

## MINUTES USCC – NSWHP North Sydney

<b>Date</b>	1 <sup>st</sup> August 2023	<b>Time</b>	10:30pm to 11:30am
<b>Venue</b>	Via Teams or Executive Meeting Room		
<b>Present</b>	<b>Invited to participate:</b> <ul style="list-style-type: none"> <li>- Laila Hassan</li> <li>- Catherine Atkins</li> <li>- Peter Ward</li> <li>- Lawrence Lo Matrie</li> <li>- Karren Beard</li> <li>- Vitomir Tasevski</li> <li>- Kym Morgan</li> <li>- Clare West</li> </ul>		
<b>Apologies</b>	<ul style="list-style-type: none"> <li>- Adele Clarkson</li> </ul>		-
<b>Number</b>	<b>Agenda Item</b>	<b>Action</b>	<b>Lead</b>
1.	Welcome to Country, attendance, apologies, exits		Laila Hassan
1.1	Welcome & Introductions Discussion regarding TOR and membership.	Laila to review.	Laila Hassan
2.	Confirmation of previous minutes	It was noted those in attendance at the last meeting felt that the minutes were an inaccurate summation.	Laila Hassan
3.	Action items update <ul style="list-style-type: none"> <li>- <b>Grading Committee:</b> The following issues were discussed –               <ul style="list-style-type: none"> <li>o Differentiation between the Grading Committee and the Credential Committee.</li> <li>o The lack of Scientific Officer representation on these committees.</li> <li>o The lack of transparency and documented decisions.</li> </ul> </li> </ul>		Laila Hassan

	<ul style="list-style-type: none"> <li>○ The requirement and essential need for feedback to the applicant regardless of whether the decision to support comes from local approvers or the Committee.</li> <li>○ Review of these committees is being undertaken however, this may take some time. There is no timeline.</li> <li>○ In the interim, concerns regarding specific cases should be addressed to Laila.</li> <li>○ Please address all regrades to the HR team inbox: (nswpath-metrohrnorthwest@health.nsw.gov.au)</li> <li>- <b>Recruitment process:</b> The following issues were discussed -             <ul style="list-style-type: none"> <li>○ The high level of dissatisfaction regarding recruitment process involving extreme delays in onboarding recruits.</li> <li>○ Laila advised the PCLT (People &amp; Culture Leadership Team) are implementing measures including recruiting additional staff to the HRSS (Human Resources Support Services) to take the load off Managers for recruitment related tasks. This initiative was launched yesterday and also included progressive changes to short term contracts such as maternity relief whereby the same candidate can be utilized for other maternity relief at the completion of the initial contract and as such doing away with the need for readvertisement for subsequent roles. Lawrence spoke about his positive experience so far with his current recruitment.</li> <li>○ Delays in recruiting seconded staff affects home department. Discussed the importance of negotiating commencements and acceptance of secondment of staff.</li> <li>○ If recruitment remains an issue, it would be appropriate to raise at the next JCC.</li> </ul> </li> </ul>		
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	<ul style="list-style-type: none"> <li>- <b>IT Support: The following issues were discussed –</b> <ul style="list-style-type: none"> <li>o Difficulty staff are experiencing in gaining IT support for urgent IT issues. Not clear for staff what action they should take on how to get help. Some issues deleted prior to being resolved.</li> <li>o Routine issues – raise SARA request.</li> <li>o Urgent issues – call IT directly on their 1300 number.</li> <li>o Response time is also an issue when staff are calling out of hours, they need prompt attention.</li> <li>o Cathie has discussed with Fiona. Perhaps extend invitation to Fiona for Ops Meeting?</li> <li>o Cathie to discuss with Louise in the first instance.</li> </ul> </li> <li>- <b>Inappropriate classification of laboratory staff: The following issues were discussed –</b> <ul style="list-style-type: none"> <li>o This issue is part of the award reform.</li> <li>o Dispute regarding misclassification of SOs - being employed as TOs and performing SO duties.</li> <li>o It would be appropriate for the JCC to step in and rectify this.</li> <li>o Staff need to be trained and tasked appropriate to their classification.</li> <li>o RNS is not unique in relation to this issue.</li> <li>o This is not an issue we can resolve at this meeting.</li> </ul> </li> </ul>	<p>Cathie to discuss IT support with Louise Wienholt.</p>	
4.	<p>New Business</p> <ul style="list-style-type: none"> <li>- <b>Requirement for briefs in relation to equipment: The following issues were discussed</b> <ul style="list-style-type: none"> <li>o The organisations requirement for briefs in relation to equipment, in particular capital equipment (&gt;\$10,000) and equipment requiring repair.</li> <li>o Cumbersome bureaucratic process for replacement of older equipment that should be replaced automatically at the end of its agreed lifespan.</li> <li>o Risk to clinical work due to the time it takes.</li> </ul> </li> </ul>	<p>Cathie to discuss the requirement for a brief for the repair of equipment with Louise Wienholt.</p> <p>Replacement of equipment to be raised at the JCC.</p>	

	<ul style="list-style-type: none"> <li>○ Adds to pressure of staff in relation to reliability of equipment.</li> <li>○ Cathie explained that RNS has a capital plan, all Managers have the opportunity to put forward equipment to be replaced. Brief is required. Two different types of equipment – centrifuges etc (essential equipment) – other equipment considerations globally or individual equipment purchase. Anything over \$10,000 – a tender is required which can be a prolonged practice. More complex the equipment the longer it takes for approval.</li> <li>○ Briefs for repair are also required. The process relies on Managers to be proactive. It is the unexpected death of equipment that causes major issues. Repair rule applies to North in particular.</li> <li>○ Cathie to raise the repair rule with Louise. Critical equipment must be excluded if a brief is required for repairs eg: Architect breaks down on a weekend (patients impacted).</li> </ul> <p><b>- Appointment of In-Charge of Section as opposed to In-Charge of Laboratory: The following issues were discussed –</b></p> <ul style="list-style-type: none"> <li>○ Appointment of people looking after big laboratories. Rather than looking at complexity, it seems appointments are occurring at the ceiling of year 3.</li> <li>○ Need some definition around what is a section and what is a laboratory.</li> <li>○ This information is coming from other laboratories who have been made to make that decision. Recently, a brief for SSO went out to recruiting. Manager told to pull the recruitment and the position was changed to I/C section. Resulted in HSU action. No clear idea of definitions. Definition not in the award.</li> <li>○ Kym to raise at JCC.</li> </ul>	<p>Kym to raise at the JCC.</p> <p>Laila to raise with PCLT regarding appropriate definition/policy.</p> <p>Laila to discuss importance of inclusion in Award Reform with Deanna.</p>	
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	<ul style="list-style-type: none"> <li>○ Laila to also raise with PCLT appropriate definition and policy.</li> <li>○ Some staff being offered lower salaries especially going from TO to SO. Shift allowances are not taken into account when progressing to SSO. It is being addressed in Award reform. Great fears that the best applicants will reject offer. Laila will discuss with Deanna, important that it is included in Award reform.</li> <li>- <b>Mortuary – Aldo and Brad: The following issues were discussed –</b> <ul style="list-style-type: none"> <li>○ Aldo and Brad are annoyed and upset as the mortuary has been changed from Path to LHD management without consultation.</li> <li>○ Cathie reported that consultation will happen as per due process – briefs are in progress. Consultation will happen in due process. Staff are aware of the transition which was previously put on hold as the hospital wasn't ready to take it on.</li> <li>○ All post mortems to go to forensics. The LHDs mortuary will be a body management process only with no autopsies performed on site, as such, no role for pathology management.</li> <li>○ Cathie to provide discussion with staff. Being transparent will be of benefit to the employees.</li> </ul> </li> <li>- <b>The SCC Meeting: The following issues were discussed –</b> <ul style="list-style-type: none"> <li>○ Other people would like to attend this meeting.</li> <li>○ Laila agrees, need to go through process to appoint some staff delegates.</li> <li>○ Laila will develop a more structured agenda and share for feedback.</li> </ul> </li> </ul>	<p>Cathie to discuss transition of mortuary to LHD with mortuary staff.</p> <p>Laila to develop Agenda and share for feedback.</p>	
5.	Meeting Closed 11.32		
6.	Date of next meeting: 12 weeks		