

MNCLHD: Unconfirmed Minutes JCC Meeting 20 November 2019

Dear Member,

Attached to this newsletter are the unconfirmed minutes from the most recent MNCLHD Joint Consultative Committee (JCC) meeting held on 20th November 2019. The HSU urges members to read the attached minutes and to distribute them among your colleagues.

If you have any questions or concerns, please contact your local HSU Organiser via email michael.kearns@hsu.asn.au or peter.kelly@hsu.asn.au.

Not a member of the HSU? Now is the time to join and have your say! New members can join by visiting www.hsu.asn.au/join or by calling the Union on 1300 478 679.

In unity,



Gerard Hayes
Secretary, HSU NSW/ACT/QLD

MEETING MINUTES

Wednesday, 20 November 2019

Commencing: 1.00pm

Venue: Via videoconference from CHHC AM053; Kempsey Community Health; or VCN Room at PMCH, PMBH VCN

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT No.
A Attendance and Declarations				
Acknowledgement of the traditional custodians of the land upon which this meeting is held & pay respects to elders past & present.				
Present: Stewart Dowrick (Chair), Vicki Simpson, Denis Hogno, Simon Joice, Tony Ellem, John Slaven, Peter Kelly (HSU), Michael Kearns (HSU), Toni Winters (HSU), Mark Murphy (NSWNMA), Julie Ljubovic, Karen Wiles HSU), Juliette Maher (NSWNMA), Mark Brennan, Juliette Rex (ASMOF), David Rogers, Janet Cormick, Solange Villagran. In Attendance: (Glennis Wood - minutes)		Note	Chair	
Apologies: Donna Della-Ca, Irina Holmes, Sara Shaughnessy, Mark Brennan, Kathleen Ryan.		Note	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil		Note	Chair	
B Presentation				
C Minutes of Previous Meeting/s				
Item 2	2.1	Minutes of previous meeting – 21 August 2019 Resolution: That the Minutes of the MNCLHD Joint Consultative Committee meeting of 21 August 2019 with amendment to Item 4.2 from 5.5 to 5 NHPPD be confirmed as a true and accurate record. Moved: Mark Murphy Seconded: Denis Hogno		
D Business Arising				
Item 3	Action Table and follow up			
	4.1	Report from the Chief Executive Copy of the Model for Mobile Dental Units to be forwarded to the HSU prior to the next DJCC meeting in February 2020.	Forward copy of the Mobile Dental Units Model to HSU	V Simpson
	4.2	Report from the NSWNMA 1) Vicki advised that official advice has been provided to Brett Holmes (NSWNMA) around the VPM Training and training records. 2) The VPM training calendar has been provided to the NSWNMA. 3) Vicki advised that concerns were raised in regards to the possibility of the Helipad at	Review information forwarded to Secretary NSWNMA & provide advice to DNMW NFA	M Murphy J Ljubovic

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	PMBH being relocated. PMBH have advised that if the Helipad is to be relocated it will remain on site. If there are any changes to this, communication as part of the consultation process will occur.	NFA		
4.3	<p>Report from the HSU</p> <ol style="list-style-type: none"> 1) The Strategic Plan and Capability Assessment has been distributed to the HSU, NSWNMA and ASMOF. 2) Vicki advised that in regards to Cleaning Services at Macksville & Bellingen a letter has been forwarded to Gerard Hayes (HSU). 3) Tony advised that at the last meeting confirmation was provided that the Operating Assistants who were entitled to be classified as 'Senior' had occurred. The date on the last round was 12 August 2019 at PMBH and CHHC. Peter queried if the Operating Assistants who were reclassified, would receive pay backdated to their 5th Anniversary. 4) Vicki advised that Kim Roberts has been appointed as the Project Lead and contact person for the Car Park which is managed by PMBH. Michael commented that the HSU has not received information in regards to the car park. Michael added that he was notified that the car park had opened last Friday at 6pm. The CE confirmed that the car park was opened in consultation with Health Infrastructure due to the bushfire situation. The CE added that it is currently not paid parking until the whole site has been completed. 5) John advised that a large amount of work has been undertaken in relation to communication devices for HSAs and cleaning staff. A new antenna and equipment have been installed. The System is currently operating on dual mode analogue and digital Will need to finalise the transfer over to digital. A meeting has been organized to finalise any issues with the current system. The system extends as far as the Helipad. 6) Vicki confirmed that this issue related to the Osteoporosis Refracture Prevention Outpatient Clinic and the cleaning of the area and potential administration support. The additional clinic is held once a month in a very small area which is not a high risk 	<p>NFA</p> <p>Forward copy of letter to P Kelly</p> <p>Discuss pay entitlement with Peter, Michael, Tony off line</p> <p>Provide update</p> <p>Follow up with K Roberts to ensure the PMBH Car Park is on the local SCC Agenda.</p>	<p>V Simpson</p> <p>V Simpson</p> <p>V Simpson</p> <p>V Simpson</p>	

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<p>area and therefore the high risk areas are cleaned as a priority. Michael queried if the Allied Health staff will be replaced with administration staff to allow Allied Health to undertake their primary role.</p> <p>7) John advised that there has been initial consultation with managers and supervisors in regards to supervision of contractors and potential changes to duties. The next step is to review the current PDs to ensure that any changes to duties fall within the current PD. If there is a business need to amend PDs, then a formal consultation process would commence.</p> <p>8) Denis advised that with regards to safe working conditions for cleaning staff at Coffs Harbour Health Campus and the change of rostering for staff, that since the last DJCC a meeting was held on 30 August with relevant players and at that meeting it was decided to establish a USCC with the HSU. The first USCC meeting was held on 16 September. The next meeting will be held next week to discuss these issues. Since the last DJCC, a traffic light system has been set in place that works through the minimum staff levels, what functional areas are being cleaned and the frequency. The risk categorised to low, medium and high. All the relevant staff, including the HSU, have a copy of this document which has been circulated and is working at this point in time. The traffic light system takes into account and aligns with the NSW Health Environmental Cleaning Policy. Also being discussed is rostering best practice. The next SCC meeting will be held next week. Peter noted the traffic light system is short term monitoring. The requirement is for a tool that is used daily over 52 weeks of the year.</p> <p>9) Vicki thanked Peter for raising the Bellingen staff amenities issues, and advised that a quote has been requested to paint this area. John and the team will be visiting Bellingen to ensure the work is going well. The issue around the hot and cold taps will be addressed, however, it may take a little longer. I am talking to local management re if there are other places that can accommodate meetings in the meantime. There is progress on this.</p>	<p>Discuss with GM HMN for local management to manage & discuss at local SCC Meetings.</p> <p>Provide update to HSU</p> <p>Provide update on safe working conditions for cleaning staff at CHHC and the change of rostering for staff.</p> <p>Provide update next meeting</p>	<p>V Simpson</p> <p>J Slaven</p> <p>D Hogno</p> <p>J Slaven</p>	

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<p>Employee Survey Update Vicki confirmed the results of the Employee Survey are out. Local delegates sit on the People Matters Employee Forum. A large amount of information and feedback has been provided by the local delegates and the District is working through the various suggestions. A Safety Culture Day, headed by Simon Joice and the HS&W team, was held recently with speakers from EAP, SafeWork, iCare all talking about wellbeing and improving the culture. The District is also undertaking another EOI for staff to join the Forum.</p> <p>David queried if there was an overall improvement from last year to this years' results. The CE advised that overall the results were down a point, with some services making some great improvements.</p> <p>4.5 Janet added that Mental Health and Integrated Care Directorate are organizing for the managers to meet with all of their teams to hold focus groups sessions to provide direct feedback around the results and how we can undertake things better.</p> <p>The CE added that the Forum has provided a safe place to hear from staff and their concerns and that that the District are producing Staff Wellness Accounts to be available to all staff. The District is also using an external recruitment agency to fill senior manager positions. The work that the WHS Team have been undertaking around Safe Work and Wellness has been important. The Board are also active, meeting with delegates from the Forum and obtaining feedback. Next year will see the establishment of a Professional Practice Resource to support managers and staff.</p>			
<p>5.2 Maternity Services Vicki confirmed that the Governing Board have approved for Macksville to progress towards the Midwifery Group Practice Model. The District is also looking at this model for Port Macquarie and Coffs Harbour Hospitals. The consultation process will commence and the official letters will be distributed. As a District, this is the first time this has been undertaken. Olivia Tierney, District Midwifery Manager will commence this process. The conversation commenced with the Association and the team at CHHC approximately 12 months ago, and will now be incorporating Macksville and later PMBH. Vicki confirmed for the NSWNMA representatives that discussions for CHHC have</p>			

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		been undertaken. Brett Holmes has signed off on the annualized salaries. Still to be progressed.			
E Standing items					
Item 4	4.1	<p>Report from the Chief Executive</p> <ul style="list-style-type: none"> Port Macquarie Car Park: Currently approximately 115 car spaces are being used. Bellingen Redevelopment: Is occurring with Hartley House and the Car Park. Macksville Hospital: If the Association Representatives would like to make a time with the project team to visit the new Macksville site, please contact Mark Wilson. Coffs Harbour Health Campus Redevelopment: Is progressing well. Mr Mick Reid is undertaking work, looking at what the future management and clinical management approach and structure should be. Future proofing the transition going into the next couple of years. This will be finalized in the first quarter of 2020. Bushfires: The MNC staff have been exceptional during this period which includes all the healthcare family the Rural Fire Services and Ambulance NSW in the region during the past few weeks. The District is supportive of staff who require time off, lost homes, property, high degree of anxiety. The District will work with the Primary Health Network and support GPs, the community and our staff. Our Private Hospital providers were also impacted. The District was working closely with Baringa in case they had to evacuate and Port Macquarie Private received Patients from PMBH. <p>The CE confirmed that communication has been distributed to staff, managers in regards to claiming the special leave that was available.</p>	Include details of special leave in Newsletter	V Simpson	
	4.2	<p>Report from NSWNMA</p> <p>Mark advised:</p> <ul style="list-style-type: none"> That the NSWNMA have conveyed to their members that if they are experiencing hardship in relation to their membership fees following the recent Bushfires, to contact the NSWNMA and request special consideration. Raised workload concerns in relation to the Coffs Harbour Opioid Treatment Program 			

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<p>(OTP) Clinic. These concerns have been raised locally. There has been a significant increase in the number of clients being looked after by staff at the Coffs Harbour Clinic. The award provision for community health staffing arrangements, talks about the need for reasonable deployment to address uneven workplace distribution. In addition, the award also says that Community Health Services must have the ability to maintain full and casual staff to assist and manage a sudden and unanticipated increase in workload. The NSWNMA does not believe that this has been undertaken. Although Coffs Harbour are seeing less clients in comparison to other OTP Clinics, it is about the assessment and the duration measures. The NSWNMA want to ensure that the workload issue is being addressed as the Association is concerned about their members' ability to provide safe patient care given the current human activity.</p> <p>The CE commented that the District are working with the Primary Health Network and the Rural Doctors Network to assist the District in that GP Support.</p> <p>Solange added that the workload at Kempsey has increased for the staff. Coffs Harbour are also having these challenges.</p> <p>Mark acknowledged that the MNCLHD are not funded for services that are provided by Primary Care. The CE noted the Associations concerns and will raise this issue with the Director Mental Health & Integrated Care. Vicki asked Janet Cormick to contact Alan Pretty and then contact Mark & Julie to discuss their concerns.</p> <ul style="list-style-type: none"> Concerns were raised in regards to the Oncology Gowns. These concerns have also been raised locally with no resolution to date. These gowns are used throughout the District. The issue relates to the gowns not being fit for purpose. Members at Port Macquarie Base Hospital have trialed other gowns. Our members are being told that the gowns that should be used which are work, health & safety compliant are too expensive. 	<p>Discuss with GM Mental Health</p> <p>Discuss with Mark & Julie from NSWNMA</p> <p>Discuss issue with Oncology Gowns with NSWNMA</p>	<p>J Cormick</p> <p>J Cormick A Pretty</p> <p>A Pretty J Cormick</p>	

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	<ul style="list-style-type: none"> Distribute DJCC minutes four weeks prior to next meeting Queried if the NSW Health budget cuts would affect any facilities in the MNCLHD over the coming year. The CE confirmed that the MNCLHD had responded to a similar enquiry from the HSU. The CE advised that the MNCLHD received a 4.6% increase in its budget this year which covered award increases of 2.5%. The MNCLHD have additional services that were funded e.g. NHPPD hours at Kempsey, Paediatric Nursing Staff, cleaning staff, new dental vans. In addition, the MNCLHD will be the first LHD to establish a Tresillian Family Service at Macksville Hospital. The NSWNMA queried if there were any Public/Private Partnerships currently being proposed. The CE advised that the District has a number of Public/Private Partnerships e.g. Pathology Services in Port Macquarie, Radiology Services in Port Macquarie, Pharmacy in Hastings/Macleay, Renal Services in the Nambucca Shire. The MNCLHD also uses the Private Hospital in Coffs Harbour to assist in undertaking a limited number of surgical procedures. Once the Coffs Harbour Redevelopment is completed this work will be moved back to the CHHC. The District also have a public/private partnership with Silver Chain for Afterhours Palliative Care which is Statewide. Currently there are no plans to extend on Public/Private Partnerships. Port Macquarie Mental Health Inpatient Unit expansion will occur gradually over time. Discussions will be held with Director Mental Health & Integrated Care & GM Mental Health re the gradual expansion of Port Macquarie Mental Health Unit. 	Write to MNCLHD re NSW Health Budget Cuts	Secretariat NSWNMA	
4.3	<p>Report from the HSU Michael Kearns:</p> <ul style="list-style-type: none"> The HSU advised that at the last USCC Meeting to discuss security issues, the HSU proposed that a trial be undertaken at PMBH where the Health Security Assistants would have an increase in resourcing where a certain number of HSA's would be utilized to act as security services and another team would be utilized to assist with patient care 			

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<p>and patient transfer throughout the facility. This was discussed at the local level and also at the USCC. The HSU were advised that the Network had submitted a Brief to the CE's office. The HSU believes that the trial will be able to prove or disprove whether PMBH is resourced correctly. The HSU asked for agreement to commence the trial with a view to showing whether or not PMBH require additional security resources as well as possibly patient wardsperson's resourcing.</p> <p>It was confirmed that neither the CE or Vicki have seen the brief. Tony confirmed that a discussion took place at the SCC and that both he and the Director of Workforce travelled to Port Macquarie and met with the local senior leadership and manager of the HSA's and put forward the HSU's proposal. Following this, it was understood that an internal brief had been submitted.</p> <p>Michael confirmed that the HSU have not been involved in any subsequent discussions with local management and discussions with their staff. Michael added that all discussions should be going through the USCC. The HSU expressed their disappointment that the CE and Director of Workforce have not seen the brief.</p> <p>Vicki added that it was also her understanding that the HSU had discussions with the A/GM and the Team in relation to the Trial. Michael advised that the HSU has not received any formal response from the District that they were not going to support the HSU proposal or offer a counter proposal. The District noted the three additional FTE which have been provided in the last twelve months to PMBH to increase the staffing of the HSA's.</p> <ul style="list-style-type: none"> The HSU requested information in relation to the Chemotherapy Gowns including how they are disposed of, as well as WHS issues with the current gown as this will also affect HSU Members. The HSU will then discuss with their members. The CE queried if the HSU have seen approval for the HSA's at PMBH to wear different shirts. Vicki confirmed that this went to SET. Michael added that the District invited the Association to come forward around PPP's. 	<p>Discuss with members to determine an outcome</p> <p>Discuss with GM PMBH</p> <p>F/U on chemotherapy gowns which are WHS compliant however are too expensive and how the gowns are disposed of and provide information to HSU and NSWNMA</p> <p>Follow up different</p>	<p>HSU</p> <p>V Simpson</p> <p>J Cormick</p> <p>V Simpson</p>	

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	<p>The Association put forward that all PPP's be brought back in house.</p> <ul style="list-style-type: none"> The HSU requested correspondence from the District as to what services will be remain open over the Christmas period which will be distributed to the HSU Members. <p>Karen Wiles (HSU)</p> <ul style="list-style-type: none"> Noted that there is no Head of Department for Social Work. The Kempsey Renal Unit has no administration support. Both of these issues are believed to have been raised at the local level 	<p>shirts for HSA's was approved by SET</p> <p>Forward details of Christmas Closedown to HSU. Provide information last quarter of year</p> <p>Follow up</p>	<p>V Simpson</p> <p>V Simpson</p>	
4.4	<p>Report from ASMOF Juliette – Nil report</p> <p>Stewart advised that there has been a separation between the AMA and ASMOF in regards to the coverage of JMO staff. The District will work with both organisations in regards to the future.</p>	<p>Arrange for the HSU to be invited to JMO orientation</p>	<p>V Simpson</p>	
4.5	<p>Employee Survey Update Discussed previously</p>			
4.6	<p>Public/Private Partnership Discussed previously</p>			
4.7	<p>Work, Health & Safety Simon advised:</p> <ul style="list-style-type: none"> No notifiable incidents since last meeting. The District is experiencing a slight and constant increase in psychological injury. This relates to all Health. In early October, the MNCLHD hosted its first Safety Leadership Forum which was attended by eight of the Districts senior managers. Eight presenters attended who travelled at their own expense from all around the State and Interstate including a Regional Director for SafeWork NSW and senior Solicitors. The presenters spoke to the audience looking at consequences at what an unsafe workplace looks like. Feedback was received from every presenter at the Forum and they were most impressed with the engagement of the audience and look forward to being re-invited back to the MNCLHD if the opportunity arises in the future. Health, Safety & Wellbeing have a Safety Culture Survey in Partnership with iCare. HS&W were able to provide three questions 			

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<p>in the survey - Vicarious Trauma, Occupational Violence and Hazards/Manual Tasks being three of our main risk factors within the District.</p> <ul style="list-style-type: none"> • At present the District has received 1100 responses. There is one additional follow up email that iCare are going to send out next week. It will provide us with some tangible information. We are hoping to run the survey again in 12 – 18 months. This particularly sits within the LHD's safety culture. • There has been an increase in the update of the manager's hotline with the Employee Assistance Program (EAP) and also on site visits. • The District's open Workers' Compensation claims are reduced by 27% from last year and the Claim incident rate since the last meeting have also decreased by 12%. • The District has recently launched a VPM training promotion to obtain better by-in from across Workforce. Health, Safety & Wellbeing (HS&W) acknowledge some of the challenges that are faced within the District. HS&W now provide fortnightly VPM Offerings throughout the District, as well as team restraint and EDVPM Training once per month. • One of HS&W's top priorities was to ensure that the incidents of Course cancellations due to low enrolments was reduced. An undertaking has now been made to the Workforce that no Course will be subject to cancellations due to low enrolments numbers. • HS&W have also reviewed their lesson plans to ensure that internal venues are now used for training. <p>The NSWNMA queried if the VPM training changed due the request from the Association for data. Simon added that training is being provided every fortnight. The undertaking of drills/practice would need to be led by a manager from a risk based approach.</p> <p>David queried if the iCare Survey Results were confidential to participants. Simon confirmed that participants' confidentiality is maintained.</p>	<p>Discuss VPM training with members and advise S Joice</p>	<p>J Ljubovic</p>	

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		Toni commented that EAP attended Kempsey District Hospital on Monday. Toni thanked the HS&W Team as members of her team took advantage of the visit and noted that it really does make a difference.			
	4.8	<p>Go Live of the JMO 14/10 Safe Working Hours Dashboard</p> <p>Vicki noted that the Dashboard is monitored closely, and that compared to the rest of the State the MNCLHD are doing really well. The LHD hours' are trending right down.</p>			
F General Business					
Item 5	5.1	<p>Additional Information from the CE:</p> <ul style="list-style-type: none"> • Dorrigo have secured \$1 million to undertake an upgrade at Dorrigo MPs which will include looking at a lift and security and maintenance at the hospital. Dorrigo was also successful in winning a State Award for their Model of Care. • Charles Sturt University will be formally announcing next week their new Nursing School on the MNC. Newcastle University have decided to withdraw their Nurse Graduate Program from the MNC and focus on Post Grad and Research. • White Ribbon has ceased in Australia. The MNCLHD remains committed to eradicating domestic violence. The MNCLHD's 16-day action program will commence next week. • The MNCLHDs current Aboriginal workforce is at 5.4%. • Dr Martin Cullen, Former Head of Psychiatry at Hunter New England, will be in attendance next week at CHHC to undertake a one-day assessment of progress in Mental Health against the reviews that were undertaken in 2015 by Dr Cullen & Terry Clout which brought about changes in Mental Health which we see today. Dr Cullen will also be viewing and checking compliance with the new policies. • Sara Shaughnessy, Director Mental Health & Integrated Care will be undertaking an interview with the BBC in regards to the District's resilience work in Mental Health Services on the MNC. • Kempsey are working hard with Primary Health Network around Headspace Services which were announced in the last Federal Budget. It is understood that Primary Health Network will be up and running in the next financial year. 			

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		Stewart and Vicki thanked everyone for working collaboratively together throughout the year and wished everyone a very happy and safe Christmas.			
G Minutes of Other MNCLHD Joint Consultative Committee Meetings					
Item 6	6.1	The following endorsed minutes were tabled for information and noted by the Committee: <ul style="list-style-type: none"> • CHHC SCC Meeting Minutes 16 May 2019 • Hastings/Macleay Clinical Network Staff Consultative Committee – 23 May 2019 	Noted Noted		
H Next Meeting					
Item 7		Meeting closed at 2.55pm. The next meeting of the Mid North Coast Local Health District Joint Consultative Committee will be held on 19 February 2020.			

DRAFT