



## Minutes

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

Wednesday, 24 April 2024

1.30pm to 2.30pm

Microsoft Teams Meeting

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### 1. Acknowledgement of Country

Given by M Drinkwater (Chair)

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### 2. Attendance and declarations

#### In attendance

Michelle Drinkwater, A/Service Manager, Medical & Interventional Services, John Hunter Hospital

Alex Mexon, A/Deputy Director of Nursing, Medical & Interventional Services, John Hunter Hospital

Saneesh Baby, Project Manager, Temporary Relocation of JHH Services to Maitland

Christine Osborne, A/Executive Director, Greater Metropolitan Health Services, HNELHD

Paula Richards, A/General Manager, Maitland Hospital

Vanessa Fellows, A/Director of Nursing, Maitland Hospital

Michael Williams, Senior Human Resources Business Partner, Greater Metropolitan Health Service, HNELHD

Chad Knight, Human Resources Business Partner, Greater Metropolitan Health Service, HNELHD

Rick Forrest, General Manager, Hunter & Central Coast Patient Services, Healthshare NSW

Kate Ireland, Operations Manager, Patient Services JHH, Healthshare NSW

David Skimmings, Hotel Services Manager Maitland, Healthshare NSW

Kirra Noonan, HR Manager, Healthshare NSW

Lee Corrigan, Supervisor, Patient Food Services, Healthshare NSW

Jodi Gough, NSW Nurses & Midwives' Association

Jalpa Joshi, Health Services Union

#### Apologies

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

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

Kim Bassett, President Sub Branch of Health Services Union (Maitland)

Nicole Mason, NSW Nurses & Midwives' Association

### **3. Declarations of Conflicts of Interest**

Nil

### **4: Confirmation of previous Minutes**

The Minutes of the meeting held on 3 April 2024 were accepted as an accurate record by Jodi Gough.

### **5: Outstanding Actions/Items**

Nil outstanding actions

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## **General Business**

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

Update given by S Baby:-

- Staff Orientation was completed on 10, 18 and 19 April, with a total of 47 staff attending. Positive feedback from staff, via a post orientation survey, was received.
- A final clinical clean of Ward 5D was completed yesterday following a site visit from Infection Control last week. All recommendations have been met.
- Pharmacy attended a site visit, with imprest and medication storage now complete.
- Pressure relieving cushions are now on the ward.
- There are plans and processes in place for referrals which will be placed on the patient journey board.
- Support from Psych Liaison and Drug & Alcohol has been confirmed.
- All staff who attended orientation have received security swipe cards which have been checked. Some staff who were onboarded recently are yet to receive their swipe cards, however assurances have been given that they will receive these before their commencement date.
- A Patient Support Officer has been working in the unit since last Friday, ensuring that administrative tasks are completed before the day of transfer.
- Facility planners attended the unit today. All equipment for transfer will be tagged and ready for collection by the removalist from next Monday morning.
- All stores and procurement were delivered last Friday and are labelled and stored in the unit workspace ready for use.
- The Patient Journey Board and IP address have been activated; Saneesh to organise access for staff with Patient Flow today.
- Nursing orientation and general orientation manuals have been completed and sent to all staff yesterday. A hard copy is kept in the nurses' station on the ward.

- A Microsoft Teams group Sharepoint page for the ward has been created, through which staff will have access to leave notification and replacement guidelines. This process was explained at orientation.
- A checklist for ongoing orientation for new staff, based on the orientation passport developed by Maitland Hospital has been created.
- A list of patients suitable for transfer is being compiled and will be finalised by Monday 29 April, following consultant review.
- Thank you to Maitland ICU for set up of an emergency trolley for Ward 5D.
- All Zebra phones have been sourced and additional separate phones have been provided by Maitland.
- The moving plan has been disseminated to all parties involved.

## **6.2: JHHIP – Relocation of service update**

In the absence of J Howell, M Drinkwater advised:-

- The relocation of Ward E1 is set for next Tuesday. Patient transfers have been organised by Patient Flow through NEPT. Patients will be consolidated into the E1 space on Monday afternoon for easy access to transport.

## **6.3: Allied Health update**

In the absence of D Smith, M Drinkwater advised:-

- There are no concerns from Allied Health moving forward. The gym has been set up and staff are cognisant of their roles.

## **6.4: Medical staff update**

- M Drinkwater advised that credentialing of JHH consultants for admitting rights to Maitland has been progressed by Medical Workforce.
- P Richards advised that from a Maitland perspective, junior medical officers will be working together to support each other over the 24 hour period. This includes rostering for equal distribution of workload amongst the additional JMOs which will be on site for Ward 5D as well as existing medical officers.

## **6.5: Maitland Hospital**

Update given by P Richards:-

- Parking is still an unresolved issue - working on a submission to council around safe egress pathways.
- Will be issuing a communication to Maitland staff next Monday regarding the move.

M Drinkwater extended thanks to Maitland for their collaborative approach to working with JHH on establishing processes and plans for the move.

## **6.6: HR update**

- M Williams advised that there are no issues from a Human Resources perspective.
- Reminder that EAP services are available for staff who find the change management process difficult.

## 6.7: Healthshare

Update given by D Skimmings:-

- A Wizard scrubbing machine for cleaning bathrooms was purchased and arrived yesterday.
  - There are enough microfiber mops in stock to cover the ward
  - Arrangements have been made to have an extra bulk linen trolley available for patient transport.
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## Other Business

Q: J Joshi queried, on behalf of members, if there would be extra psychology department staffing to assist staff and patients transition from John Hunter to Maitland Hospital.

A: M Drinkwater advised there is an agreement with Psychology Liaison to assist patients and EAP is available for staff. There is also support through management, with the NUM available to speak to anyone experiencing difficulties and staff are able to reach out to the various unions for support. Debrief sessions can be organised with the Psychology Liaison team if needed.

S Baby advised that there is an escalation process in place if a patient needs an urgent review. It was emphasised to staff during orientation that EAP is available. Staff are also encouraged to attend the daily safety huddle and the Ward 5D NUM has an open door policy. Staff can also voice their concerns via a feedback sheet which will be monitored and any concerns addressed immediately.

M Drinkwater thanked everyone for their involvement in planning what is hoped will be a smooth transition from John Hunter into the Maitland space next Tuesday.