

1. PURPOSE

To engage in consultation associated with a proposed realignment to the Nutrition Services, Allied Health and Community Services, Royal North Shore Hospital (RNSH), Northern Sydney Local Health District (NSLHD).

2. BACKGROUND

Nutrition Services, RNSH undertook a service review in March 2023 by the Head of Department, Nutrition Services, RNSH and Director for the Division of Allied Health & Community Services, RNSH. It found that there has been changes in the service's workforce and their practices. Through the implementation of winter enhancements in staff levels, including an increase in technical staff within the department, the team has expanded its staff establishment in overall FTE.

In addition, the recent introduction of Comprehensive Care has involved changes to day-to-day activities and systems to meet the NSW Health Nutrition Care Policy requirements which centre around malnutrition screening and provision of nutritional care. This has involved new department policies and procedures for the service and additional training required by the technical staff.

Currently, Nutrition Services, RNSH comprises of

- 21.41 FTE of Dietitians (Dietitian, Level 1/2 to Level 7 Grade 2)
- 4.06 FTE of Nutrition Supervisors (General Administration, Level 4)
- 1.5 FTE of Dietitian Assistants (Allied Health Assistant, Level 3).

The organisational structure of the department has two (2) clinical teams, a team consisting of 7.21 FTE Clinical Dietitians (Dietitian, Level 1/2) and a team consisting of:

- 8.31 FTE Senior Clinical Dietitians (Dietitian, Level 3 led by 2.0 FTE Senior Clinical Dietitian/Team Leader, Dietitian, Level 4.

Additionally, the position of:

- Student Educator/Senior Clinical Dietitian (Dietitian, Level 4) reports to the Head of Department.
- Deputy Head of Department and Clinical Specialist Research Dietitian (Dietitian, Level 6), report to the Head of Department, (Dietitian, Level 7, Grade 2).
- Nutrition Supervisor (General Administrative Staff, Grade 4) and Dietitian Assistant (Allied Health Assistant, Level 3) positions are supported by the Food Service/Senior Clinical Dietitian and Deputy Head of Department/Head of Department

3. THE PROPOSED CHANGE

The service review has found that Nutrition Supervisors and Dietitian Assistants would benefit from a team-based structure, like their Dietitian colleagues who are in clinical teams. Currently, supervision and support are provided by the Food Service/Senior Clinical Dietitian (with support from the Head of Department and Deputy Head of Department) due to their expertise and experience in Food Service.

Proposed introduction of Team Leader, Food Service Dietitian (Dietitian Level 4)

To provide a more effective streamlined structure, it is proposed a reduction of 1.0 FTE in the position of Dietitian Level 3 and the addition of 1.0 FTE in the position of Team Leader, Food Service Dietitian (Dietitian Level 4) to the organisational structure.

The purpose of the removal of 1.0 FTE Dietitian position/s (Dietitian, Level 3) and creation of 1.0 FTE Team Leader Food Service Dietitian (Dietitian, Level 4) is to recognise the importance of the Food Service Dietitian, Nutrition Supervisor and Dietitian Assistant roles within the department through recognition as a departmental team. It is envisioned that this will provide a more formalised structure for supervision and support of the Nutrition Supervisors and Dietitian Assistants, and acknowledges the leadership already being provided by the Food Service/Senior Clinical Dietitian.

Please find attached the proposed position description.

The following table reflects the changes to the structure:

Award/Grade	CURRENT FTE	PROPOSED FTE	VARIANCE
Level 3 Clinical Dietitian	8.31	7.31	1.0
Level 4 Clinical Dietitian Team Leader	2.84	3.84	1.0
TOTAL FTE	11.15	11.15	0

If implemented it will allow our dietitians to provide specialised skills and knowledge within the food service component of dietetics and allow highly skilled staff to gain recognition in management, education, and training of technical staff. For the department it will allow opportunities for succession planning and the ability for staff within the department to gain further knowledge and skills

4. CURRENT AND PROPOSED ORGANISATIONAL CHART

- I. Current**
- II. Proposed**

Please see attachment

5. IMPACT ON STAFFING

This realignment will affect all Dietitian Level 3 positions within Nutrition Services RNSH. with identified staff members to be managed in accordance with the *Managing Excess Staff of the NSW Health Service Policy Directive (PD2012_021)*.

The Head of Department (HoD) and Deputy Head of Department are not impacted. As noted above, the review supports an increased need of a formalised structure for supervision and support.

As part of the change, it is proposed that professional leads are accountable for the day-to-day management, supervision, and education responsibilities.

It is imperative to note there will be no change to the reporting line with the continuation of all staff reporting through to the HoD and Deputy HoD in Nutrition Services. All recruitment and retention, leave management, rostering, and performance reviews will remain with the existing line manager and accountable to the HoD.

6. CONSULTATION PLAN – ENGAGING AND SUPPORTING STAFF

The consultation process will include:

- In October 2023, the Head of Department, Nutrition Services, RNSH and Director for the Division of Allied Health & Community Services, RNSH to hold a staff consultation meeting to detail the reasons and explain the proposed structure.
- Provide Nutrition Services staff with the consultation document, proposed change and invite feedback.
- Meet with individual employee affected by the change structure prior to whole of staff consultation meeting.
- Inform the Health Service Union (HSU) via letter of the proposed changes invite feedback.
- Ongoing assistance where required throughout the consultation period for staff from the Head of Department, Nutrition Services and Human Resource services.
- Employee Assistance Program (EAP) including free and confidential, counselling is available to all staff.

7. PROVIDING FEEDBACK

Stakeholders are invited to provide feedback in the proposed realignment to Mr Michael Felicetti, Senior HR Business Partner, by email to Michael.Felicetti@health.nsw.gov.au by close of business Wednesday 1st November 2023.

8. IMPLEMENTATION OF THE PROPOSED STRUCTURE

The consultation period will conclude Wednesday 1st November 2023.

Subject to any comments and feedback received, it is anticipated the newly created position of Level 4 Clinical Dietitian Team Leader will be internally and externally advertised in accordance with the *Recruitment and Selection of Staff to the NSW Health Service Policy Directive (PD2017_040)*, post the conclusion of the consultation period.