie is now in the process of establishing a working party to develop an action plan to address some of the issues that were outlined. Kylie has met with Jeff Hurd to address site based issues and work through the District based issues.
- Work Health and Safety Audits are scheduled for August (Wollongong). Evidence is being gathered now.
- Signage is being completed at the front of Loftus Street entrance (glass wind break) – final works to completed
- Signage is being placed at Crown Street, to advise visitors to go to the Loftus Street Entrance to enter Hospital grounds.

4.4 Mental Health Services – Adam Bryant

- Nil Representative

4.5 PAICT Matters – Elisabeth Murphy

- Issues with Social Work and NDIS workload capacity.
- Social workers have been raising a few issues around the increase in workload that they are experiencing. A Follow up meeting is being arranged to discuss solution moving forward. This is a state issue and Social Work are looking for some local engagement/solutions for immediate action. EM to follow up with the JCC. EM has raised the issue with Sue Fitzpatrick and Sue Ellen and

advised that the Union and HR needs to be present at the meetings and that they need to be scheduled moving forward. Many issues have been identified as part of this process and HSU members feel as though they have been “brushed” away. EM has emailed Sue F and Sue E – nil email has been received in reply from 25 January 2021. EM to follow up with Sue F and Sue E. EMu to send an email to EM to link in.

- AB has received feedback from Sue F and Sue E to advise that they have met with the Union and Social Workers to discuss the issues.

4.6 NSWNA Matters

- Nil representative

4.7 HSU Matters – Eileen McEvoy

- Mortuary Working Party update: KH and EM to meet and discuss. KH to send previous minutes and invite to future meetings. KH advises that this is a working party, not a committee meeting and it has a multi-disciplinary team working through various issues as such and there has been representatives at the working parties. Melissa Rees will attend Mortuary Working Party Meeting.
- Review of Wardsperson CPR policy has been circulated for input and knowledge. KH to forward copy of this policy to EM.
- EM to raise issues with JCC.
- Bare below the elbow – revision of this policy, concerns raised by members as there was no consistency with staff following this policy in Clinical Areas. MR to follow up with staff and EM.

4.8 Skilled Trades Matters

- Nil representative

4.9 Allied Health – Ashleigh Brown

- Nil updates

4.10 ASMOF – Kerrie Seymour

- Nil updates – KS dropped off the line. NS and KS to catch up offline.

Item 5: New Business

- Vaccination roll out – starts the last week of February 2021. The rollout of the Pfizer Vaccine is focused on the 1A staff. A bus has been arranged to take staff to Liverpool Hospital. EM raises issues about reactions to the injections – will the MoH advise if members will have sick leave or will it will fall under Covid Leave. Updates to follow next meeting.

Next Meeting: TBA

CERTIFIED A CORRECT RECORD

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Wollongong Hospital Staff Consultative

Tuesday 16 February 2021

Skype Meeting

DT21/20283



Health

Illawarra Shoalhaven

Local Health District

Name

NSWep00001

Signature

12/03/21

Date

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