

## Murrumbidgee LHD JCC Minutes June 2018

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](mailto: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:** 14 June 2018  
**Time:** 12:00pm – 12:44pm  
**Location:** Via Teleconference including Mawang Room, Morgan Street Wagga Wagga and Suite 1, 620 Macauley Street Albury  
**Chaired by:** Mr Brett Thompson - Director Operations

**1.0 Attendees:**

Director Operations	Mr. Brett Thompson
Executive Director, Nursing and Midwifery	Ms. Karen Cairney
Director Finance and Performance	Mr. Maurice Ahern
Director Integrated Care and Partnerships	Ms. Fiona Renshaw
Acting Director Workforce Services	Ms Meredith McClelland
Director WWHS	Ms. Helen Cooper
Workforce Support Manager	Mr. Brian McInerney
Workforce Support Manager	Ms. Kelly Pilon
Workforce Support Manager	Ms Noeline Blume
Workforce Support Officer	Ms Abbie Lowden
General Manager Griffith Base Hospital & Leeton Cluster	Dr. Elizabeth Harford
Regional General Manger (Operations Directorate)	Ms. Rosemary Garthwaite
Australian Salaried Medical Officers Federation (ASMOF)	Ms. Kerrie Seymour
NSW Nurses and Midwifery Association Workplace Delegate	Ms. Pamela Bates
NSW Nurses and Midwifery Association Workplace Delegate	Ms Natalie Ellis
NSW Nurses and Midwifery Association Workplace Organiser	Ms. Zoe Guinea
Health Services Union Workplace Organiser	Ms. Tracey Gaddelin

**2.0 Apologies/Non Attendance:**

Chief Executive	Ms. Jill Ludford
Executive Director of Medical Services	Dr. Wendy Cox
Acting Director Allied Health	Ms. Emma Field
Director Clinical Governance	Ms. Jill Reyment
Director Mental Health and Drug & Alcohol	Ms. Robyn Manzie
Manager Inpatient Services/ MHECS/Director of Nursing	Ms. Sharlene Brown

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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. Dianne Zanotto

**Secretariat:**

Ms. Sharon Preedy – Executive Assistant A/Director Workforce Services

**Acknowledgement of Country:**

Mr. Brett Thompson opened the meeting by acknowledging the traditional custodians of the land, the Wiradjuri People.

**3.0 Confirmation of minutes from previous meeting**

Adopted – Brian McInerney

Seconded – Kelly Pilon

**4.0 Surgical Activity Management at WWBH (Helen Cooper)**

4.1 Recruitment

Ms. Helen Cooper/Fiona Renshaw provided an update on recruitment of Administration Support Officer at Wagga Wagga Base Hospital. This is an AO6 1xFTE position which has been advertised internally (without success) and now will be advertised externally. At present the Audit person is providing administration support and the decision was made to separate the responsibilities and have an Admin Support Officer as well as an Audit Officer.

**ACTION: Helen Cooper to send Position Description of AO6 role to Tracey Gaddelin**

**5.0 Privatisation of Services**

Nil to report

**6.0 Action List**

6.1 JCC 17/12-004

ASMOF Information packs are ready to go out but have not yet been distributed. Kerrie Seymour to confirm at August meeting. Action:

**Pending**



6.2 JCC18/02-001

Mr. Maurice Ahern conducted preliminary discussion with Tracey Gaddelin regarding surgical activity in Wagga and the impact of winter cycles and activity demand and available beds for surgical activity at WWBH. Action: **Closed**

6.3 JCC 18/04-001

Ms Meredith McClelland advised that Mr Brian McInerney had conducted a review of Excess Leave Management and forwarded this information to Ms Tracey Gaddelin. Action: **Closed**

6.4 JCC 18/04-002

Surgical Activity Management at WWBH moved to standing items as requested. Action: **Closed**

6.5 JCC 18/04-003

*Provide documentation to Ms Tracey Gaddelin regarding time line 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.* Ms Gaddelin advised that she had not received this information. Dr Harford advised that had sent this information to someone at Workforce. Ms Sharon Preedy noted that she had been sent some information upon a request to Dr Harford to advise of the status of the action. Action: Ms Preedy to forward email received from Dr Harford to Ms Gaddelin.

6.6 JCC 18/04-004

Ms Helen Cooper advised that the Safety Notice regarding entering diet into EMR was distributed to wards and communicated to NUM's. Action: **Closed**

6.7 JCC18/04-005

Kerrie Seymour to confirm receipt of JMO rostering info at August 2018 meeting. Action: **Pending**

7.0 MLHD

a. Winter Plans

**Corowa** – Rosemary Garthwaite advised a review of activity and staffing has been conducted as part of their strategy to prepare for the approaching winter. Vacancies and recruiting are proving challenging to be at capacity in readiness for winter. They will utilise the district sites to manage patient/staffing for any increases in presentations/demand. Immunisations are up with many staff complying. Regular patient flow meetings to avoid



bed block. Consulting with cross border stakeholders to manage impact of winter also.

**Wagga** – Helen Cooper/Fiona Renshaw mentioned the collaborative work being done with Integrated Care & Partnerships around improvements in models of care with particular attention to Rapid Access Clinics in the Emergency Department and Discharge Planning meetings to provide appropriate care and improve patient flow. Reinforcing Immunisation in conjunction with the Public Health Unit. Also working collaboratively with the MPHN around Winter Planning. Immunisation has been successful – the Bunnings Immunisation day in conjunction with the PHU was very successful with over 400 people immunised.

**Griffith** – Liz Harford reported that over 300 staff and pathology staff have been immunised. PPE procedure adhered to for anyone who has not been immunised. An additional OT has been employed for winter to keep patient flow moving along. Review of backfill - hospital has been using Agency nurse rather than paying overtime. Conducting regular meetings to assess patient flow and return people home via the HITH model.

**Brett Thompson**


- Rapid Access Clinics
- Allied Health staffing reviews for winter
- 4 x Aged Care beds (extra) in Wagga Wagga

**Karen Cairney** – mentioned the work her team have been doing around an employment Nursing & Midwifery bank/database to alleviate some of the recruitment challenges the MLHD is facing.

## 8.0 HSU

**8.1 HealthShare at Barham** – Ms Tracey Gaddelin queried that no information has been available regarding the redevelopments at Barham MPS and Murray Haven around the bed situation and negotiations between Murray Haven and MLHD. Ms Tracey Gaddelin mentioned that there is some confusion regarding the 10 x aged care beds opening up in Murray Haven – are these new residents or are they residents from the Hospital transferring over? Brett Thompson indicated that only empty beds were to go to Murray Haven. MPS residents moved to the refurbished theatre during the redevelopment.

**8.2 HealthShare - Hotel and Food Services** – Ms Gaddelin queried the state of these contract services and whether or not they would remain at Barham or would Murray Haven be taking over. Brett Thompson indicated that Food Services were under discussion and almost finalised – Murray Haven will be taking over site as a whole. Hotel Services/Cleaning were yet to be addressed.

	<p><b>Health</b> Murrumbidgee Local Health District</p>	<p><b>Joint Consultative Committee Meeting</b></p>
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**ACTION: Mr Brett Thompson to follow up with HealthShare, Peter Delaney and Barham MPS and provide clarification to Ms Gaddelin regarding bed situation.**

8.3 My Food Choices – Ms Gaddelin advised that the meal system was not working well with late meals (nurses calling through late) and dietary requirements not being met. This is having a negative impact on staff and workflow with wards person delivering meals to wards. This is not acceptable as the wards person have no food safety training etc and it is having a negative impact on staff morale in the kitchen. Tracey Gaddelin to speak with Helen Cooper/Fiona Renshaw who indicated that staff have acknowledged the issue and are working towards better outcomes and solutions. Meeting to take place today (14/06/18) around this situation, with Ms Cooper and Ms Renshaw to respond to Ms Gaddelin around outcomes.

**ACTION: Ms Helen Cooper and Ms Fiona Renshaw to respond to Tracey Gaddelin with outcomes from the meeting regarding My Food Choices.**

#### 9.0 NSWNMA

9.1 Recruitment – Ms Pam Bates expressed concerns around issues with the ROB (Recruitment and On Boarding) system. Mr Maurice Ahern advised that the ROB system is a ministry issued program and we must use what we have. The ROB project has been extended to address the issues (occurring on a state wide level). The recruitment issue is recognised as the number one issue outside of clinical safety. Mr Brett Thompson mentioned that sites are responsible for putting in place planning around recruitment in order to meet demands. Action plans need to be put in place to retain and keep staff once recruited also.

9.2 Ms. Zoe Guinea queried whether allowances were being reviewed. Ms Karen Cairney advised that all Allowances within Nursing and Midwifery were being reviewed across all sites. Once collated, there will be a meeting with all stakeholders to discuss so that a whole picture can be gauged before any changes are made. It has been identified that there are inconsistencies across the MLHD in how allowances are paid, the intent of the meeting is to ensure we are paying in accordance to the award entitlements

9.3 Ms. Natalie Ellis queried changes to nursing roles (Award based) - CNC role assessment and the guidelines that were sent out for consultation. Ms Ellis queried an apparent difference in consultation recommendations to the final outcome and asked what consultation process was followed. Ms Karen Cairney advised that the CNC Framework was reviewed, with any new information progressed to the association. There were two rounds



of consultations prior to publication. There are more inclusive activities included around research opportunities as well as accountability and professional linking. Framework was launched in July 2017. Ms Cairney advised Ms Ellis that Mark Murphy and the General Secretary were emailed to participate in the consultation process.

**10.0 ASMOF**

10.1 Ms Kerrie Seymour advised that formal response was received from Wagga Wagga but not Griffith in regards to compliance with JMO rostering requirements.

**ACTION: Dr Liz Harford to follow up and respond to Kerrie Seymour with Griffith information.**

**11.0 SCC Minutes**

Health Service	Month of Meeting/s
Culcairn MPS	April 2018
Hay Hospital	April 2018
Young Health Service	April 2018
Tumut Health Service	May 2018
Cootamundra Health Service	May 2018
Narrandera Health Service	April 2018
Wagga Wagga Base Hospital	May 2018

**12.0 Business without Notice**

Nil

**13.0 Next Meeting**

9 August 2018 12:00pm

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

**14.0 Meeting closed: 12:44pm**





**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	14/06/18 - Kerrie Seymour advised that packs were ready to go out but as yet have not been sent. Kerrie will confirm at August 2018 meeting
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	14/06/18 – Sharon Preedy to forward information received from Liz Harford to Tracey Gaddelin – <b>ACTION COMPLETED 18/06/2018</b>
JCC 18/04-005	Formal response to ASMOF in regards to compliance with JMO rostering requirements.	Ms. Helen Cooper / Dr. Liz Harford	June 2018	14/06/18 – Kerry Seymour to confirm receipt of information at August 2018 meeting. Dr Liz Harford to follow up and respond to Kerrie Seymour with Griffith information.
JCC 18/06-001	Helen Cooper to send Position Description of Administration Support Officer AO6 to Tracey Gaddelin	Helen Cooper	August 2018	
JCC 18/06-002	Brett Thompson to provide clarification to Tracey Gaddelin with regard to the 10 x new beds opening up at Murray Haven and beds remaining at the hospital in Barham.	Brett Thompson	July 2018	
JCC 18/06-003	Ms Helen Cooper and Ms Fiona Renshaw to respond to Tracey Gaddelin with outcomes from the meeting regarding My Food Choices.	Ms Helen Cooper/Ms Fiona Renshaw	July 2018	