

BMDH SCC Action Log

HPEC: 20/163579-3

Meeting Date: 16 December 2020

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.3	W H & S	Provide list of members of WH & S	Christine Holman	17/02/2021	Open

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.5	Recruitment in CSSD	GW to provide RM update on recruitment for two roles.	Gaye Wright	17/02/2021	Open

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.11	Ward Clerk	Discuss relief when Ward Clerks on leave	ML to discuss in NUM's meeting	17/02/2021	Open

Actions from 17/12/2020

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.9	Security Manager Use of Award	PW to provide to CH specific example of breaches – PW advised no breaches so no examples – close off	Philip Walters	16/12/2020	CLOSED

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.5	Radiology Positions	BG to review current status 16/12 BH to follow up and speak with Chung (relieving Brett Gardiner) and make sure he is across it and provide full update on where this is up to next meeting. RM would like a timeframe	Brett Gardiner Bobbi Henao	02/2021	OPEN

Actions from 19/8/2020

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.9	Storage of Data – where is information being stored when entering Hospital and scanning Licence	Make enquiry CH advised information stored only with her and deleted after 28 days	Christine Holman	21/10/2020	Closed

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.9	Signage or board with message at entrance advising that the Security company is a legitimate service we have engaged	Signage at Entrance Signage of security company displayed	Christine Holman/Amanda Green	21/10/2020	Closed

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.10	JMO staffing Levels	Gaye to update Kerry KS has not received any answers for staffing and vacancies and will raise and discuss in USCC. Close off this Action Log	Gaye Wright	21/10/2020	Closed

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.11	Out of Hours late meal delivery from Kitchen	Dani to speak to Kerry Derufi – Regional Manager of HealthShare 16/12/2020 – BH to follow up with ML offline	Maria Lingam Bobbi Henao	21/10/2020	Ongoing

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
5.1	Staff Orientation	Look at way of Orientating staff during COVID and to include Union 16/12/2020 – BH to liaise with District	Gaye Wright Bobbi Henao	21/10/2020	Ongoing

Actions from 15/04/2020

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.9	Security	Revisit 12 hour agreement 16/12/2020 – to be discussed at Security USCC - Close off this action log	Gaye Wright	17/06/20	Closed

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.9	W H & S issue – after hours access	Update to be provided once the hospital has reviewed access and egress control	Gaye Wright	17/06/20	On Agenda for USCC

Actions from 19/6/19

ITEM	SUBJECT	ACTION	RESPONSIBLE	DUE DATE	STATUS
4.5	Blacktown Hospital O&G Staffing levels.	<p>Follow up on JMO Blacktown and O&G staff regarding staffing levels and antenatal clinics Dr Harry Merkur to provide advice to Ned Katrib</p> <p>16/12/2020 – Close off in this space. This will be discussed at the USCC meetings and KS has requested a copy of the review.</p>	Harry Merkur	Update 15/04/20	Closed

Blacktown and Mount Druitt hospitals
Staff Consultative Committee Meeting
Date: 16 December 2020
Time: 2.00 pm – 3.30pm
Venue: B2Hub Meeting Room 1 and Via Skype

Minutes

Present

Chair: Bobbi Henao Urrego (BHU)(for Ned Katrib), Christine Holman (CH), Wayne Thomson (WT), Randall Millington (RM), Gaye Wright (GW), Maria Lingham (ML),

Via Skype: Phil Walters (PW), Kerry Seymour (KS), Christine Boxsell (CB), Sarah Layfield (SL), Tish Berroya (TB)

Apologies: Daryl-Anne Elias (DE), Brett Gardiner (BG)

Secretariat: Kylie Micallef

Item 1 Welcome and Apologies

Welcome. BHU opened the meeting with Welcome to Country at 2.14 pm

1.2 – Conflict of Interest – NIL.

Item 2 Confirmation of Previous Minutes

2.1 – Minutes from previous meeting held in November were confirmed once following amendments are made.

- 4.9 - Referred to 21 hour agreement – should be 12 hour agreement. PW commented that his comments were in relation to the old 12 hour agreement – not the Award.

Item 3 Actions from Previous Meetings

4.9 Security Manager - Use of Award – PW advised there were not breaches so no examples in relation to the 12 hour agreement. Secretariat to mark as closed.

4.5 Radiology positions – RM questioned understaffing and equipment that is not being utilised.

Action: Hold over - BHU to follow up and speak with Chung Yee who is relieving Brett Gardiner and make sure he is across this and provide full update on where this is up to next meeting. RM stated he would like a timeframe of when positions would be appointed to.

4.10 JMO staffing levels – GW to update KS

KS hasn't received any answers for staffing and vacancies and will raise and discuss in the Medical USCC. Secretariat to mark as closed.

4.11 Out of Hours late Meal delivery follow up outside of meeting. BHU to speak with ML. ML thinks this may have been rectified.

Action: BHU to follow up with ML offline.

Staff Orientation – RM and GW– there has not been a conversation regarding this. RM stated that as there had been no community transmission of COVID infections, face to face orientation should return to normal. GW advised all orientation will continue online for the foreseeable future. RM feels this is in breach of Award and the HSU are entitled to 1/2 hour staff orientation– GW advised this is a District issue. RM stated he would raise at the Commission.

Action: BHU will escalate to the JCC.

4.9 – Security – Egress/Access control discussed in the BMDH Security USCC and will be sorted with the implementation of the new roster.

Action: Secretariat to mark as closed.

4.5 O&G staffing levels –Noted that is being discussed at the Medical USCC meetings and KS has requested a copy of the review.

Action: Secretariat to mark as closed.

Item 4 Standing Agenda

4.1 – JCC

Minutes attached to papers.

Nothing local to report.

4.2 – GM Update – NK

Obstetrics and Newborn Care Advisory group sitting at the moment. Executive in discussion with the Unions.

4.3 – Work Health and Safety – CH

KS asked why unsafe working hours shortages of staff did not come under WH & S. CH advised that no medical officers have raised this. WH&S is an employee meeting and management don't set the agenda, the employees set this. Medical officers are part of the committee.

Action: CH - Provide list of members on WH & S committee to KS.

4.4 – Corporate Services – CH

Resubmitted Service recommencement for all Volunteers and Pastoral Care, looking at end of January. Relying on Districts advice and perspective.

General Services Blacktown moving into new space 5 January –orientation for staff has occurred.

Senior Security Officer currently under offer subject to checks, Security Officer at Blacktown interviews next week. Mount Druitt Security Officer going out for advertisement. Mount Druitt Security office works commence end of January.

4.5 – Human Resources – GW

Currently working on restructure. Start of discussions on implementation and working on having complete by end of March.

RM asked about CSSD position - what is happening, funded position and been told to reapply. GW advised recruitment has occurred. One of the two jobs that needs to be put into place. Staff member's contract extended to end of January. RM gave NK hard copy of letter.

Action: GW to send RM update on recruitment. GW to speak to OGM regarding letter.

4.6 – Medical Services – BG

Nil

4.7 – Nursing and Midwifery Services - ML

Committed to 15 FTE in Maternity as a result of the union activity plus extra for on costs. These are in progress. RTF signed off today for recruitment. E lists can be used so we can access quickly to fill those roles.

4.8 – Trades – AP

Nil

4.9 – HSU – RM

Recording of meetings - RM commented unless you have permission, this is a breach of the Act.

Action: BHU to sends reminder to all EA's to ask permission prior to recording.

Interpretation of Policies- Charged for offence by police that carries 5 years or more you can stand down staff. Have a staff member who has been disadvantaged for a number of weeks – now been returned to workplace. GW advised that the staff member was on sick leave and had certificates for sick leave.

Action: BHU will note concerns and flag with NK.

RM queried travel allowance for staff. RM stated that there is a cause in the award everyone is entitled to one custom place of work, and that Blacktown and Mount Druitt are not one hospital. RM stated that either staff are given a travel allowance or a company car. GW recommended to escalate at JCC. KS agreed – same situation with Medical officers – one place of employment and if have to travel should be in work time with work car or fare allowance.

Action: RM to raise with JCC.

4.10 ASMOF- KS

Nil

4.11 – NSW Nurses & Midwives Association –

WT – issue raised with Maternity staff – no ward clerk for some time as on 2 months leave. Nursing staff mentioned doing cleaning duties, opening doors and visitors waiting and taking out frustration on staff, is there any movement to replace the ward clerk? NUM agreed for Ward clerk to take off 2 months and did not seek a replacement person. We need to source relief before we approve. Part of restructure – ward clerk do not fall under admin they currently fall under nursing. Looking at this. CSO ward clerks after hour's casual pool all need to be part of the same department. Looking at this with the new restructure.

ML have a NUM's meeting and will table about ward clerks.

Interviewing for more casuals next week, need to be coordinated at one central point. More proactive planned approach.

Action: ML to look into this.

4.12 Matters for Escalation to the JCC

Nil.

Item 5 New Business

No new business.

Item 6 Meeting Close

The meeting closed at 3.00pm

Date of next meeting: 17 February 2021
Via Skype

Signed: _____ (Chair)