

TSH Staff Consultative Committee – Minutes

T24/295

Date: 20 December 2023 Time: 11am

Location: TSH Executive Meeting Room

ITEM	DESCRIPTION	NSQHS
	Welcome & Acknowledgement to Country	
	<i>“I would like to acknowledge the Traditional Custodians on whose land we stand today; the lands of the Dharrawal people. I would also like to pay my respects to the Elders past, present and those of the future.”</i>	1.02
1.	Meeting Opening	
1.1	Attendance and apologies (attached)	1.01
1.2	Declaration of conflict of interest – Nil declared	1.01
1.3	Minutes of the previous meeting	
	The minutes of the meeting held on 18 October 2023 were approved.	1.01
2. Matters Arising		
2.1	Action Table (attached)	1.01
	Inspection of New Operating Theatre Complex	
	The HSU and NSWNMA conducted a walkthrough of the new theatres. R Millington is preparing a report of findings.	
2.1.4	Recruitment and rosters for Operations Assistants	
	R Millington stated recruitment is underway and there are still issues with the roster. VW has received feedback that good progress has been made in relation to this issue. R Millington agreed. The OAs are happy to work the current roster, however the issue will need to be revisited in 2024.	
3. Standing Items		
3.1	General Manager’s Update (Vicki Weeden)	1.01
	<ul style="list-style-type: none"> Activity is stable as we head into Christmas. The Staff Christmas Lunch was held last week. VW thanked everyone for their hard work in 2023. R Millington queried the next stage of redevelopment for TSH. VW advised that unfortunately Stage 3 is not on the treasury list, therefore there is no funding for future planning at this stage to accommodate our growing population. 	

3.2	Nursing & Midwifery Update (Joanne Newbury)	1.01
	<ul style="list-style-type: none"> • We are looking forward to 101 new graduates commencing in February/March 2024. A Clinical Nurse Educator will be available to support them 7 days per week/12 hours per day (10.30am – 11pm). GA advised that some of her members queried the CNE coverage and will clarify next meeting if there are any concerns. • The 2023 new graduate RNs have been given permanent status and are currently deciding on their ward preferences. • Leanne Horvat has been appointed to the position of Deputy Director of Nursing & Midwifery Services. • Julie Aquilina has been appointed to the position of Nursing Executive Officer. • Following the completion of the operating theatre redevelopment, beds are being realigned back into patient areas. Changes will be effective 22 January 2024. Nursing staff realignment is also underway and staff have been given an option to select where they would like to work. • There have been discussions regarding safe staffing levels. TSH ED Level 5 will move towards safe staffing by Q2 2024. 	
3.4	People & Culture Update (Aleksandra Milenkovski)	1.01
	<ul style="list-style-type: none"> • The People & Culture team will operate with skeleton staff during the close down period. The out of office notifications will advise who to contact for urgent matters. • AM will be on leave, returning 12 January 2024. • R Millington stated there are unresolved HR matters including the newly published wardpersons roster which is not a line roster as agreed at the last meeting. There are award breaches in some instances in relation to the lack of 8 hours sleep time. R Millington requested that an audit be carried out for the last 6 years and backpay be paid to those who did not receive sleep time. WH confirmed that the roster submitted for review does have staff on line rosters, however there are two staff who are unable to be on a line roster due to part-time status and/or TIRA agreements. JN stated that when an ADO follows night shift, the ADO will be moved to another day and suggested that queries regarding the roster should be raised with the line manager in the first instance, rather than the HSU. When R Millington stated that some members are scared of being bullied, VW stated that providing a safe work environment is a priority at TSH and that she would be happy to follow up any allegations if R Millington provided her with examples of where bullying had occurred, as this has not been raised by any staff member. • R Millington also raised a concern regarding the removal of a wardsperson position during the pm/night shift and the ramification of this for meal breaks. WH stated the roster had been prepared in line with the approved staffing profile on 14.15FTE and the additional enhancements during COVID (1 x day shift and 1 x night shift), were unfunded positions since the end of 2022. The night shift position will remain, however the day shift position will be removed. During 2023, these positions continued as part of the winter strategy, however moving forward this will not continue. 	

3.5	Allied Health Update (Brielle Gosch)	1.01
	<ul style="list-style-type: none"> • A Town Hall meeting was held with staff to discuss the Allied Health restructure. In the new structure, Allied health services will be aligned under Allied Health management. The first area to be restructured will be Physiotherapy. Operationally, roles will not change, however the benefits of the administrative changes will be enhanced clinical supervision and professional development and improved succession planning and career opportunities. Once the restructure paper has been finalized, it will be circulated for consultation. • BG queried if award changes were pending. TS confirmed that there will be comprehensive changes to the award, however there is no update to provide at this time. 	
3.6	Director of Operations Update (Renata Melan)	1.01
	<ul style="list-style-type: none"> • <i>Wellbeing</i>: The District Wellbeing Ambassadors have met to discuss 2024 priorities. A monthly list of events and themes has been prepared. The TSH Wellbeing Ambassador has resigned and R Melan has received some expressions of interest from staff to fill the position. An appointment will be made early 2024. • <i>Work Health & Safety</i>: Violence prevention will be a priority for TSH in 2024 and aligns with the District priorities. • Refurbishment of the new Oncology Centre will commence in 2024. 	
4. New Business		
4.1	Terms of Reference	
	The revised Terms of Reference, with Corporate Services removed, was approved.	
5. Documents for Noting		
5.1	The minutes of the SESLHD Joint Consultative Committee on 24 August 2023 were noted.	1.01
5.2	The minutes of the TSH Work & Safety Committee on 3 November 2023 were noted.	1.01
6. Business without notice		
	Nil	
7. Next meeting		
28 February 2024 at 2.30pm in the Executive Meeting Room.		

ACTIONS – OUTSTANDING

Mtg Date	Action	Responsible	Status
16/8/23	Recruitment and rosters for Operations Assistants R Millington advised that whilst progress has been made, the roster will need to be revisited in January 2024.	Surgical Stream Rep	Pending
18/10/23	Inspection of New Operating Theatre Complex The HSU and NSWNMA conducted a walkthrough of the new theatres. R Millington is preparing a report of findings.	VW	Pending
18/10/23	Sonographer On-Call Roster/Rostering of Radiographers Heldover: R Millington has requested an urgent USCC be scheduled to discuss these issues. AM to facilitate the meeting.	AM	Pending
18/10/23	Venue for Meal Breaks for Wardspersons Heldover: This issue is to be referred back to Wendy Howard for further discussion and resolution.	WH	Pending
18/10/23	CSSD Staffing Levels to Cover Annual & Other Leave Heldover: VW will follow-up why leave is being refused and will report back at the next meeting.	VW	Pending
20/12/23	Wardspersons Line Roster The workforce team is to review the roster again in relation to the lack of 8 hours sleep time between some shifts.	WH	Pending

ACTIONS – CLOSED

Mtg Date	Action	Responsible	Status
18/10/23	Term of Reference The document is to be updated to remove references to Corporate Services contained within the document.	JJ	Pending

KEY TO NATIONAL SAFETY and QUALITY HEALTH SERVICE STANDARDS (NSQHS)	
National Standard 1	Clinical Governance
National Standard 2	Partnering with Consumers
National Standard 3	Preventing and Controlling Infections
National Standard 4	Medication Safety
National Standard 5	Comprehensive Care
National Standard 6	Communicating for Safety
National Standard 7	Blood Management
National Standard 8	Recognising and Responding to Acute Deterioration

Attendance 2023

Key: **P** Present **O/L** Present Online **A** Apologies **N** Non attendance

TITLE	ATTENDEE	22 February	19 April (No quorum)	21 June (No quorum)	16 August	18 October	20 December
General Manager TSH / Garrawarra (Chair)	Vicki Weeden	P	A (Renata Melan)	A (Renata Melan)	P	P	P
Director of Nursing & Midwifery	Joanne Newbury	P	A	P	A (Nicole Wedell)	A	P
Director of Operations	Renata Melan	P	A (Greg Cramery)	A (Greg Cramery)	A	P	P
Director of Shared Clinical Services	Brielle Gosch	-	-	-	P	A	P
Nurse Manager, Clinical Workforce Services	Wendy Howard	P	A	A	P	A	P
Lead HR Business Partner	Aleksandra Milenkovski	P (Deb Shea)	A (Tanja Andric)	A (Tanja Andric)	P + Tanja Andric	P	P
Allied Health Representative	Mickson Yam	A	P	P	P	A (Christina Ibrahim)	P
Security Manager	Scott Howard	P	P	P	P	P	- (no longer attends)
NSWNMA TSH Branch Representative	Elizabeth Turner	P	A	P	P	P	A
NSWNMA Representative	Georgia Armstrong	P	A	A	A	P	P
HSU Representative	Randall Millington	P	P	A	P	P	P
Secretariat	Jennifer Joyce	P	P	P	P	P	A (Nicole Borg)

Rotational Basis:							
Head, Facilities Management, SESLHD	Clayton Tubbs	A	P	A	P	No longer attending. Refer to Corporate Services SCC	-
Head, Security Services, SESLHD	Diane O'Donoghoe	A	A	P	P		-
Head, Corporate Support Services, SESLHD	Adrianna Scotti-Roberts	P	A	P	A		-
Co-opted attendee:							
SESLHD General Manager, Corporate Services	Sharon Carey	-	-	-	P	-	-
Medical Imaging Manager	Karen Fisher	-	-	-	-	P	-
Keely Barakat	Sonographer	-	-	-	-	P	-
Tom Stevanja	HSU	-	-	-	-	-	P

CERTIFIED A CORRECT RECORD
Minutes confirmed by Committee resolution
at meeting held on xx/xx/xxxx