

Response to correspondence from PMBH 20 April 2018

Dear Member,

On 20 April 2018, the HSU and members received correspondence from Port Macquarie Base Hospital management in relation to a meeting held regarding the below matters. In response to that letter, the HSU's position is as follows.

ESSU

Regarding the ESSU, the HSU met with members to discuss taking action to oppose nursing staff cleaning the ESSU while an industrial ban was endorsed by the HSU sub-branch at PMBH. As a result of the meeting with PMBH management, the HSU subsequently met with members to outline the PMBH's proposed cleaning staff increase of 1.8FTE for the ESSU. The members resolved to maintain the bans until such a time that the additional staff are recruited and are on the roster. Once this has occurred, the bans regarding this matter would be lifted. HSU members have also called upon PMBH management to outline how the additional resources will be utilised, and have sought a formal proposal for a trial from the Employer prior to the resources being deployed on the ground. Additionally, the HSU has called for meetings to be held to discuss allied health and HAS resources for the enhanced area before the ESSU is opened.

MEDICO-LEGAL POSITION & TRAINEE CODER

Regarding the dispute regarding the medico-legal administration officer in the medical records unit, the correspondence of 20 April 2018 outlines the HSU's position that the AO-4 position be maintained at 1.0FTE. The HSU contends that the AO-2 positions be recruited to, as the duties are being undertaken by volunteers and should be performed by paid workers. Further, the HSU contends that the proposed trainee coder position should be graded as an AO-3, as per [Information Bulletin IB 2014 034](#). The trainee should be recruited via an internal merit-based recruitment process with the funding for the position above current staffing establishment within the medical records department. The HSU has called for the recruitment to the current vacant 0.5FTE admin officer position. The HSU is aware that PMBH management is liaising with the department manager about this position.

GENERAL ADMINISTRATION OFFICER REVIEW

The HSU refutes that it agrees to the recruitment of a data entry officer graded AO-2 in the emergency department as outlined in the correspondence of 20 April 2018. The HSU contended at the meeting and maintains the position that an administration officer working in the emergency department must be graded as an AO-3. The HSU holds concerns that the data entry officer will be utilised to relieve the admin officers in the ED, and as such perform duties associated with the higher classification. The HSU does not support the data entry position and calls for this to be repealed, and PMBH to recruit to an AO-3 grading instead.

RENAL UNIT “QUICK ADMIT”

The HSU contends that at the meeting the parties agreed that MNCLHD undertake a recruitment process for an admin officer position at the Kempsey Hospital Renal Unit. Further, the HSU called for the MNCLHD to recruit to additional admin staffing based at PMBH for after hours work, given that the service is running 16 hours a day, six days per week.

The remainder of the correspondence appears to reflect the meeting accordingly.

In unity,

A handwritten signature in black ink, appearing to read 'Gerard Hayes', with a long, sweeping horizontal stroke extending to the right.

Gerard Hayes
Secretary, HSU NSW/ACT/QLD



Health

Mid North Coast
Local Health District

Office of the General Manager

CONFIDENTIAL

20 April 2018

Mr Gerard Hayes
Secretary
Health Services Union NSW/ACT/QLD
Locked Bag 3
AUSTRALIA SQUARE NSW 1215

Via Email: secretary@hsu.asn.au

Dear Mr Hayes

I am writing further to our meetings with Mr Michael Kearns, Organiser, Public Health Division Health Services Union (HSU) NSW/ACT/QLD and Sub-Branch Executive Committee Vice-President Kerry Coyte, on Monday, 16 April 2018 and Tuesday, 17 April 2018, regarding resolution of outstanding human resources matters and dissolution of the Port Macquarie Base Hospital (PMBH) Organisational Review (Administration Review).

1. 2018 Elected Port Macquarie Base Hospital Sub-Branch Executive Committee

Thank you for forwarding the AGM results on 12 April 2018 advising the appointed Executive Committee members. I will ensure the Network Executive are advised of the appointments for their information. We look forward to continuing to work with the Committee to resolve issues quickly and efficiently.

2. Hospital Assistant Allocated Days Off (ADO) Review

HSU advised that Hospital Assistants have questioned their ADO balances. MNCLHD to conduct a review of Hospital Assistant ADO balances and advise employees and HSU of outcome.

Patient Support Services Unit Manager, to conduct this review and to include Health & Security Assistant (HSA) ADO balances to ensure Award compliance.

3. PMBH Emergency Short Stay Unit (ESSU)

a) Nursing Staff Cleaning ESSU

Please be advised Director of Nursing, is assessing this matter and I can assure you appropriate action will be taken to address any proven breach of NSW policy in accordance with relevant procedures.

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ABN 57 946 356 658

PO Box 2466
PORT MACQUARIE NSW 2444
Tel (02) 5524 2100 Fax (02) 5524 2103
Website www.mnclhd.health.nsw.gov.au

Parties resolved that MNCLHD will advise Staff they can utilise the tearoom but must clean after themselves. Staff to be directed not to undertake other cleaning tasks unless preventing a work health and safety issue.

b) Resolution of Dispute and Opening of Refurbished ESSU

HSU have agreed to lift the cleaning ban on the ESSU pending recruitment of 1.0FTE and to a six-month trial of a seven day roster, which will include this additional position. Resolved that the HSU will write to the MNCLHD confirming their position. Parties agreed to meet with HSAs, Management, HSU and Work Health & Safety to discuss any concerns. MNCLHD to organise meeting.

MNCLHD has also addressed the HSU request for 0.8FTE and can confirm we have appointed to this vacancy.

4. Organisational Review (Administration Review)

It was acknowledged that one of the key objectives of the Review for both parties was to reduce acting and secondment arrangements for employees and therefore, these final actions and dissolution of the Review, will allow the MNCLHD to recruit on a substantive basis into the future.

Parties agreed to finalise outstanding matters relating to PMBH and dissolve the Review. Given we have now identified a number of departments that will require review at a Hastings Macleay Clinical Network level and these will be managed separately.

a) PMBH Medical Records

i) Health Information Access Officer (temporary Medico-Legal Position)

Parties resolved to permanently recruit to this position as a fulltime AO4.

ii) Medical Records AO2 Position

MNCLHD to consult with Management regarding Pink Ladies' functions in the Medical Records Unit.

iii) Trainee Coder

Parties resolved that MNCLHD will recruit to AO3 Trainee Coder. HSU to seek further advice regarding IB2014_034 Clinical Coders Recommended Salary Levels.

b) PMBH Patient Support Services Unit

i) ED Patient and Clinical Support Supervisor

Further to our USCC meetings last year, it is the MNCLHD's intention to advertise the above new position as an AO5 in place of the vacant ED Supervisor position, currently AO4, and incorporate the management of the PMBH administration staff in this role.

MNCLHD propose the position will report to the PSSU Manager as per the structure previously provided.

ii) ED Data Entry position

Parties agreed MNCLHD will recruit 1.0FTE permanently for a new AO2 ED data entry position.

MNCLHD advised their intention in the future to realign this Unit and incorporate a Network model which will include security, car parking, cleaning, administration and volunteers.

This departmental restructure/realignment will be conducted using normal industrial relations processes outside of the Review.

Ongoing consultation will be held as required between MNCLHD and Associations.

c) PMBH Ward Clerks/Clinical Support Officers (CSO)

Parties noted these positions report to Nursing Unit Managers and were created as part of the 2008 Garling Review. HSU advised there appears to be no uniformity regarding CSO duties across the State because of changes to patient care, however, CSO classification hasn't reflected these changes.

Resolved MNCLHD to advise Director Nursing, Midwifery and Workforce of the HSU's position and HSU would pursue outside of this meeting.

d) Hastings Macleay Clinical Network Medical Workforce Support

It is the intention of MNCLHD to restructure/realign Hastings Macleay Clinical Network Medical Workforce Support and this will be conducted using normal industrial relations processes outside of the Review and will look at medical governance and how medical officers can be best supported administratively.

Ongoing consultation will be held as required between MNCLHD and Associations.

e) Hastings Macleay Clinical Network Business/Finance

The Finance Team position descriptions have been drafted and are with human resources for assessment.

Once concluded, further consultation will be held between MNCLHD and Associations.

5. PMBH Renal Unit "Quick Admit"

Although I was not in attendance, I have been advised all parties, including the NSWN&MA, agreed admitting patients is an administrator's role and Management will organise further training of the admissions process for PMBH Administration Staff. MNCLHD will organise a follow up meeting to be held in May 2018.

6. Future Communication

MNCLHD apologised for lack of response to the HSU email dated 10 April 2018 regarding nursing staff cleaning the PMBH ESSU.

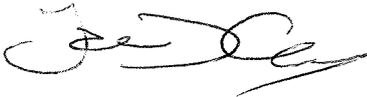
Resolved that future Hastings Macleay Clinical Network correspondence be issued to General Manager - Port Macquarie Base Hospital, Co-ordinator Hastings Macleay Clinical Network, in the first instance with a copy to the Administration Assistant at MNCLHD-PMBH-HGM-PA@ncahs.health.nsw.gov.au; and the Network HR/IR Manager.

If a concern is urgent or confidential, please email me directly or contact my office on 02 5524 2100. Alternatively call Ms Kruk on 0427 384 409.

MNCLHD should direct future HSU correspondence directly to Secretary, Health Services Union NSW/ACT/Qld at secretary@hsu.asn.au with a copy to Mr Michael Kearns as per your letter dated 3 January 2018.

Please don't hesitate to contact me on the above numbers should you require further information.

Yours sincerely



Ms Jane Evans
General Manager
Port Macquarie Base Hospital
Co-ordinator Hastings Macleay Clinical Network

cc Vicki Simpson - Director Nursing, Midwifery & Workforce
Chris Chick - Manager, Organisational Arrangements
Delwyn Kruk - Network HR/IR Manager
Michael Kearns - Organiser, HSU