

AGENDA FOR Staff Consultative Committee Meeting
Blue Mountains District ANZAC Memorial & Springwood Hospitals

Wednesday 28 July 2021, 13:00 – 14:00
BMDAMH Executive Boardroom and Skype

Skype conference ID: 930376794



Health
Nepean Blue Mountains
Local Health District

HPRM Ref: 21/59588

Item	Subject	Responsibility	Page no.
1.	Acknowledgement of Country / Apologies	<i>L Harford</i>	
2.	Minutes of the previous meeting		
3.	Actions carried over		
4.	Standing items		
	4.1 WHS		
	4.2 LHD		
	4.3 Recruitment	<i>L Harford</i>	
	4.4 Local Sub Branch Reports HSU & NSW Nursing & Midwifery Association	<i>Shakeel Choudhary/ Jonathon Wall</i>	
	4.5 People Matter Survey	<i>L Harford</i>	
	4.6 Reasonable Workload Meeting	<i>R Norris</i>	
5.	General business		
	5.1		
	5.2		
6.	Next meeting		
	Date: Wednesday 22 September 2021		
	Time: 13:00 – 14:00		
	Venue: Skype/Executive Boardroom BMDAMH		

MINUTES OF Staff Consultative Committee Meeting

Wednesday 28 July, 13:00 – 14:00
Executive Boardroom/Skype



Health
Nepean Blue Mountains
Local Health District

Skype details are included in the calendar invite.

HPRM: 21/70014

P = Present T = Teleconference A = Apology V = Videoconference Ab = Absent PR = Proxy Attended C = Chair

Name	Position	20 Jan	24 Mar	27 May	28 July	22 Sept	24 Nov
Elizabeth Harford	General Manager BMDAMH & Springwood Hospital	P	P	P	P		
Judith Walloscheck	Director of Nursing & Midwifery	P	P	P	PR		
Alison Garnsey	WHS representative	A	P	P	V		
Adam O'Sullivan	Security Manager	P	P	P	V		
Derek Locock	NSWNMA BM Representative	Ab	Ab	Ab	A		
Steven Jackson	Nurse Manager Springwood	-	-	Ab	Ab		
Jonathan Wall	HSU Sub Branch secretary	P	A	A	P		
Shakeel Choudhary	HSU Vice President	-	-	-	P		
Tatiana Grant	NSWNMA SWD Representative				Ab		
Rosamunde Kadi	NSWNMA SWD Representative				V		
Paula Bashford	NSWNMA SWD Representative	-	-	-	Ab		
Karen Boys	Domestics Springwood	Ab	Ab	Ab	Ab		
Kym Rogers	Admin & Patient Services Manager	P	P	P	P		
Katrine Tuckey	BM Theatres NUM	A	A	P	V		
Lynne Mason	HSU President	A	Ab	P	V		
Madeleine Simpson	Maternity/CW NUM	A	A	A	A		
Matthew Rimmington	SWD Theatres NUM	Ab	Ab	Ab	Ab		
Todd Cleary	Domestic Services Manager	P	P	P	P		
Randall Millington	HSU Organiser	-	-	Ab	V		
Alistair Ball	NSWNMA Organiser	Ab	Ab	PR	V		
Katie Downey	Executive Assistant/Secretariat	P	P	P	P		

1. Acknowledgment of Country / Apologies

Liz Harford gave an acknowledgment of Country.

Apologies: Derek Locock (night shift on Tuesday night), Judith Walloscheck

Proxy: Richard Norris for Judith Walloscheck.

Welcome:

2. Minutes of Previous Meeting

Minutes of May 2021 accepted by Kym Rogers and Todd Cleary.

3. Actions Arising from Previous Minutes


As detailed in the action log at the end of the minutes

- In response to Springwood overtime, Springwood members stated that OT has increased. Liz asked Steven Jackson, Nurse Manager to discuss this with the Branch.
- *Action: Katie to send current draft TOR to Alistair Ball for review and discussion with David Corden (chair of Reasonable Workloads Committee).*

4. Standing Items

4.1. WHS

- Next meeting is scheduled for Wednesday 11 August, 2pm.
- Incident was discussed relating to a staff member who rode their pushbike through the closed COVID-19 testing drive thru with barriers, clipped bollard, came off bike and suffered

MINUTES OF Staff Consultative Committee Meeting Wednesday 28 July, 13:00 – 14:00 Executive Boardroom/Skype	 Health Nepean Blue Mountains Local Health District
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fractured arm and head injury. As a result, Richard Norris in IMT has put additional signage and barriers in place for prevention. This has been reported to SafeWork NSW.

- A staff member recently fell off chair on East Wing and has been admitted to BM Hospital with injury. This has been reported to SafeWork NSW.

4.2.LHD

- COVID-19 communication has been coming through regularly from Richard Norris, IMT. If anyone has any queries in relation to this please contact Judith, Liz or Richard.
- Kym Rogers spoke about the new position of an administrative staff member to assist with phone calls from family members to patients. Lists are being taken for Doctor call-backs.
- Liz reported that we have tried to be as reasonable as possible for visitors with current COVID-19 restrictions.
- Richard has identified staff members in the current LGAs who are requiring regular swabs before working in the facility.

4.3.Recruitment

- Director of Pharmacy and Business Operations Manager are in the final phase of recruitment. Further details will be communicated soon.
- 3x Casual RNs to come on board soon after Staff Health clearance.
- Clinical Nurse Educator position has been raised for advertising today.
- RN from MHU has been made successful for an RN position in EW. Awaiting staff health clearance.
- Springwood are still trying to recruit into the increase of staffing. Currently recruited 2 out of the 4 required.

4.4.Local Sub Branch Reports HSU & NSW Nursing & Midwifery Association

- Nil to report at this meeting from Jonathan Wall, Shakeel Choudhary and Randall Millington.
- Rosamunde Kadi: Extra staff allocated as per the matter raised with the Union. 6 staff on in the morning which has been working well after the initial adjustment of structure to the day. End of the evening shift is still difficult with only 4 staff. Steven Jackson is looking at the most suitable hours for a HASA to be employed.
- *Action: Follow up with Steven Jackson/Judith Walloscheck and Adam O’Sullivan in regards to HASA for Springwood.*

4.5. People Matter Survey

- Survey will run from 23 August to 17 September. Champions from both Hospitals have been identified and Webinars for information for Champions have been distributed.
- Important to note that staff who take part in this survey will never be identified. Comments are valuable as well as scoring.
- Aiming for at least 70% response rate. Liz is asking Union Reps to promote this with staff.

4.6.Reasonable Workload Meeting

- Last meeting held on 20 July 2021
- Identifying positions to be attending the committee – draft TOR was sent out from David Corden.
- Clinical Nurse Educator position has been raised for advertisement today.

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- Arising from actions: Overtime report was provided by Steven Jackson (attached to minutes). Judith is waiting on costings from Nepean to complete a brief for outpatient maternity staffing.
- In discussion was the ED night staff: 2x nurses and 2x Doctors which is in discussion for increase.

5. General Business

- Randall Millington: Risk assessment completed 4 or 5 weeks ago at Nepean. BM Hospital was mentioned in relation to HASA in the Mental Health Unit. Liz responded that we would be in full support of this addition to the MHU to assist our current Security staff.

Meeting closed at 13:28

6. Next Meeting

Wednesday 22 September 2021

13:00 – 14:00, Skype and Executive Boardroom BMDAMH

Staff Consultative Committee Meeting BMDAMH/SWD



Health
Nepean Blue Mountains
Local Health District

ACTIONS IN PROGRESS

Meeting Date	Item/Issue	Action Required	Responsibility	Progress
28/7/21	4.4	<i>Follow up with Steven Jackson/Judith Walloscheck and Adam O'Sullivan in regards to HASA for Springwood.</i>	Liz Harford	
28/7/21	3	<i>Katie to send current draft TOR for Reasonable Workloads Committee to Alistair Ball for review and discussion with David Corden (chair of Reasonable Workloads Committee).</i>	Katie Downey	Update 28/7: Katie forwarded draft TOR to Alistair, including David Corden and requested an update of their discussion for the September meeting.
27/5/21	4.7	<i>David Corden will confirm which members of management are to be at the Workloads Committee meeting.</i>	David Corden	Update 28/7: Unions to try to identify frontline staff to attend Reasonable Workload meetings as well as the Managers (NUMs) listed on the draft TOR.

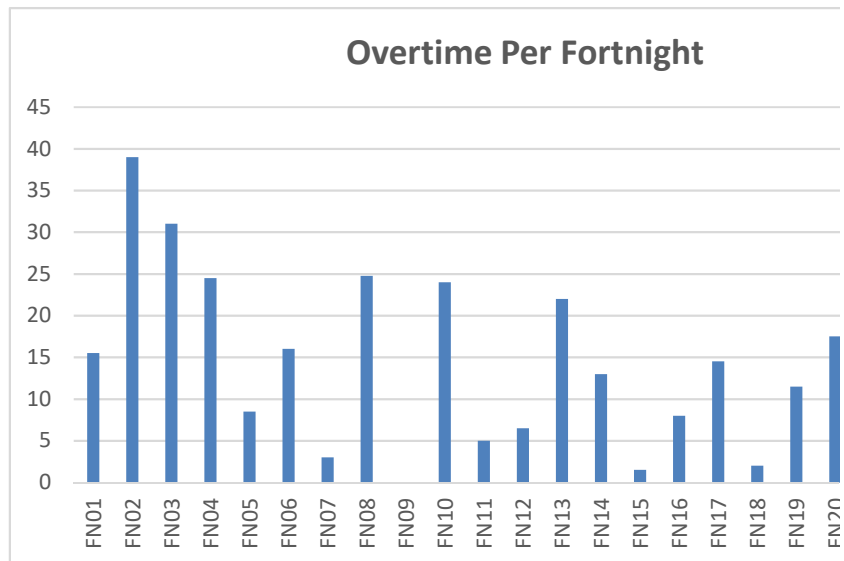
COMPLETED ACTIONS

	<i>There was a request for an overtime report for Nursing staff and the Casual pool for Springwood - Judith to supply to Liz.</i>	Update 26/7: Reported was sent through to Judith in May and Katie on 26/7, then forwarded on to Liz Harford for review. Katie will send this out to the committee with the minutes. COMPLETE.
4/11/20	Staff to add to the committee	Madeline Earle added as an invitee for Staff Consultative Meeting
4/11/20	Meeting date to be moved	<i>Move meeting date for next Staff Consultative towards the end of January</i>

2/9/20	Recruitment	Discuss with media the reason behind not utilising social media for advertising. Update 4 Nov - recruitment has since been adv on Social Media
2/9/20	WHS	Discussion around moving other room bookings to make 5 day training sessions possible
2/9/20	WHS	Send audits to sub board committee via Liz
5/2/20	New Union Reps	Mary to source names of new Union reps & inform Suzie for meeting invitations

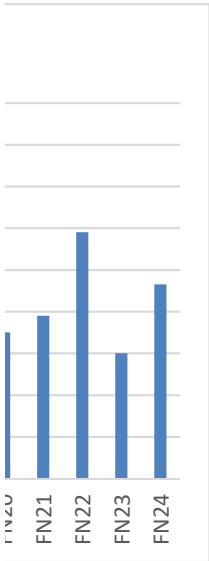
Employee Name	FN01	FN02	FN03	FN04	FN05	FN06	FN07	FN08	FN09	FN10	FN11
Grant, Tatiana (20022669)	8	11.5	16	16	0	0	0	0	0	6	0
Schiller, Leeanne Michelle (60064684)	0	8	0	0	0	0	3	6.25	0	8	0
Martignago, Kim (60096457)	0	0	7.5	8	0	0	0	10.5	0	0	0
Moran, Diane (26108720)	0	0	0	0	8.5	2	0	0	0	8	0
Harrington, Hannah Kate (60197851)	0	0	6.5	0	0	3	0	8	0	0	0
Cummins, Annette Louise (60109475)	0	0	0	0	0	0	0	0	0	0	0
Biltz, Lovelyn Quijano (60146254)	0	6	0	0	0	5	0	0	0	0	0
Briggs, Halley Mae (40025728)	7.5	0	0	0	0	0	0	0	0	0	0
Bashford-Minale, Paula (23020449)	0	0	0	0	0	0	0	0	0	2	0
Basedow, Sarah (40029771)	0	8	0	0	0	0	0	0	0	0	0
Kaatzke-Mcdonald, Conrad Paul (60101216)	0	0	0	0.5	0	6	0	0	0	0	0
Betts, Tania (26114175)	0	3	0	0	0	0	0	0	0	0	0
Hooley, Brittany Maree (60062737)	0	0	0	0	0	0	0	0	0	0	1
Augustus, Jane Paula (26103741)	0	0	0	0	0	0	0	0	0	0	0
Kadi, Rosamunde Anna (26103743)	0	2.5	0.5	0	0	0	0	0	0	0	0
Grimston, Glenn David (60162698)	0	0	0	0	0	0	0	0	0	0	4
Miapeh, Terrie (60037486)	0	0	0	0	0	0	0	0	0	0	0
Shrestha, Ganesh (60095277)	0	0	0	0	0	0	0	0	0	0	0
Garnsey, Alison Jane (20003261)	0	0	0	0	0	0	0	0	0	0	0
Startin, Mikayla (60149248)	0	0	0	0	0	0	0	0	0	0	0
Sanders, Melissa Gay (26108807)	0	0	0.5	0	0	0	0	0	0	0	0
TOTALS 2020-21	16	39	31	25	9	16	3	25	0	24	5

FN01	FN02	FN03	FN04	FN05	FN06	FN07	FN08	FN09	FN10	FN11
16	39	31	25	9	16	3	25	0	24	5



FN12	FN13	FN14	FN15	FN16	FN17	FN18	FN19	FN20	FN21	FN22	FN23	FN24	Total	Avg/FN
0	0	8	0	0	0	0	5.5	7.5	0	1.5	0	7	87	3.6
0	0	0	0	0	0	0	5	0	9	8	3.5	4	55	2.3
0	0	0	0	0	5.5	0	0	0	5.5	0	0	0	37	1.5
4	0	0	0	1	0	0	0	0	2	0	10	0	36	1.5
0	5.5	0	0	0	0	0	0	0	0	8	0	0	31	1.3
0	0	3.5	0	0	9	0	0	0	0	8	0	0	21	0.9
2.5	0	0	0	0	0	0	0	0	0	0	0	5.5	19	0.8
0	0	0	1.5	0	0	0	0	8	0	1.5	0	0	19	0.8
0	8	0	0	0	0	0	1	0	0	0	1.5	0	13	0.5
0	0	0	0	0	0	0	0	0	0	2.5	0	0	11	0.4
0	0.5	0	0	0	0	0	0	1	0	0	0	0	8	0.3
0	0	0	0	0.5	0	0	0	0	0	0	0	4.25	8	0.3
0	0	0	0	6.5	0	0	0	0	0	0	0	0	8	0.3
0	4	1.5	0	0	0	0	0	0	0	0	0	0	6	0.2
0	0	0	0	0	0	2	0	0	0	0	0	0	5	0.2
0	0	0	0	0	0	0	0	0	0	0	0	0	4	0.2
0	4	0	0	0	0	0	0	0	0	0	0	0	4	0.2
0	0	0	0	0	0	0	0	0	3	0	0	0	3	0.1
0	0	0	0	0	0	0	0	0	0	0	0	2.5	3	0.1
0	0	0	0	0	0	0	0	1	0	0	0	0	1	0.0
0	0	0	0	0	0	0	0	0	0	0	0	0	1	0.0
7	22	13	2	8	15	2	12	18	20	30	15	23	375	15.6

FN12	FN13	FN14	FN15	FN16	FN17	FN18	FN19	FN20	FN21	FN22	FN23	FN24
7	22	13	2	8	15	2	12	18	20	30	15	23





**BLUE MOUNTAINS DISTRICT ANZAC MEMORIAL HOSPITAL AND SPRINGWOOD
HOSPITAL
REASONABLE WORKLOAD COMMITTEE
TERMS OF REFERENCE**

AIM

The Reasonable Workload Committee is a mechanism to provide for informed discussions that will make a positive contribution to the workload of nurses and midwives by facilitating consultation on reasonable workloads, together with the provision of advice and recommendations to management.

PURPOSE

To make a positive contribution to the provision of reasonable workloads for nurses and midwives across Nepean Blue Mountains Local Health District.

OBJECTIVES

1. The support of principles that determine or allocate a reasonable workload for nurses and midwives by the employer as legislated by clause 53 of the NSW Public Hospital Nurses' state award.
2. Monitor the implementation of reasonable workloads for nurses and midwives using the appropriate monitoring system in all inpatient wards/units.
3. Review monthly and annual reports generated by the monitoring system shall be provided to the reasonable workload committee to ensure the committees have the information they need to assess workload issues. This includes
 - Spot checks for Nursing Hours per Patient Day for East Wing, Rehabilitation and COU wards.
 - Daily Occupancy
 - Actual Staffing (excluding CNE, CNC, NUM)
 - Patients requiring 1:1
 - Variance to staffing budget
 - Total staffing hours
 - Use of agency, casuals and deployed staff
 - Average occupancy
 - Overtime Data (Per unit/Hours per week)
 - Sick Leave (Per unit/Hours per week)
 - Staffing profiles

- IIMS
- Like for like placement

Note: for areas that the monitoring system does not apply, relevant available data pertaining to workloads will be collected and collated for the use of Reasonable Workload Committees.

MEMBERSHIP

Each Reasonable Workload Committee shall comprise equal representation of employees and the employer.

Each clinical area will provide an Employer and Employee representative

Chair	Nurse Educator
Womens and Childrens	Womens and ChildrensM/NUM
	Midwife representative
	Children's Ward Nurse Representative
East Wing	East Wing NUM
	East Wing Nurse representative
Rehabilitation Ward	Rehab NUM
	Rehab Nurse representative
Emergency Department	ED NUM
	ED Nurse representative
Theatres	Theatre NUM
	Theatre nurse representative
Springwood	Springwood Manager
	Springwood nurse representative

Modus Operandi

Chair	Employee Representative
Frequency	Monthly, 1 st Wednesday of the month. 10 meetings a year.
Secretariat	Support will be provided by Nursing and Midwifery and include <ul style="list-style-type: none"> ➤ Scheduling of Meetings ➤ Booking of Venues ➤ Agenda setting and distribution in a timely manner ➤ Distribution and follow up on meeting actions and outcomes ➤ Communication and distribution of information ➤ Ensure relevant reports, minutes

	<p>and communications are included in the monthly agenda and papers</p> <ul style="list-style-type: none"> ➤ Maintain committee documentation in HPRM ➤ End of year closure of meeting documents for governance review.
Venue	Site specific
Agenda, Minutes and Papers	<ul style="list-style-type: none"> ➤ To be distributed to members 1 week prior to meeting date or requested 1 week prior by employee representatives. ➤ Minutes and Actions List to be finalised and distributed 1 week after each meeting. ➤ Communication that is paperless and distributed electronically will be promoted and used when feasible ➤ Data summaries collected by nurses and midwives being brought forward to the reasonable workload committee will be distributed to the employee and employer representatives 1 week prior to the meeting date
Reporting responsibility	Nepean Blue Mountains Local Health District Nursing and Midwifery Leadership & Management Council
Quorum	To be determined by the Committee but it is preferable there is an equal number of employer and employee reps wherever possible. 50% plus 1 = 8
TOR Frequency	Annually