

PRIVATE & CONFIDENTIAL

Ref: NSHD/24/14857

Gerard Hayes
Secretary
Health Services Union
Locked Bag 3
Australia Square NSW 1215

Delivered via email: secretary@hsu.asn.au / andrew.gallagher@hsu.asn.au

Proposed Changes to Beaches Health Information Services (HIS), Mona Vale Hospital (MVH) and Brookvale Community Health Centre (BCHC), Northern Sydney Local Health District (NSLHD)

Dear Mr Hayes and Mr Gallagher,

I refer to the recent review of HIS at Beaches HIS, undertaken as a recommendation to review the service 5 years following the closure of Manly Hospital and relocation of acute care services from Manly and Mona Vale Hospitals to Northern Beaches Hospital, and the relocation of community-based services from Queenscliff Community Health Service to BCHC.

From 2018 to date, the digitisation of health care records has led to a reduction in paper, however an increased demand for electronic health care records management, including auditing, PDF upload, and data quality activities. The District saw this as an opportunity to strengthen and support the HIS team at the Beaches, and review the future needs of the service and its requirements.

Currently, the service consists of:

Award/Grade	Current FTE
Administration Officer Level 2	4.47
Administrative Officer Level 3	3.63
Administrative Officer Level 4	0
Administrative Officer Level 6	0
Health Service Manager Level 1 (HSM1)	1
Health Service Manager Level 3 (HSM3)	1
TOTAL	10.1

Northern Sydney Local Health District is located on the traditional lands of the Eora Nation

The proposed changes consist of the following:

Award/Grade	Proposed FTE
Administration Officer Level 2	0
Administrative Officer Level 3	3.84
Administrative Officer Level 4	2.63
Administrative Officer Level 6	1
Health Service Manager Level 1 (HSM1)	1
Health Service Manager Level 3 (HSM3)	1
TOTAL	9.47

Further detail is outlined in the attached *Tab A HIS Beaches Restructure Proposal* and appendices. The document outlines the proposal of the creation and reallocation of positions within the HIS, Beaches.

Proposed changes that will directly impact staff will be managed in accordance with the Managing Excess Staff of the NSW Health Service Policy Directive (PD2012_021).

It is envisioned that the proposed changes will:

- Enhance HIS' digital capabilities, thereby becoming less paper-based and providing an innovative solution to health care records management.
- Enable greater focus on quality and compliance across all areas of HIS
- Align organisational structure and position descriptions with other HIS sites, with consistent Award classifications, performance indicators, and duty requirements.
- Provide effective career progression pathways and succession planning across all positions, including supervisory and management levels, thus improving recruitment and retention opportunities in HIS
- Maintain appropriate staffing levels and effective management of resources to better reflect high and low activity periods, thus eliminating longstanding backlogs
- Ensure optimal service delivery across HIS in accordance with service demands

On this date, 16th February 2024, staff were provided the attached documents and have been invited to provide feedback within two weeks. In addition, we welcome your feedback on the proposed changes within two weeks from the date of this letter via email to myself on sally.mcintosh1@health.nsw.gov.au and Mr Michael Fellicetti, Senior Human Resource Business Partner on Michael.Felicetti@health.nsw.gov.au

Yours sincerely,



Sally McIntosh
District Health Information Services (HIS) Manager
Health Information Services
Northern Sydney Local Health District

Date: 16th February 2024

Encl.

- Tab A HIS Beaches Restructure Proposal 2023, and associated attachments
- NSW Health Policy Directive Managing Excess Staff of the NSW Health Service (PD2012_021)