

Minutes

USCC – NMH Hunter Courier Changes

Date:	1 st November 2021	Time:	13:30 – 14:00	Venue:	TEAMS Meeting	
Attendees:	David Spence (NSWHP), Nicole Talty (NSWHP), Peter Burgess (NSWHP), Gwenny Asimus (HSU), Tracey Gaddelin (HSU)			Apologies:		
In attendance:						
Item No.	Agenda Item	Discussion		Action/Decision	Responsibility	Timeframe
1.	Welcome & Attendance	<ul style="list-style-type: none">Acknowledgement of Country: “I would like to acknowledge the traditional owners of the lands we are meeting on, and to pay my respects to Elders past and present”All in attendance happy for the meeting to be recorded for the purposes of transcriptionWelcome and introduction from all				
2.	Confirmation of Previous Minutes	<ul style="list-style-type: none">Nil				
Items for action / endorsement:						
3.	New Business					
		<ul style="list-style-type: none">DS - The Hunter courier run design is not reflective of the current needs. The soon to be opened new Maitland Hospital, completed road projects in the Hunter area and stakeholder feedback has given rise to undertaking a review of courier scheduled run times. This will better align with workflow, patient result turnaround times and in doing so support improved patient outcomes.In proposing the changes:<ul style="list-style-type: none">no change to FTE				

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		<ul style="list-style-type: none"> • will impact the start and finish times of a number of shifts. • Preliminary discussion and consultation with staff has occurred. • The new Maitland Hospital opening planned for January 2022 and the interrelationship between both Maitland and JHH courier routes being reviewed. • Runs have been drafted and made available to staff on JHH and Maitland notice boards. Suggest a trial roster arrange with review period. • TG – Phone call from member regarding weekend run. PB – Oversight, double copy of evening run sent in error. Has now been sent out and discussed with staff member. TG – Requested a copy of the draft runs. PB to send a follow up email to all staff noting the draft runs are available on noticeboards • TG – Agree with trial period, due to holiday traffic etc. Not reflective of normal workday traffic (BAU) • DS – Specimens from New England will not divert via Maitland, Will go straight to JHH. TG – Some confusion from staff regarding where they'll be based. DS – Happy to meet with staff to clear up any confusion. PB – 2 PPT staff will be impacted, discussions have occurred with these staff. FTE will be transferred to JHH 	Draft runs to be sent to HSU		
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		<ul style="list-style-type: none"> NT – Toolbox meetings held and minutes taken to inform staff of possible upcoming changes. Staff informed of consultation with HSU to occur. TG – Staff concerned they won't have time to attend due to workload. PB – Runs will be covered by other staff. TG/GA will include minutes to members and call for delegates to be involved in formal consultation meetings. NT – Meetings will be virtual, happy to assist if staff need help setting up computers etc GA – No concerns from Hunter at this stage. NT – Couriers integral to Pathology services. TG/DS agree DS/NT – Timeframes. Meet again in 2 weeks. 18th November. Draft runs/Minutes/Copy of all staff email to be supplied to HSU by Wednesday 3/11 to enable newsletter/email to HSU members HSU to supply updates on who will be staff representatives, PB to have notice to enable rosters to be filled 	1 staff member from Maitland and 1 from JHH suggested for consultation meetings		
Other Business					
4.	Meeting Closed				
5.	Next meeting	Thursday 18 th November 2021 – 13:30-14:30			