

CANCER SERVICES STAFFING PROFILE

Timing: Anticipated commissioning date of April 2023

Overview of Hornsby Ku-ring-gai Hospital Cancer Services

Cancer incidence in Northern Sydney Local Health District (NSLHD) is increasing, approximately one-third is occurring within the Local Government Areas (LGAs) of Hornsby and Ku-ring-gai. Currently, limited services are available for these residents at Hornsby Ku-ring-gai Hospital (HKH) although extensive oncology services are available at Royal North Shore Hospital (RNSH).

The Stage 2A redevelopment of HKH includes provision of a six (6) chair chemotherapy unit for cancer care delivery to be provided in-house at HKH for patients with colon, breast and blood cancers.

This service will be part of a patient centred integrated cancer services model of care. The role delineation will be Level 4 medical oncology and haematology service. Key aspects of role delineation for level 4 are care coordination, access to allied health services and medical oncology clinics.

A comprehensive and integrated cancer service is one ensuring care coordination, navigation, and access to support services such as allied health, pharmacy and counselling, as well as consultation, surgery, radiation, chemotherapy, and palliative care. The NSLHD Cancer Network will provide specialist expertise and support to this new service.

Hours of Operation and Service Delivery

The service will operate Monday to Friday 0800 – 1630 with 6 chairs.

STAFFING REQUIREMENTS

The following Day 1 staffing is required

Cancer Nurse Coordinator, Allied Health support services, data manager/administration support at HKH Network available with Royal North Shore Hospital (RNSH) for clinical expertise for MDTs and governance

Nursing

The Cancer Institute NSW, and the role delineation for a level 4 medical oncology service requires that facilities providing cancer services have a Cancer Nurse Coordinator. This role can be a Clinical Nurse Specialist (grade 2) position.

	Day One	
Position	Grade/ Level	FTE
Nursing Unit Manager	NUM2	1.00
Clinical Nurse Educator	CNE2	0.40
Registered Nurse	RN	2.60
Clinical Nurse Consultant – Cancer Coordination	CNC2	0.4
Totals		4.4

Medical

	Day One	
Position	Grade/ Level	FTE
Senior Staff Specialist	Level 1	0.6
Visiting Medical Officer (Pain)	VMO	0.1
Totals		0.7

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Allied Health

	Day One	
Position	Grade/ Level	FTE
Pharmacist	Grade 3	0.65
Pharmacy Technician	Grade 2 Year 4	0.35
Social Worker	Level 3	0.4
Dietician	Level 3	0.31
Occupational Therapist	Level 3	0.21
Speech Pathologist	Level 3	0.11
Totals		2.03

Clerical

	Day One	
Position	Grade/ Level	FTE
Health Manager – Data Manager	HM1	0.80
Administration Officer	AO3	0.60
Totals		1.40

Corporate Services

Cleaning staff for stage 2A included in the 29.53 FTE approved for Stage 2 redevelopment.

Food Services provided through HealthShare.

Recruitment plans

The following table outlines the timeframes for recruitment to roles in the Cancer service.

Date	Actions	Responsibility
January 2023	Finalisation of Position Descriptions (PD's) Submit relevant PD's to Grading Committee	Relevant Managers with HR review
February 2023	Send staffing profile consultation paper to HSU, NSWNMA, ASMOF. 2 week consultation period.	HR
February 2023	Review and incorporate consultation feedback into plans and documents. <i>If changes have been made to the original approved brief, as a result of the consultation process, the modified brief must be again approved by the HKH Executive and NSLHD CE.</i>	GM and HR
February 2023	Confirm agreed Cancer Service staffing profile	HR
February 2023	Submit ATF brief for Cancer Service roles. Anticipated sign off by District ATF Committee late February 2023	Outpatients Manager
February 2023	Appoint NUM role	DONM
February 2023	Advertise to other cancer service roles. Determine any roles that are to be either identified or targeted to Aboriginal and Torres Strait Islander applicants. Liaise with Kuibuz Gillian Adidi, Aboriginal and Torres Strait Islander Workforce Manager to manage the recruitment process for First Nation Peoples applicants.	NUM, AHM and DMS
March 2023	Appoint to all roles and confirm commencement dates	
March 2023	Confirm establishment with Employee Services to update StaffLink. Ensure all positions are established in line with the new organisational structure, staff are mapped to the correct positions/classifications, and obsolete position numbers/cost centres are eliminated in StaffLink and obtain final sign off from requesting manager	NUM to NSLHD Employee Services

Notification to Union/Industrial Bodies and other relevant parties

Consultation is required following the proposal document and corresponding brief being approved by the Hornsby Ku-ring-gai Hospital executive body and NSLHD CE.

The consultation paper will be sent to the following stakeholders as detailed below:

- Health Service Union (HSU)
- New South Wales Nurses and Midwifery Association (NSWNMA)
- Australian Salaried Medical Officers' Federation (ASMOF)

The dates of the consultation period will be 2 weeks. Redevelopment Union and Staff Consultation Committee (USCC) meetings are held each month during redevelopment works. A list of concerns unions would like discussed are to be provided by the unions prior to this USCC meeting for the matters to be included in the USCC meeting agenda.

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Review

The structure will be reviewed six months following implementation to ensure that staff and patients are safe and patient flow is maintained. The Cancer Service Manager to raise at team meetings to determine staff views of the structure and identify recommended changes and improvements.

Approved	Position	Signed
Annette Anderson	A/General Manager Hornsby Ku-ring-gai Hospital	<i>Annette Anderson</i> 24/1/23
Cesar Uy	A/ Director Medical Services	<i>Cesar Uy</i> 23/1/23
Maria Manna	A/Director of Nursing & Midwifery	<i>Maria Manna</i> 23.1.2023
Gwen Hickey	Manager Allied Health, Outpatients and RACS	<i>Gwen Hickey</i> 23/01/2023

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