

Dear Radiation Oncology team,

I am pleased to advise of a proposed change within the Radiation Oncology team at Royal North Shore Hospital, Northern Sydney Local Health District (NSLHD).

### **Background**

By way of background, the Department of Radiation Oncology has had a significant expansion in research participation and in the complexity of research and clinical trials. Many radiation oncology trials are now multimodality, including radiotherapy, chemotherapy and immunotherapy. In order to meet our clinical trials obligations and after careful review and consideration by the Radiation Oncology Executive, in consultation with Human Resources, The Department wish to propose the following:

### **Proposed Structure**

- The deletion of the position of Clinical Trials Coordinator (Health Manager, Level 1) 1.0 FTE
- The creation of a new position of Senior Clinical Trials Coordinator (Health Manager, Level 2) 1.0 FTE

### **Benefits of the proposal include:**

- Creating leadership capacity within the team allowing the team to be better suited to meet the needs of the multimodality clinical and research programmes we are participating in.
- Building workforce capability into the future.
- Providing opportunities for career advancement for clinical trials team members.

### **Proposed Method of Filling Positions**

The new position of Senior Clinical Trials Coordinator (Health Manager, Level 2) 1.0 FTE will be filled via an open external recruitment merit-based selection process in accordance with NSW Health Policy Directive, *Recruitment and Selection of Staff to the NSW Health Service (PD2017\_040)*.

### **Consultation Process - Engaging and Supporting Staff**

The consultation process will include;

- An opportunity for staff and unions to provide any feedback, comments, questions and/or concerns on this proposal.

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

All correspondence to be emailed or sent to:

[NSLHD-Mail@health.nsw.gov.au](mailto:NSLHD-Mail@health.nsw.gov.au)

Northern Sydney Local Health District

ABN 63 834 171 987

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Royal North Shore Hospital LPO  
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Tel (02) 9462 9955 Fax (02) 9463 1029

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**Health**  
Northern Sydney  
Local Health District

- Support and assistance for staff from the directorate with People and Culture (Human Resources)
- Employee Assistance Program (EAP) providing free and confidential counselling available to all staff.

Further, Individual meetings with staff members who may be affected by this change will take place throughout the change process. Where a change is proposed, this will be discussed with staff members who may be affected. Where a member of staff remains displaced at the conclusion of the process, NSLHD will work with that individual to initially explore options for redeployment within the District, and will assess other contractual options on a case-by-case basis.

**Timeframe for Implementation of proposal**

Following the consultation process, it is anticipated this proposal will be implemented and be operational by March 2022.

**Feedback on Proposal**

In accordance with NSLHD procedure *Restructuring in Northern Sydney Local Health District* you are invited to provide any feedback, comments, questions and/or concerns on this proposal within **two weeks** from the date of this letter via email to Adam Steggles,

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Back'.

A/Prof Michael Back  
**Director Radiation Oncology**

**NSLHD Cancer and Palliative Care Network  
Northern Sydney Local Health District**

Date: 8 February 2022

**Supporting Documents**

- Proposed Position Description – Senior Clinical Trials Coordinator (Health Manager Level 2)
- Current and proposed organisational charts
- NSLHD procedure *Restructuring in Northern Sydney Local Health District (PR2014\_016)*
- NSW Health Policy Directive, *Managing Excess Staff of the NSW Health Service (PD2012\_021)*

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