



SWD23/073645

Mr Gerard Hayes
Secretary
Health Services Union
Level 2, 109 Pitt Street
SYDNEY NSW 2000
secretary@hsu.asn.au

Dear Mr Hayes

We are writing to advise you of the proposed change to the executive structure at Bowral District Hospital, South Western Sydney Local Health District (SWSLHD).

The governance of the Allied Health Departments currently sits directly with the General Manager, supported by the Executive Director Allied Health and Community Services and Discipline Directors. Up to now, Allied Health representation on the Executive has been provided by the Heads of the Allied Health Departments (HoDs) on a rotational delegation.

The HoDs have requested that a Facility Director of Allied Health be appointed to ensure that Allied Health is formally recognised as a member of the Hospital Executive Team.

We are pleased to inform you that the need for a Facility Director Allied Health (DAH) has been approved to improve the clinical and operational governance of the directorate and ensure consistent representation of Allied Health on the executive team as Fairfield District Hospital expands through redevelopment and growth of clinical services.

The establishment of the DAH Level 6, Grade 1 (0.2FTE) has been a collaborative and consultative process involving all HoDs at Bowral District Hospital. The DAH will provide overall management and coordination of Allied Health services at Fairfield District Hospital. The Facility DAH will be a member of the Senior Executive team and contribute to facility strategic and operational management and planning and will be required to participate in the executive on-call roster. A copy of the position description is enclosed.

Through the implementation of this change the reporting line will change for Allied Health HoDs to the new Facility DAH, which will be effective from the date of appointment of the Facility DAH position. The staff and management anticipate that the change will have a positive outcome for you and the service. This move provides increased consistency for Bowral Hospital with the structures in place at Liverpool, Bankstown and Campbelltown Hospitals.

To move forward with the implementation, we are planning to advertise the opportunity internally in the coming weeks. It is planned that appointment to the role will be via an internal recruitment process and open to all HoDs at Bowral District Hospital. The successful HoD will have a dual appointment (the FDAH role for 8 hours a week and the HoD role for the remaining hours) to the position for a 5-year tenure and ongoing appointment will be dependent upon remaining in the HoD role.

South Western Sydney Local Health District acknowledges the traditional owners of the land.

South Western Sydney Local Health District
ABN 46 738 965 845

General Correspondence
Email: SWSLHD-ESU@health.nsw.gov.au
Website: www.swslhd.health.nsw.gov.au

Liverpool Hospital Eastern Campus
Locked Bag 7279 Liverpool BC 1871
Tel 612 8738 6000 Fax 612 8738 6001

Prior to the implementation, we are happy to meet to discuss the matter further with your representatives and consider any feedback or suggestions for the proposed change.

If you would like to discuss the proposed changes to provide further feedback and any suggestions for consideration, please do not hesitate to contact Sue Colley by email Sue.Colley@health.nsw.gov.au or by phone on 0417 311 952.

Yours sincerely



Sue Colley
Executive Director Allied Health and Community Service
SWSLHD

Date: 08 August 2023

encl. Proposed Organisational Chart
 Proposed Director Allied Health Position Description



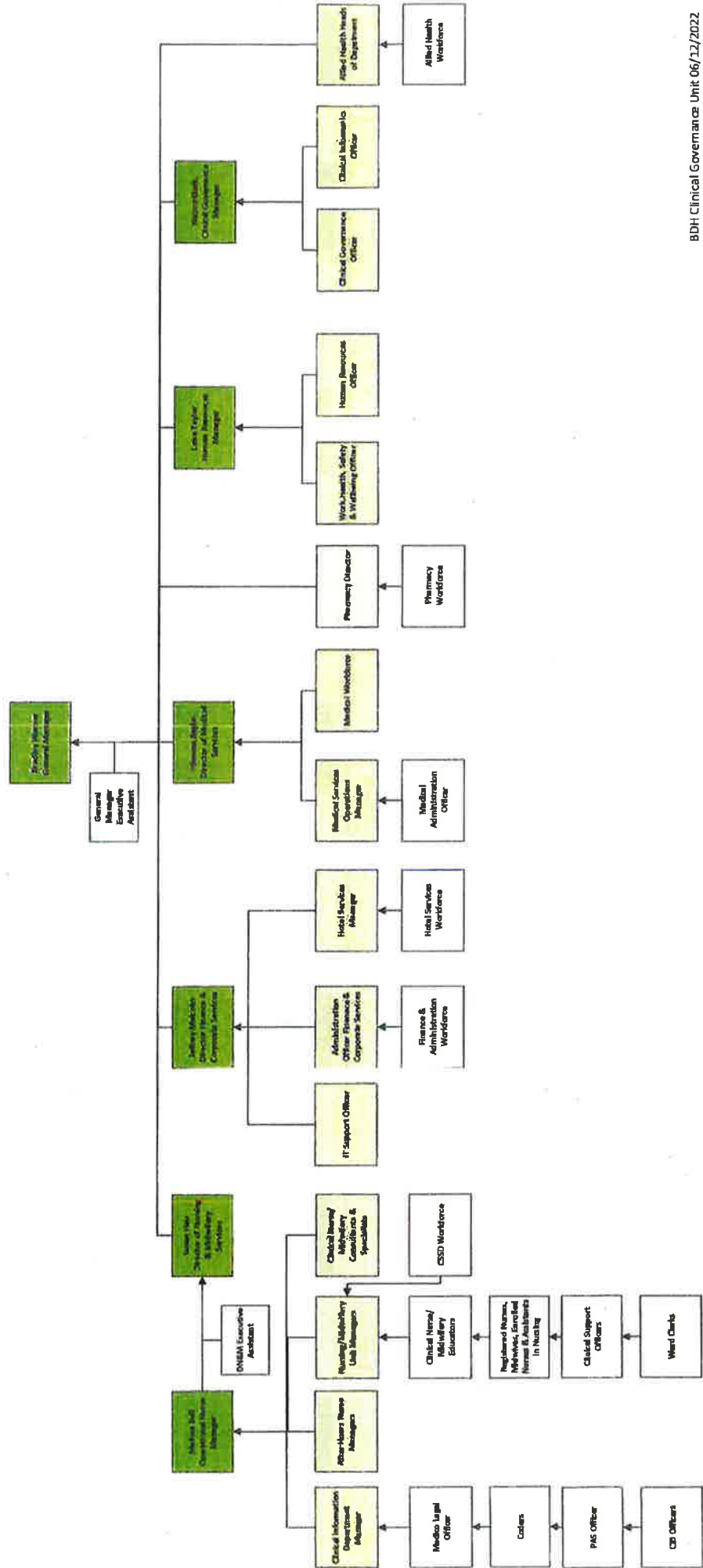
Bradley Warner
General Manager, Bowral Hospital

Date: 8.8.2023

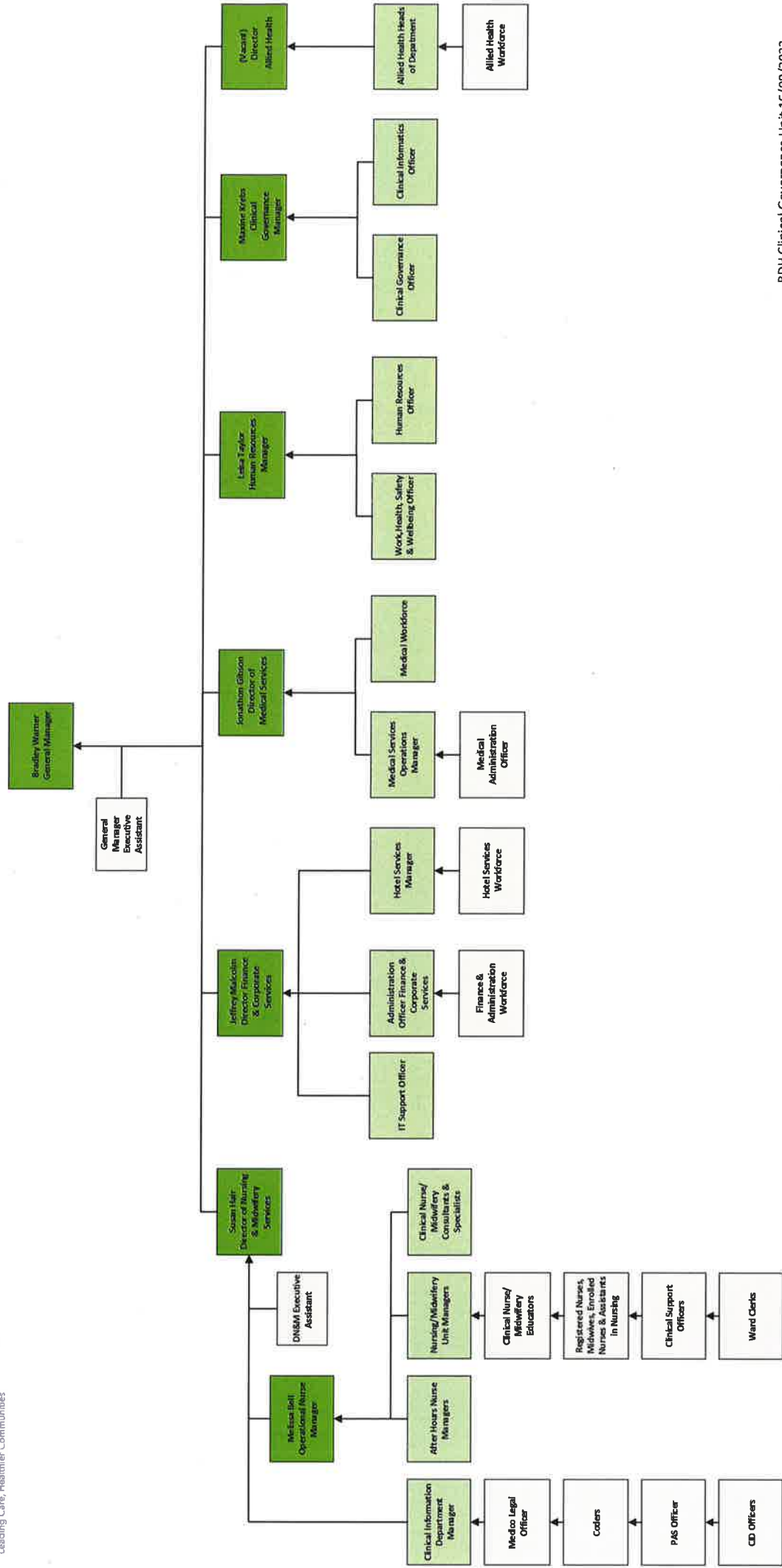
Bowral & District Hospital Current Organisational Structure 2022

transforming your experience

Health NSW South Western Sydney Local Health District
Leading Care. Healthier Communities.



Bowral & District Hospital Proposed Organisational Structure 2023



Position Description



Health
South Western Sydney
Local Health District

OUR CORE VALUES

COLLABORATION OPENNESS RESPECT EMPOWERMENT

*transforming your
experience*

Complete this Position Description template after reading the SWSLHD Guide to Writing a Position Description. Use the Guide for assistance on each section and examples of writing styles.

Role Details

Organisation	NSW Health
Local Health District/Agency	South Western Sydney Local Health District
Position Classification	Dietitian, Occupational Therapist, Physiotherapist, Social Worker, Speech Pathologist Level 6
State Award	NSW Health Services Health Professional (State) Award
Category	<i>Allied Health</i>
Role Title	<i>Facility Director of Allied Health</i>
Is this a Multi-Disciplinary Role?	Yes

Stafflink Position Number (Please ensure that the Position Number is Active)	
Cost Centre Number	
Does this role manage or supervise others?	Yes

Primary Purpose of Role (**Maximum Character Limit 3400 including spaces**)

The Facility Director of Allied Health is responsible for the overall management and coordination of Allied Health services at Bowral Hospital. The position provides the planning and development needs of the Allied Health service from a financial, organisational, strategic, physical and human resource perspective for the facility.

The Facility Director of Allied Health is operationally responsible to the General Manager and is a member of the Senior Executive team at Bowral Hospital. They will contribute to facility strategic and operational management and planning and are required to participate in the executive on-call roster. Professionally they report to the Executive Director of Allied Health and Community Services and are a member of the Allied Health Executive. As a member of the Allied Health Executive they are required to participate in facilitation, coordination and clinical/professional governance and strategic planning of Allied Health services.

Transforming Your Experience is SWSLHD's key strategy to positively transform how our patients, consumers, staff and communities experience our organisation and services. Our vision is that our care is

Position Description



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Local Health District

always safe, high quality and personalised and all our staff are supported and empowered to deliver their full potential. This strategy provides us with a clear direction for working together to deliver safe and high quality health services and build the health of our communities – now and into the future.

Position Description



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Essential Requirements (**Information (where relevant) about essential role requirements, such as: whether the role is identified, qualifications requirements, employment screening checks, licence requirements etc** **Maximum 3800 characters including spaces**)

Must hold appropriate qualifications and registration (where relevant) within the following Disciplines: Dietetics; Occupational Therapy; Physiotherapy; Social Work or Speech Pathology

WHS Responsibilities: (For managerial positions ONLY)

As a leader you are expected to support the organisation achieve the aims of the safety management system, to establish and maintain a positive health and safety culture in the workplace and to consult with workers and others when making decisions that may impact upon the health, safety and welfare of those in the workplace.

WHS Responsibilities:

You must take all reasonable care for yourself and others and comply with any reasonable instruction, policies and procedures relating to work health safety and wellbeing.

WWCC:

Current Working with Children Check Clearance (where applicable).

NPC:

National Police Check (This check will be conducted by the Health Service for Recommended Candidates only).

Staff Health:

Compliance with the SWSLHD and NSW Health, Staff Immunisation Policy (Only for Category A Positions).

Driver's Licence:

Current unrestricted Australian drivers licence (P2 Licence Acceptable) subject to obtaining NSW drivers licence within 3 months of appointment.

Key Accountabilities (**Maximum of 12 Accountabilities **Maximum 3800 characters including spaces**)

1. Participate in and contribute to executive level decision making relating to the operational management of the facility including:
 - Providing high-level advice and guidance to the Senior Executive on all allied health clinical and management issues to enhance organisational performance
 - Participating in strategic, business, clinical, facility and financial planning, development and monitoring for the facility and SWSLHD
2. Manage financial and resource allocation in collaboration with Heads of Department (HOD) and Discipline Directors to:
 - Develop and manage the salaries and wages budget for the Allied Health service within the allocated resources
 - Support, monitor, coordinate and report on the budget performance of the Allied Health service using timely and accurate reports
 - Ensure effective and efficient rostering practices to maintain staffing levels, skill mix and staffing profiles within the resource allocation
3. Provide sound human resource management in collaboration with HOD to:
 - Ensure the recruitment of suitably qualified staff within the available resources to all levels of staffing
 - Develop and support senior Allied Health staff and review and evaluate their performance
 - Ensure the implementation of WHS, EEO and Anti-discrimination policies and practices in the day-to-day conduct of personnel related duties.
 - Participate in the Allied Health Credentialing Committee as relevant
4. Provide clinical practice and service improvement in collaboration with Executive Director of Allied Health & CS, Discipline Directors and HOD to:
 - Ensure the provision of safe and high quality patient care through effective utilisation of human and financial resources and the use of a risk management approach to care delivery and evaluation
 - Contribute to and influence emerging trends within allied health and health care

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- Provide information and education on service principles and create a patient oriented attitude
 - Ensure that clinical methodology reflects current standards and is patient focused
 - Develop and implement a framework that supports measurement of clinical and service outcome measures for allied health
 - Ensure the provision of current written policies, procedures and protocols
 - Ensure the safe clinical practice of staff through the implementation of clinical supervision
 - Ensure that all staff working as registered Allied Health staff, hold current registration/enrolment with the Australian Health Practitioner Regulation Agency (AHPRA)
5. Review in collaboration with HOD/ Executive Director of Allied Health &CS / Discipline Directors existing services and develop strategies for the development of a sustainable workforce through the introduction of appropriate models of care and change management strategies.
 6. Support research, education and training to enhance development of Allied Health staff in collaboration with HODs through:
 - Promotion of professional development that meet the needs of staff and the facility, within delegation
 - Initiation of career development of staff and succession planning within departments
 - Fostering a culture of research, evidence based practice and innovation
 7. Foster a professional code of conduct and business ethic in line with NSW Health Code of Conduct, the SWSLHD CORE Values and the SWSLHD Transforming Your Experience framework
 8. Fulfill other duties as required by manager including participation in a 7-day roster that includes weekend and/or out-of-hours on-call executive services
 9. Work collaboratively with HOD/SWSLHD Director of Allied Health/Discipline Directors/Clinical Stream Directors to drive service development and delivery to achieve optimal patient care and outcomes

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Key Challenges (**Minimum of 1 maximum of 3** Maximum 1000 characters per challenge)

1. Managing the complexities of workforce, financial and operational management for a large multidisciplinary workforce and providing advice on these matters to facility and district executive.
2. Managing the responsibility for delivery of clinical services to support models of care, service priorities, hospital capacity, hospital activity and patient flow, including the utilisation of higher level planning and decision making skills as facility executive on-call.
3. Managing the multiple competing priorities of a senior clinical director role in a part time capacity, potentially with the responsibilities of another substantive position.

Key Relationships (**Who-Max 200 characters Why-Max 500 Characters**)

	<i>Who</i>	<i>Why?</i>
Internal Relationships (**Minimum of 1 maximum of 3**)		
1	Facility Senior Executive	For operational governance, patient safety and quality and service planning.
2	SWSLHD Allied Health Executive and NSW Health Pillar networks	For strategic, professional and clinical governance and planning.
3	Allied Health Staff	Provide leadership and support to ensure clinical and professional growth.
Does this role routinely interact with external Stakeholders? Yes (**Minimum of 1 maximum of 2**)		
1	NGOs and private providers	For coordination of ongoing patient care
2	Universities	For student clinical placement and research activities

Selection Criteria

****Maximum of 8 Selection Criteria** **Maximum of 3800 characters including spaces for all criteria****

1. Post graduate qualifications in health services management/ equivalent experience/ willingness to work towards post graduate experience in management
2. Demonstrated, knowledge and experience in management of complex human resource and administrative matters
3. Demonstrated high level leadership skills in problem solving/negotiation and change management
4. Demonstrated experience in budgetary and financial management within allocated resources
5. Proven interpersonal skills and excellent written and verbal communication skills
6. Proven skills and experience in facility and clinical service planning, patient safety and quality systems and patient flow management
7. Broad high-level clinical and operational management experience within a complex health environment with demonstrated experience in strategic thinking processes
8. Demonstrated extensive clinical experience in a hospital setting

Position Description



Job Demands Checklist

Job Demands Frequency Key:

I = Infrequent (intermittent activity exists for a short time on a very infrequent basis)

O = Occasional (activity exists up to 1/3 of the time when performing the job)

F = Frequent (activity exists between 1/3 and 2/3 of the time when performing the job)

C = Constant (activity exists for more than 2/3 or the time when performing the job)

R = Repetitive (activity involved repetitive movements)

N = Not Applicable (activity is not required to perform the job)

Physical Demands

Sitting - remaining in a seated position to perform tasks	
Standing - remaining standing without moving about to perform tasks	
Walking - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Running - Floor type: even / uneven / slippery, indoors / outdoors, slopes	
Bend/Lean Forward from Waist - Forward bending from the waist to perform tasks	
Trunk Twisting - Turning from the waist while sitting or standing to perform tasks	
Kneeling - remaining in a kneeling posture to perform tasks	
Squatting / Crouching - Adopting a squatting or crouching posture to perform tasks	
Leg / Foot Movement - Use of leg and / or foot to operate machinery	
Climbing (stairs/ladders) - Ascend / descend stairs, ladders, steps	
Lifting / Carrying - Light lifting & carrying: 0 - 9 kg	
Lifting / Carrying - Moderate lifting & carrying: 10 - 15 kg	
Lifting / Carrying - Heavy lifting & carrying: 16kg & above	
Reaching - Arms fully extended forward or raised above shoulder	
Pushing / Pulling / Restraining - Using force to hold / restrain or move objects toward or away from the body	
Head / Neck Postures - Holding head in a position other than neutral (facing forward)	
Hand & Arm Movements - Repetitive movements of hands and arms	
Grasping / Fine Manipulation - Gripping, holding, clasping with fingers or hands	

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Job Demands Checklist (Continued)	
Work At Heights - Using ladders, footstools, scaffolding, or other objects to perform work	
Driving - Operating any motor powered vehicle	
Sensory Demands	
Sight - Use of sight is an integral part of work performance e.g. Viewing of X-Rays, computer screens	
Hearing - Use of hearing is an integral part of work performance e.g. Telephone enquiries	
Smell - Use of smell is an integral part of work performance e.g. Working with chemicals	
Taste - Use of taste is an integral part of work performance e.g. Food preparation	
Touch - Use of touch is an integral part of work performance	
Psychosocial Demands	
Distressed People - e.g. Emergency or grief situations	
Aggressive & Uncooperative People - e.g. drug / alcohol, dementia, mental illness	
Unpredictable People - e.g. Dementia, mental illness, head injuries	
Restraining - involvement in physical containment of patients / clients	
Exposure to Distressing Situations - e.g. Child abuse, viewing dead / mutilated bodies	
Environmental Demands	
Dust - Exposure to atmospheric dust	
Gases - Working with explosive or flammable gases requiring precautionary measures	
Fumes - Exposure to noxious or toxic fumes	
Liquids - Working with corrosive, toxic or poisonous liquids or chemicals requiring PPE	
Hazardous substances - e.g. Dry chemicals, glues	
Noise - Environmental / background noise necessitates people raise their voice to be heard	
Inadequate Lighting - Risk of trips, falls or eyestrain	
Sunlight - Risk of sunburn exists from spending more than 10 minutes per day in sunlight	

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Job Demands Checklist (Continued)

Environmental Demands (Continued)

Extreme Temperatures - Environmental temperatures are less than 15C or more than 35C

Confined Spaces - areas where only one egress (escape route) exists

Slippery or Uneven Surfaces - Greasy or wet floor surfaces, ramps, uneven ground

Inadequate Housekeeping - Obstructions to walkways and work areas cause trips and falls

Working At Heights - Ladders / stepladders / scaffolding are required to perform tasks

Biological Hazards - e.g. exposure to body fluids, bacteria, infectious diseases

Created By: _____

Title: _____

Service Director Approval: _____

Title: _____

Human Resources Approval: _____

Title: _____

District Department Approval (if required): _____

Title: _____

