



The Sydney  
children's  
Hospitals Network

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care, advocacy, research, education

## **Sydney Children's Hospitals Network (SCHN)**

### **Emergency Department**

## **The Children's Hospital at Westmead (CHW)**

### **Consultation Document**

*July 2024*

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## Background

The Children's Hospital, Westmead has a large tertiary referral Emergency Department (ED) that sees approximately 66,000 patients per year. The department is largely made up of medical, nursing, and clerical staff.

The clerical staff work a 24/7 rotating roster to meet the needs of the department and the wider hospital after hours.

This proposal is to trial the implementation of a 12 our shift pattern for clerical staff.

## Current Status

Clerical staff in ED currently work a 10-hour shift pattern with the following shifts:

Am- 0730-1800 – 2 staff

Mid- 1100-2130 – 1 staff

PM- 1330-2400 – 2 staff

Night- 2130-0800 – 2 staff

Staff are on a 4 weekly roster pattern and full-time staff get a 10-hour ADO every 6 weeks.

## Future Service Requirements under New Arrangements

0730- 2000 – 2 Staff

1130-2400 – 1 Staff

1930-0800- 2 Staff

Staff will be on a 4-weekly roster

## Case for Proposed Changes to Organisational Structure

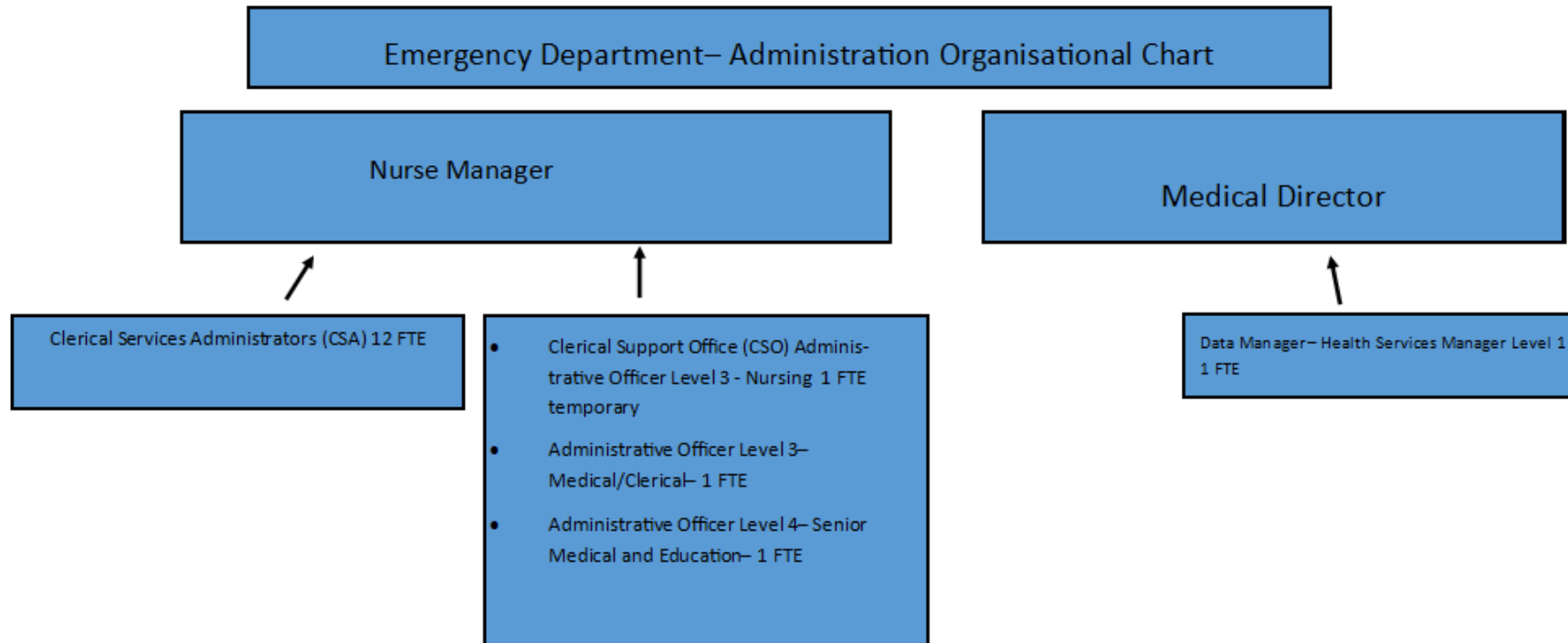
- Excess staff (5 people) are rostered on between 1330 and 1800.
- 12-hour shifts are in line with the roster model for nursing staff
- It is a financially sustainable model
- 12-hour shifts are well liked by staff and afford staff the opportunity for large breaks between shift sets.
- It is anticipated that it will increase staff wellbeing and culture within the team.

## Impact on Employment Arrangements

All current staff will remain at the contracted hours

Majority of administrative staff have agreed to the changes. We can accommodate the part-time staff who wish to remain on 8-hour shifts.

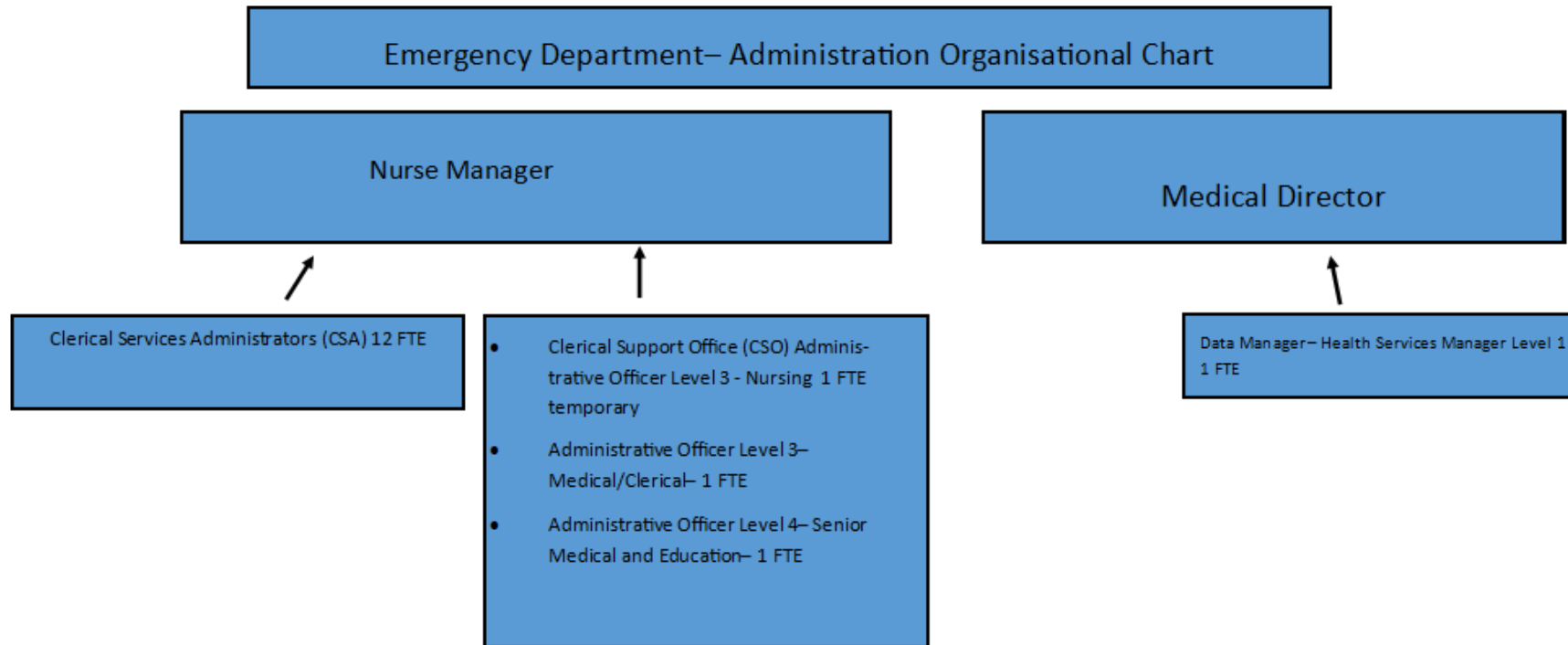
## Current Structure



### Affected Positions Including Current Incumbents

Position	FTE	Classification	Description
12 FTE CSAs	12	Admin Officer level 3	Changing roster patter to 12-hour shifts

## Proposed Structure



### Method of Filling Positions in the Proposed Structure

Meetings with staff member/s who may be affected will take place throughout the change process. The proposed trial change has and will be discussed with staff members who may be affected.

Nil additional staff required.

### Timetable for the Changes to Organisational Structure

Stage		Timescale
1	Consultations with staff and Notifications to Unions (to occur simultaneously)	By 30 <sup>th</sup> August 2024
2	Work with staff who may be affected re options	By 6 <sup>th</sup> September 2024
3	Consultation Close	By 6 <sup>th</sup> September 2024
4	Assessment of staff and union comments	By 6 <sup>th</sup> September 2024
5	Continue to work with staff affected by changes	By 30 <sup>th</sup> September 2024

### Employee Assistance program

Employee Assistance Program (EAP) is a free strictly confidential and professional counselling service provided by the Sydney Children's Hospitals Network to all staff. Staff can access the program via the following contact details:

- Access EAP (1800 818728)

### Feedback and Contact Details

Enquiries and feedback regarding the proposed structure should be addressed to:

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