



Ref: DT23/9343

Mr Gerard Hayes  
Secretary  
Health Services Union NSW  
Level 2, 109 Pitt Street  
SYDNEY NSW 2000  
By email: [secretary@hsu.asn.au](mailto:secretary@hsu.asn.au)

Dear Mr Hayes,

I am writing to advise you of proposed changes to the structure of the Medical Records Department at Illawarra Shoalhaven Local Health District (ISLHD) which has the potential to affect your members.

The three 'Medical Records Manager' positions have an outdated functional role, title and position description. The functions are inadequate for a tertiary teaching hospital and do not meet standard expectations for leadership and performance by a senior Health Information Manager role in an LHD or network.

To support a district-wide Health Information Services function, three Medical Records Managers positions will be reclassified to Health Managers under the *Health Managers (State) Award*. This change will improve ISLHD's profile in the Health Information Management profession and will ensure consistency with comparable LHDs (NSW) and networks (other states). This change will increase the likelihood of attracting suitably qualified and experienced applicants.

As a consequence of the above proposal, the role of Medical Records Manager, Shellharbour Hospital, Shoalhaven Hospital and Wollongong Hospital have been identified as Affected positions in the new structure and, in accordance with Section 35 of the Health Employee's Condition of Employment (State) Award, consultation with staff will now occur.

In accordance with the consultative provisions of the Health Employee's Conditions of Employment (State) Award, you are invited to provide any comments regarding the proposed changes by 10 February 2023.

Alternatively, if you have any queries regarding this notification, please contact Ms Kathryn Farr, Workforce Support Manager, Workforce Operations via email [Kathryn.Farr@health.nsw.gov.au](mailto:Kathryn.Farr@health.nsw.gov.au) or on 0477 378 163.

Yours sincerely

Peter Shiells  
**Chief Information Officer**

Date: 02.02.2023