

Unconfirmed Minutes, Dungog Hospital JUSCC

Dear Member,

Attached to this newsletter are the unconfirmed minutes from the first JUSCC held regarding the re-development of Dungog Hospital.

Please read them, and if you have any concerns please contact your organiser Matt Ramsay on 0419 553 105 or email matthew.ramsay@hsu.asn.au.

At this stage, the next meeting has been scheduled for Wednesday 15th May.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

DATE: 19-03-2019

VENUE: DCH Conference Room

PRESENT: Nicky Churms (Chair), Melissa Hilton, HR Consultant; Annette O'Neill, HSU Member; Kerrie Hile, NSWNMA representatives; Matt Ramsey, HSU representative; Judy Wade, DCH HSS Manager (13:07)

APOLOGIES: Michelle Kennedy, IP&C; Megan Manning, LHS WHS; Scott Pascoe, Capital Works; Linda Davidson, LHS DONM; Jo-Anne McKeough, NSWNMA

TIME COMMENCED: 13:00 **TIME COMPLETED:** 13:40 **MINUTES:** N Churms

	TOPIC	DISCUSSION	RESPONSIBILITY
1.	<u>Acknowledgement & Attendance</u>	Acknowledgement of Country Attendance as recorded above	NC
2.	<u>Conflicts of Interest</u>	Nil declared	
3.	<u>Confirmation of Previous Minutes</u>	None	
4.	<u>Outstanding Actions/Items</u> 4.1 Review of Action List		
5.	<u>Presentations</u> 5.1	Redevelopment plans	NC
6.	<u>Standing Items</u>		
	6.1 Overview of redevelopment plan	<ul style="list-style-type: none"> NC provided summary of proposed development including background of funding, initial intention of renovations, current plan to upgrade: <ul style="list-style-type: none"> - Emergency Department (new Triage, new Paed area, new Resuscitation) - Outpatient clinics - Clean utility - Dirty Utility - Communications Room - Ward areas / side rooms - Staff station - Staff rest areas 	NC
	6.2 Timeline of redevelopment	<ul style="list-style-type: none"> Tenders to close 20-03-19 Builder to be assigned 31-03-19 Construction to commence 04-2019 – 8 stages Construction to be completed 06-2020 	NC

		<ul style="list-style-type: none"> • WHS pre-occupancy to be completed during March – to be repeated during and after build • IP&C will become involved as construction commences 	
	6.3 Anticipated impact of redevelopment	<p>Security: lots of new people; path finding for visitors; secure walk ways; patient security; minimise risk; personnel alarms; IC Nurse phone</p> <p>Communication/Data/Phones: continuity plan to be formulated;</p> <p>Staffing: need more nurses, HSS for duration of build; Management Accountant aware; support for SNM role</p> <p>Care of staff: R&R, transparency, consultation, promote communication</p> <p>Care of patients: advocate for patients</p>	NC
8.	<u>Other Business</u>	<ul style="list-style-type: none"> • Draft TOR to be endorsed – all agreed to endorse • Ensure Judy Wade can attend next meeting 	All
9.	Next Meeting	13 th May 2019	

Element	Action	Responsibilities	Timelines	Outcome
Terms of Reference	1. Final draft TOR to be forwarded to all relevant stakeholders for review and comment 2. TOR to be ratified at next meeting	1. NC to email to Stakeholders 2. All Stakeholders to review and make comment prior to next meeting	1. 18-04-19 2. 13-05-19	
WHS	Pre-occupancy checklist to be completed and submitted to LHS WHS Coordinator	NC, JM, CW	30-04-19	
IP&C	1. PD2017_013: PCP6 to be reviewed and implemented 2. IP&C CNS and DCH Liaison to be invited to project meetings	NC & KT	30-04-19	
Security Plan	To be written in conjunction with LHS WHS Coordinator	NC, JM, MM	30-05-19	
General Comms/Data/Phone plan	To be written in conjunction with LHS WHS Coordinator	NC, JM, MM	30-05-19	
Staff Communication plan	Regular flyers to commence Dedicated notice board to be set up with updates Email comms to commence	NC	30-04-19	
Staffing	1. To be written in conjunction with LHS DONM 2. Workload Committee to review staffing issues separately	NC & LD	31-05-19	
Plan for equipment to be moved	Equipment Team to be formulated and plan for transfer to be drawn	NC	30-04-19	