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«Position»
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Email: «email_work»
«other_email»

RE: Notification Crookwell District Hospital – extension of administration hours 8.00am – 4.30pm Weekends

Dear «First»

I write to inform you of our intention to provide changes to rostering administration support at Crookwell District Hospital commencing Monday 11 November 2024.

The intention will be to extend the current operating hours for administration within Crookwell District Hospital. This extension will provide administration support across the facility 7 days per week as we see an increase in activity within the site and the services we provide.

There was a consultation meeting Tuesday 17 September 2024, and you were able to provide questions and feedback. I hope that this gave you all a chance to review, ask questions and put your mind at ease. The purpose of these meetings is to give everyone an open forum to discuss your concerns and ask any questions they may have.

The roster is expected to reflect the following:

Crookwell District Hospital/Administration staff –

Shift Patterns Monday - Friday: AM 0800 – 1630pm (Reception/ED), 0700 – 1530 (Ward)

Weekends: 0800 – 1630pm

Please could you review the information provided and provide any feedback by **Close of Business Thursday 3 October 2024.**

Jessica Davis and I are happy to discuss any reasonable adjustments that might need to be considered to transition this change in rostering practices. If you have any questions or concerns please consult and provide questions and requests via email to Jessica Davis, Jessica.Davis@health.nsw.gov.au

This confirmation does will not constitute an amendment to your current contract of employment and is in line with your current Award. All other terms and conditions would remain the same.

Please contact me if you require any further information.

Yours sincerely

Larissa Manning

Director of Nursing and Site Manager Crookwell District Hospital

Southern NSW Local Health District

17 September 2024

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