

JHH: Proposed change to start times for Surgical Services Admin

Dear Member,

The HSU has received correspondence from Hunter New England Local Health District regarding proposed changes to start times for administration officers within the Department of Surgical Services at John Hunter Hospital. The correspondence outlines that the proposed change is for Theatres 11-15, where the current start time of 0900 will be changed to 1200. The formal correspondence is attached.

The HSU is seeking feedback from members within Surgical Services Administration regarding this proposal. Please email your HSU Organiser Michael Kearns at michael.kearns@hsu.asn.au or Industrial Officer Toby Warnes at toby.warnes@hsu.asn.au with your feedback by no later than Wednesday 3 October 2018.

The HSU thanks vigilant members for raising this matter.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

PRIVATE & CONFIDENTIAL

19 September 2018

Mr Gerard Hayes
Health Services Union NSW
Locked Bag 3
AUSTRALIA SQUARE NSW 1215

Via Email: Gerard.Hayes@hsu.asn.au

Dear Mr Hayes,

Re: Operating Theatre John Hunter Hospital - Proposed Shift Time Change

I write to the Association in order to advise of a proposed shift time change within John Hunter Hospital Surgical Services, specifically in relation to the administration staff in the Operating Theatre (OT). A review of current services has identified an opportunity to better align one shift to provide greater support and efficiency across the service. The proposal is to adjust OT 11-15 shift time from 09:00 – 17:30 to 12:00 – 20:30.

Currently the service operates the following shifts;

Operating Theatre's 1 - 10	Operating Theatre's 11 - 15
<ul style="list-style-type: none">• 06:30 – 15:00• 14:45 – 21:15	<ul style="list-style-type: none">• 07:00 – 15:30• 09:00 – 17:30 (proposed change)

The 12:00 – 20:30 shift will provide extra support and coverage by moving up to OT 1-10 from 17:00 onwards and is an additional safety measure by having both administrative staff located in the same area during the evening. The change in shift time will further assist the position to undertake core tasks such as typing in an environment that is quieter, with less interruptions when compared to the current shift time.

There is a current full time vacancy within OT 11-15 and it is proposed that the successful applicant will be allocated this new shift time to minimise any impact on the existing staff. All new staff will be recruited in accordance with the new shift time and any existing staff impacted will be consulted in correspondence dated 20-Sep-2018.

I ask the Association to respond and provide comment on the proposed shift time change by close of business **07-Oct-2018**.

If you wish to clarify any aspects about the proposed change, please call me on (02) 49214965 or via email on mitchell.griffin@hnehealth.nsw.gov.au.

Yours sincerely,



Mitchell Griffin
Administration Manager
Surgical Services
John Hunter Hospital

cc. Sophie Mason, HR Consultant - GMHS