



## Minutes

# JUSCC – John Hunter and Maitland Hospital Temporary Relocation of JHH Services

Tuesday, 15 August 2023

1.00pm to 2.00pm

Microsoft Teams Meeting

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## Acknowledgement of Country

Given by A Turrell (Chair)

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## Attendance and declarations

In attendance

Amanda Turrell, Service Manager, Medical & Interventional Services, John Hunter Hospital

Michelle Drinkwater, Deputy Director of Nursing, Medical & Interventional Services, John Hunter Hospital

Damien Smith, Director of Allied Health, JHH, Belmont & Rankin Park

Paula Richards, Director of Nursing, Maitland Hospital

Jake Howell, Facility Planner, HNELHD

Eve Youman, Human Resources Manager, Greater Metropolitan Health Services, HNELHD

Michael Williams, Human Resources Consultant, Greater Metropolitan Health Service, HNELHD

Nicole Mason, NSW Nurses & Midwives' Association

Jodi Gough, NSW Nurses & Midwives' Association

Jeremy Lappin, Health Services Union

Matthew Ramsay, Health Services Union

Kim Bassett, Maitland Hospital NSWNMA

Saneesh Baby, Project Officer, Medical and Interventional Services, John Hunter Hospital

Tracey Gaddelin, NSW Nurses & Midwives' Association

Rachel Hughes, JHH Branch Secretary NSWNMA

## Apologies

Christine Osborne, General Manager, Maitland Hospital

Lynn Hurst, Senior Human Resources Consultant, Lower Hunter Sector, HNELHD

Rick Forrest, General Manager Hunter & Central Coast HealthShare NSW

Vanessa Fellows, Site Nurse Manager, Kurri Kurri District Hospital

## **Declarations of Conflicts of Interest**

Nil

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## **Outstanding Actions**

### **Action: A Turrell to source information on surge beds for distribution to meeting participants**

Update 15.08.23: JHH Surge Beds: 4 x K1, 8 x K3, and capacity x 2 beds up to 30 on E1, E2 and E3; SDDOS can go to x 24 in consult with JHH Executive. Information to be distributed with meeting papers.

### **Action: A Turrell to disseminate proposed staff profile to NSWNMA & HSU representatives**

Update 15.08.23: A Turrell to speak to this in General Business 15.08.23.

### **Action: J Gough to forward document detailing members' concerns to A Turrell for tabling at next meeting**

Update 15.08.23: Q&A sent with meeting papers. Further information has been obtained for these; for review and further follow up next meeting.

- J Gough noted that Allied Health coverage remains an important query that requires further follow up.
  - N Mason raised continued concerns regarding processes, i.e. planned leave. A Turrell noted that S Baby has been appointed Project Lead for the relocation and will be assisting with documented process as matters progress. Continue to work through detailed processes.
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## **General Business**

### **6.1: Staff Profile and Expression of Interest**

A Turrell gave an update including the following:-

- Staff profiles and EOI's for RN's and Allied Health have been successful. At this stage we have not needed to undertake Stage 2
- Currently finalising the skill mix needed for Maitland and for units remaining at JHH (G1, RPN, RPS). An EOI has been distributed to Staffing Service for interest in staff supporting Maitland.
- From profile perspective for Nursing, unit will be staffed to a minimum of 6 NHPPD for 28 bed sub acute patient cohort of rehabilitation and maintenance patients. Draft base roster pattern 8, 8, 4 with 10 hour N duty across 7 days to meet minimum 6 NHPPD. Total budgeted FTE: 34.67 including leave relief and including: 1 FTE NUM, 1FTE Case Manager, 1 FTE CSO, and 1 FTE Ward Clerk – all of these positions will include leave relief
- D Smith noted for Allied Health EOI stage 1 returned high interest and sufficient staffing to relocate to Maitland. An executive briefing with Allied Health Staffing recommendations has been sent through to J Tait and A Turrell; J Tait hoping to have a response back by end of the week regarding same. Also awaiting confirmation of where spinal patients will be located.

- R Hughes noted that thus far, nil discussion had regarding Educators for Maitland. A. Turrell advised that M&IS have, 1 FTE Nurse Educator and 6.3 CNE that sit within the Service. Proportion of time will be coordinated on site at Maitland and will have capacity to provide over the phone support.
- Still in consultation with Maitland to confirm what the Medical model FTE looks like. Once refined, will be shared with group. Ongoing conversations with P Richards and team at Maitland. J Lappin raised urgency of this information being disseminated.

Questions and Answers:-

- Q: Unsure how to recruit 0.05 of 1.05FTE Admin; how will this work with leave relief and where will it come from?
- A: Leave relief will come from JHH, specifically M&IS; Ward Clerk and CSO will be under line management of M&IS Administration Manager (N Pettiford) and will look at leave relief coming from M&IS administration staff; Permanent Reliever position within M&IS will have capacity to support.

**ACTIONS:**

- 1) A Turrell to look at sending through profiles to committee.
- 2) Confirmation from J Tait regarding profiles from other Services.

**6.2: JHHIP – Relocation of Service update**

J Howell provided update on relocation of service:-

- From infrastructure no new developments; area is purpose built unit ready to go.
- Walk through with NSWNMA last week and addressed queries on site but from Facility perspective no significant issues identified; some operational queries currently being worked through.
- J Howell and S Baby doing a body of work around equipment: stocktake, existing gaps and identifying transfer lists to transfer up with patients in October.
- Ongoing works of office accommodation and how units will function around inpatient unit and gym.

Questions & Answers:-

Nil

**6.3: Allied Health**

- D Smith noted that all Allied Health Service Managers attended site visit last week and were very impressed.

Questions & Answers:-

Nil

**6.4: Maitland Hospital**

- P Richards advised that Maitland DON, M Drinkwater and S Baby have met and discussed intersection points that will need to be worked through.
- Education will be provided by JHH but there are opportunities for shared learning. Will need to organise for Nurse Educators to get together to look at intersection points. Orientation will be provided by JHH Educators however need to work out what this looks like as an ongoing basis. Working through how to approach collaboratively.

- M Drinkwater confirmed staffing will be managed by JHH for minimal impacts to Maitland.
- Patient Flow will be managed by Patient Access Manager JHH, minimal impact to Maitland NM. Need to further review process and draft robust process around this. To be managed by S Baby.
- Security Manager and Wards Person Manager met with JHH for Wardsmen and discussed service model for understanding of how they will best be supported; currently working through issues and models around what this looks like. In progress.
- Discussion re Medical Officers – Maitland staff council had discussions around this and currently providing feedback and input through to GM and Director of Medical Services. Integral to make a decision on what a safe model looks like. Not currently ready for presentation but in progress.
- S Baby working with M Jordan (Critical Care Service Manager) on writing CERS process for Maitland; reliant on what Medical cover looks like. Rapid Response (RR) team to provide support in developing the process.
- A Towns Director AH MH working with D Smith and investigating what support looks like professionally and operationally; what opportunities exist for shared learning?

#### Questions & Answers:-

- Q: R Hughes noted there does not seem to be a sufficient amount of bed alarms in Maitland hospital and concerned they would have to be providing some to Ward 5D. Wanting to know where bed alarms would be coming from for 28 beds coming from JHH?
- A: P Richards advised out of 120 bed base, Maitland have 90 alarms on the Rawlings system. At any time NUM's, Wardsmen can login and see a bed with an alarm in-situ and have ability to allocate alarms accordingly. This will continue. M Drinkwater also advised that JHH also have equipment such as invisibeams that be transferred to Maitland as part of the equipment transfer.
- Q: Services that have not been touched on yet; needs to be sorted quickly as whatever is being proposed will cause stress (regardless if positive or negative) so imperative to provide information quickly. If proposal not workable, it will take time to work through to a positive solution. Impacts on Pharmacy, Pathology, Imaging, Laundry and Waste and Kitchen – 28 beds is not a small increase on the current bed base of Maitland. J Lappin understands that there are already stressed staff advising they 'do not have anything left'. A decent proposal needs to be provided soon.
- A: P Richards agreed and confirmed an appropriate model is currently being worked on. MOC for Wardsmen is different to JHH model and that is what is currently being worked through and cognisant of current demands on staff. The idea is to continue on with the work progressed so far. J Howell noted that since the last meeting Pathology, Imaging, DMR and non-emergency transport through HealthShare have all been asked to refer back to their models to identify what impact 28 beds will have and are coming back to advise if they have capacity or will require temporary increases in services. Next meeting will be able to provide advice in this space. Have had multiple discussions with R Forrest and have provided floor plans including dimensions of unit to commence mapping out what requirements are, to adequately service space and establish an appropriate FTE. Comment from R Forrest at this stage is that recruitment will be held to fulfil enhancement to provide these services.
- Q: J Lappin noted there has been no response provided regarding staff parking. Concerns for parking to cause an issue with staff parking in inappropriate spaces and becoming a WHS issue around crossings and pathways. J Lappin also raised concerns around the long grass around parking spots which is another issue.
- A: P Richards accepts that free parking has made situation tricky however some enablement work is being done for other builds on site that will provide minor temporary relief, however will not be complete until March 2024. All facets of the roads are a council issue but can revisit. This has been advocated for in the past but happy to approach again knowing this is out of Maitland Hospital's control. Additionally, Security are around during and after hours so does not forecast any major issues. In regards to long grass, this is attended to regularly.

## **ACTIONS:**

- 1) Ensure information regarding profiles/FTE for Medical, Allied Health, Wards men, Imaging and coming back with negotiation regarding Pharmacy and Radiology from Maitland perspective.

## **6.5: Travel Allowance**

Advice from E Youman:-

- At this stage allowance in two (2) parts: KM/rate allowance paid for difference between custom place of work and getting to home and difference on top of you have to travel further to Maitland hospital. Additionally, there is an ordinary rate paid for any extra travel time.
- In terms of staged process, S Baby completing a skills assessment and once complete, can look at confirmed staff transferring it Maitland in terms of Administration, Nursing and Allied Health. Committed to provide staff information by 28<sup>th</sup> August 2023. Looking to not only confirm relocation but to also undertake analysis of what allowance would be paid.
- Travel allowance's relative in terms of dollar amount, rate may vary for different classification of Nurses, Administration and Allied Health so at this stage it will be looked at on a case-by-case basis but assuring that staff will be paid what they are entitled to.

### Questions & Answers:-

Q: E Youman asked to clarify with the committee their interpretation of the travel allowance: her understanding of how organisation will be paying this: when staff are travelling to work if shift start time is 0700 and end time is 1500 the person is actually starting at 0700, finishing at 1500. For example if the extra travel time is 30 minutes they are paid 1 hour for travel at the ordinary rate of pay?

A: J Lappin confirmed this is his understanding of how this works.

## **6.6: Site Visit**

Advice from A Turrell:-

- Two site visits occurred last week; one meeting with Managers and one visit with NSWNMA members. J Gough agrees it is a beautiful currently being used for storage at this stage (to be cleared).

### Questions & Answers:-

Q: J Gough continues to receive queries around whether staff will be able view the unit prior to transferring over. Once list is finalised can a list of names be finalised by 28<sup>th</sup> August 2023?

A: E Youman advised that they are currently working towards roster coming out by 18<sup>th</sup> September as staff need time to consider. Did discuss that when people understand they are moving, if they then request to view the site it will be no problem. In terms of timing the next meeting on 5<sup>th</sup> September 2023, which will give us an opportunity to let staff know and confirm any other matters pertinent. Need to make arrangements for people interested to view in September 2023.

Q: J Lappin asked for information to be released as soon as possible, prior to next meeting so it can be communicated out to their staff.

A: Agreed that as soon as information is finalised it will be communicated.

Q: Tracey: Maintenance and Handy men need to be spoken to about how their role will work.

A: They have been looking after this space anyway from a maintenance perspective; has been a part of work flow already (i.e. flushing of water) but can certainly talk to them about the same.

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## **Other Business**

Questions & Answers:-

Q:

A:

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## **Next Meeting**

Tuesday, 5<sup>th</sup> September at 1:00pm