

JCC Minutes – MLHD

Dear Member,

The HSU has received the attached minutes from the most recent MLHD JCC (Joint Consultative Committee) meeting.

Please review the minutes and contact your HSU Organiser via email tracey.gaddelin@hsu.asn.au should you have any queries or concerns regarding these minutes.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD



Date: 12 April 2018
Time: 12:00pm – 12:43pm
Location: Via Teleconference including Mawang Room, Morgan Street Wagga Wagga and Suite 3, 620 Macauley Street Albury
Chaired by: Ms. Jill Ludford – Chief Executive

1.0 Attendees:

Chief Executive	Ms. Jill Ludford
Executive Director, Nursing and Midwifery	Ms. Karen Cairney
Director Workforce	Mr. Colin Cowell
Director WWHS	Ms. Helen Cooper
Manager Work Health Safety and Wellbeing	Ms. Meredith McClelland
Workforce Support Manager	Mr. Brian McInerney
Workforce Support Manager	Ms. Kelly Pilon
Australian Salaries Medical Officers Federation (ASMOF)	Ms. Juliette Rex
Health Services Union Workplace Organiser	Ms. Tracey Gaddelin
NSW Nurses and Midwifery Association Workplace Organiser	Ms. Zoe Guinea
NSW Nurses and Midwifery Association Workplace Delegate	Ms. Dianne Zanotto

2.0 Apologies/Non Attendance:

Director Operations	Mr. Brett Thompson
Director Allied Health	Ms. Catherine Maloney
Director Integrated Care and Partnerships	Ms. Fiona Renshaw
Executive Director of Medical Services	Dr. Wendy Cox
Director Finance and Performance	Mr. Maurice Ahern
Director Clinical Governance	Ms. Jill Reyment
Director Mental Health and Drug & Alcohol	Ms. Robyn Manzie
Australian Salaried Medical Officers Federation (ASMOF)	Ms. Kerrie Seymour
Manager Inpatient Services/ MHECS/Director of Nursing	Ms. Sharlene Brown



Nurse Manager - Hay	Ms. Tracey Jubb
Australian Salaries Medical Officers Federation (ASMOF)	Mr. Steve Teece
Health Services Union Workplace Delegate	Mr. Steve Oakman
Health Services Union Workplace Delegate	Mr. Rex Currie
Health Services Union Workplace Delegate	Mr. Gary Purkeljc
NSW Nurses and Midwifery Association Workplace Delegate	Ms. Rhonda Dixon
NSW Nurses and Midwifery Association Workplace Delegate	Ms. Pamela Bates

Secretariat:

Ms. Sarah Chambers – Workforce Support Officer

Ms. Jill Ludford opened the meeting acknowledging the traditional owners of the land, the Wiradjuri People.

3.0 Confirmation of minutes from previous meeting

Adopted – Kelly Pilon

Seconded – Helen Cooper

4.0 Business Arising from Previous Minutes

4.1 JCC17/06-001

Ms. Helen Cooper provided an update on progress of angiography repatriation to Wagga Wagga Base Hospital (WWBH) advising that nurses have been receiving training with regional imaging and will be further trained prior to commencing on call by themselves.

Ms. Jill Ludford and the Board Chair met with the nurses at the angiography lab last week who acknowledged training and were optimistic about the future.

CLOSED: Action completed.

4.2 JCC17/12-004

Ms. Kerrie Seymour confirmed ASMOF is putting together information packs to be placed with orientation material for medical officers.

ACTION: ASMOF information packs to be sent for inclusion in orientation material.



4.3 JCC18/02-001

Confirmed Mr. Maurice Ahern to contact Ms. Tracey Gaddelin regarding financial costs of outsourcing surgical services at WWBH.

4.4 JCC18/02-002

In regards to Surgical Activity Management at WWBH, Ms. Helen Cooper advised advertising is underway for an additional resource to support the workload.

4.5 JCC18/02-005

Ms. Tracey Gaddelin provided a copy of the Excess Leave Management Plan form noting that additional leave was included on this form. It was agreed that these are two separate entitlements.

ACTION: Workforce to review the Excess Leave Management Plan form with a view to separate the two entitlements.

4.6 JCC18/02-008

Ms. Helen Cooper confirmed that a presentation for the interns was scheduled for May on a date provided by ASMOF.

5.0 Privatisation of Services

5.1 Ms. Jill Ludford confirmed that the transfer of sterilisation services from Griffith Hospital to St Vincents has been finalised. Ms. Dianne Zanotto mentioned the complexities of sterilisation services being undertaken at St Vincents and the extra time required by staff in transporting equipment.

Ms. Jill Ludford advised that this is an interim arrangement with plans underway for a new hospital at Griffith linked to St Vincents. It was confirmed that workloads will need to be monitored with any issues raised with the Reasonable Workload Committee.

New Business

6.0 MLHD

Ms. Jill Ludford provided an update on capital projects as related to Workforce:

6.1 Wagga Stage 3 – In consultation with the user groups and staff involved, the business case for the final stage of the completion of the new Wagga hospital has been finalised. Stage 3 includes the ambulatory care services, clinics, aged care inpatient unit, rehab



inpatient unit, older person mental health and a new renal unit. The aim is for these services to come online at the end of 2020.

Ambulatory care, allied health staff and clinics have been relocated to demountable buildings with all clinics now under one roof.

- 6.2** Griffith Redevelopment – In an earlier stage than Wagga with temporary renal clinics arriving onsite on 11 April, these modular units have previously been used at Tamworth and have been purpose built for renal. These units are yet to be appropriately fitted out. Ms. Jill Ludford offered to show Ms. Dianne Zannotto the temporary clinics once fitted out and. New oncology modular units are being built due to the capacity required by the service.
- 6.3** MPS Programs – Staff have relocated the service to temporary modular builds in Tumberumba whilst new facilities are being built. Culcairn MPS is in the final stages of construction for a new facility and at Barham enabling works are underway.
- 6.4** Care in the Community – Reminded to the committee that operation services are being delivered in streams and importance of working collaboratively and coming together as one service at the site level. The Operations Directorate provides services in hospitals, aged care, rehab and allied health whilst community nursing is managed through the Integrated Care and Partnerships Directorate with renal is managed through the Nursing Directorate.

The Future Directions document (similar to the Murrumbidgee Action Plan) will reflect how MLHD is working in streams. This document will be formed with consultation from staff, communities, Local Health Advisory Committees and councils. This will reflect MLHD working together as one system, maximising support to district hospitals – some of which are at 50% occupancy and taking pressure off Wagga. With a one system, one future direction approach.

Community care team are settling down in the new structure with fantastic work by nurses in standardising operations. MLHD is rolling out centralised intake with Griffith and Wagga successfully on board. Communication is underway regarding implementation in the border regions and MLHD is consulting with Shepparton, Echuca, Swan Hill and Albury Wodonga Health.

- 6.5** Deniliquin Renal Unit – New service for Deniliquin and a project co-designed by the community. During the opening ceremony the nurses were acknowledged for the great work and working with Royal Melbourne.



7.0 HSU

- 7.1 In regards to Stage 3 at Wagga, Ms. Tracey Gaddelin advised concerns had been raised by three of the paediatric allied health staff in relation to not being consulted or part of the planning of Stage 3. The members also spoke of concerns about how they will function within the new building. Ms. Tracey Gaddelin gave an email example in which there was a call for final feedback, advising a member has been requesting a copy of this feedback and been advised by the Project Manager that they have not seen the feedback. One of a number of concerns was in regards to lack of space in the paediatric gym.

Ms. Jill Ludford confirmed that paediatrics is not in scope however allied health outpatient clinics are.

ACTION: Ms. Tracey Gaddelin to provide details of the emails / concerns regarding Stage 3 at Wagga to Workforce.

- 7.2 Ms. Tracey Gaddelin queried when formal communication would be made regarding the new renal unit and cancer centre at Griffith. There are concerns regarding the impact on members in relation to security, transportation of patients and cleaning of buildings (via HealthShare).
- ACTION: Dr. Liz Harford to provide documentation to Ms. Tracey Gaddelin regarding timeline for the new renal unit and cancer centre at Griffith.**

- 7.3 Ms. Tracey Gaddelin raised a concern regarding communication to nurses in relation to HealthShare's implementation of new ordering system (different to My Food Choice). When a patient is admitted the nursing staff are required to enter a diet and if no diet is entered no menu is printed for the patient, without a menu no food is provided. Ms. Jill Ludford confirmed this is in relation to a Safety Notice as a result of a coroner's case where a child died. Ms. Tracey Gaddelin raised an example of insufficient diet information being entered or no diet information being entered. Currently when no information is entered, HealthShare staff are spending extended time chasing diets.

HSU is communicating to HealthShare members that if there's no diet, there is no menu and there is no food and not to chase the nursing staff for diets. Once the nursing staff have inputted the diet, HealthShare will provide the food. Ms. Jill Ludford confirmed this is consistent with the Safety Notice and that given nurses are used to giving verbal instruction in relation to diet, it can take some time for behaviours to change.



Ms. Jill Ludford confirmed the purpose behind this change in process is patient safety and the changes are effective immediately.

ACTION: Ms. Helen Cooper to ensure Safety Notice is distributed on the wards and communicate to the NUMs that with no diet entered into EMR, there is no food.

8.0 NSWNMA

8.1 Ms. Zoe Guinea advised there is a campaign regarding 10 hour night shifts in the 13 sites that don't have them.

8.2 Ms. Zoe Guinea provided an update that on 11 April there was a meeting at Wagga Base in regards to surge beds with communication to go to Ms. Helen Cooper.

Faxes not being received were discussed with a preference for email correspondence being confirmed by Ms. Jill Ludford.

9.0 ASMOF

9.1 Ms. Juliette Rex requested a standing agenda item regarding the JMO Report released by the Ministry of Health in November 2017. Ms. Juliette Rex queried whether sites are rostering JMOs appropriately, specifically in regards maximum shift lengths, meal breaks, handover periods and breaks between shifts. Requesting that sites have processes in place to monitor compliance with these standards.

It was confirmed that both Wagga and Griffith (the only hospitals with JMOs) are already rostering in accordance with these standards and ensuring JMOs have 10 hours breaks between shifts. Ms. Jill Ludford advised we will continue to audit the rosters and be transparent with the results of these audits.

ACTION: Formal response to ASMOF in regards to compliance with JMO rostering requirements.

9.2 Ms. Tracey Gaddelin advised that she has been speaking with Albury Wodonga Health who advised the Townsend Street building is closing. There are MLHD staff on the third floor who are unsure what this means for them. Ms. Jill Ludford confirmed the building is owned by MLHD.



10.0 SCC Minutes

Health Service	Month of Meeting/s
Tumut Health Service	February 2018
Jerilderie Health Service	February 2018
Culcairn Health Service	February 2018
Batlow Health Service	February 2018
Temora Health Service	February 2018

Ms. Jill Ludford asked MLHD committee members to encourage staff to have these meetings.

11.0 Business without Notice

Nil

12.0 Next Meeting

14 June 2018 12:00pm

Meetings to be held on the second Thursday on bi-monthly basis.

13.0 Meeting Closed: 12:43pm



Action Summary

NO.	ACTION	ASSIGNED TO	DUE DATE	STATUS/COMMENTS
JCC17/12-004	ASMOF information packs to be sent to Organisational Development for inclusion in orientation material.	Ms. Kerrie Seymour	May 2018	
JCC18/02-001	Mr Maurice Ahern to contact Ms Tracey Gaddelin regarding surgical activity management at WWRRH.	Mr. Maurice Ahern	April 2018	
JCC18/02-002	Surgical Activity Management at WWBH.	Ms. Helen Cooper	Standing Agenda Item	
JCC 18/04-001	Workforce to review the Excess Leave Management Plan form with a view to separate the two entitlements.	Workforce Support	June 2018	
JCC 18/04-002	Provide details of the emails / concerns regarding Stage 3 at Wagga to Workforce.	Ms. Tracey Gaddelin	May 2018	Ms. Gaddelin sent to the CE 30.04.2018
JCC 18/04-003	Provide documentation to Ms. Tracey Gaddelin regarding timeline for the new renal unit and cancer centre at Griffith in order for concerns raised by staff to be addressed prior to transfer of services.	Dr. Liz Harford	May 2018	
JCC 18/04-004	Ensure Safety Notice is distributed on the wards and communicate to the NUMs that with no diet entered into EMR, there is no food.	Ms. Helen Cooper	May 2018	
JCC 18/04-005	Formal response to ASMOF in regards to compliance with JMO rostering requirements.	Ms. Helen Cooper / Dr. Liz Harford	June 2018	