



ACT
Government

**Canberra Health
Services**

FOI19/21



Dear [REDACTED]

Freedom of Information Request: FOI19/21

I refer to your application received by Canberra Health Services on 11 June 2019 in which you sought access to information under the *Freedom of Information Act 2016* (the Act).

In your application you have requested:

- 1. All documents regarding the executive approval of the 'approved duty statement' for staff specialist neurologist recruitment (Position Number 20538) dated 25/02/2014 specifically in relation to point 2 of the responsibility statement- "Develop and deliver a specific service for patients with multiple sclerosis" and point 1 of the selection Criteria- "Extensive experience in the practice of Neurology, with particular emphasis on the care of patients with multiple sclerosis."*
- 2. All correspondence between the ACT Health/TCH executive and human resources area about the preparation and/or approval for the job advertisement specifically for the 'continue (and develop) the MS clinic' component of this advertisement (2014). (See File 1)*
- 3. All documents about the approval of funding for multiple sclerosis nurse position and approval from human resources department for RN level 2 classification by (or on behalf of) Ms Marina Buchanan-Grey in 2016. (see File 2)*

As I am an Information Officer appointed by the CEO of Canberra Health Services under section 18 of the Act to deal with access applications made under Part 5 of the Act. Canberra Health Services provided a decision on your access application by 30 July 2019 as was required. This is an updated decision letter to rectify an error in the original letter regarding the publication of this information on the ACT Health Disclosure log.

Decision on access

Searches were completed for relevant documents and 14 documents were identified that fall within the scope of your request.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

I have decided to grant access in full 8 documents relevant to your request. I have decided to grant access, under section 50 of the Act, to a copy of 6 documents with deletions applied to information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In reaching my access decision, I have taken the following into account:

- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The views of relevant third parties; and
- The Human Rights Act 2004.

Documents 1, 6, and 8 - 11 of the identified documents contain information that I consider, on balance, to be contrary to the public interest to disclose under the test set out in section 17 of the Act as the information contained in these folios is personal information about individuals.

Public Interest Factors Favouring Disclosure

I have identified that there are no factors favouring disclosure of this information under Schedule 2, section 2.1.

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2.2(a)(ii) - prejudice the protection of an individual's right to privacy or any other right under the Human Rights ACT 2004.

On balance, the information identified is contrary to the public interest and I have decided not to disclose this information.

Charges

Processing charges are not applicable to this request.

Online publishing – disclosure log

Under section 28 of the Act, ACT Health maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the ACT Health disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au.

ACT Civil and Administrative Tribunal (ACAT) review

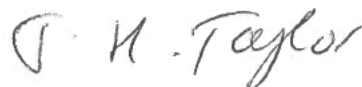
Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision.

Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Level 4, 1 Moore St
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

If you have any queries concerning Canberra Health Service's processing of your request, or would like further information, please contact the FOI Coordinator on 5124 9829 or email HealthFOI@act.gov.au.

Yours sincerely



Jacqui Taylor
Executive Director - Medicine
Canberra Health Services

9 August 2019

FREEDOM OF INFORMATION REQUEST SCHEDULE

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <http://www.health.act.gov.au/public-information/consumers/freedom-information>

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	File No
<div style="background-color: black; width: 100px; height: 15px; margin-bottom: 5px;"></div>	<p>HR documents</p> <ol style="list-style-type: none"> 1. All documents regarding the executive approval of the 'approved duty statement' for staff specialist neurologist recruitment (Position Number 20538) dated 25/02/2014 specifically in relation to point 2 of the responsibility statement- "Develop and deliver a specific service for patients with multiple sclerosis" and point 1 of the selection Criteria- "Extensive experience in the practice of Neurology, with particular emphasis on the care of patients with multiple sclerosis." 2. All correspondence between the ACT Health/TCH executive and human resources area about the preparation and/or approval for the job advertisement specifically for the 'continue (and develop) the MS clinic' component of this advertisement (2014). (See File 1) 3. All documents about the approval of funding for multiple sclerosis nurse position and approval from human resources department for 	<p>FOI19/21</p>

	<i>RN level 2 classification by (or on behalf of) Ms Marina Buchanan-Grey in 2016. (see File 2)</i>	
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Ref No	No of Folios	Description	Date	Status	Reason for non-release or deferral	Open Access release status
Part 1						
1.	1	Neurologist Advertisement blurb	Undated	Partial Release	Schedule 2.2 (a) (ii) Individual's right to privacy	YES
2.	2 - 5	Neurologist - Draft Position description / advertisement	Undated	Full Release		YES
Part 2						
3.	6 - 13	Neurologist - Position / Requisition Information	March 2014	Full Release		YES
4.	14 - 17	Neurologist - Final Position description / advertisement	April 2014	Full Release		YES
Part 3						
5.	18	Email from Marina Buchanan-Grey to Christian Lueck – MS nurse	29 April 2016	Full Release		YES
6.	19 – 21	Email from Stacey Coghill to Christian Lueck – Letter	22 March 2016	Partial Release	Schedule 2.2 (a) (ii) Individual's right to privacy	YES

7.	22 – 25	Email from Rosemary O'Donnell to Christian Lueck and Marina Buchanan-Grey – MS Nurse	30 November 2015	Full Release		YES
8.	26	Email from Christian Lueck to Ann Lehmann, Marina Buchanan-Grey and Katherine Wakefield – Progress MS clinic nurse	14 December 2012	Partial Release	Schedule 2.2 (a) (ii) Individual's right to privacy	YES
9.	27 – 29	Email from Christian Lueck to Rosemary O'Donnell – MS Nurse	22 November 2011	Partial Release	Schedule 2.2 (a) (ii) Individual's right to privacy	YES
10.	30	Email from Christian Lueck to Gail Everard – MSL NSW Nurse rate	20 September 2010	Partial Release	Schedule 2.2 (a) (ii) Individual's right to privacy	YES
11.	31	Email from Christian Lueck to Roger Tuck and Gail Everard – MS Nurse	Undated	Partial Release	Schedule 2.2 (a) (ii) Individual's right to privacy	YES
12.	32	Email from Christian Lueck to Tania Duffy and Rosemary O'Donnell – MS Nurse	Undated	Full Release		YES
13.	33 - 35	Multiple Sclerosis Nurse – Position description / advertisement	September 2016	Full Release		YES
14.	36 - 42	Multiple Sclerosis Nurse – Position / Requisition Information	September 2016	Full Release		YES
Total No of Docs						
14						

We are currently seeking to appoint a part-time staff specialist to the neurology department at the Canberra Hospital to replace one of our neurologists who is retiring.

Essentially, the job will be 0.5 FTE but will involve a 1 in 6 on call for general neurology and stroke (and be paid appropriately for this). We are specifically looking for someone to continue (and develop) the MS clinic.

We envisage that the remaining 0.5 FTE would be made up in private practice, but this is obviously up to the individual.

The formal advertisement with the full details of the job can be found at

<https://acthealth.taleo.net/careersection/external/jobdetail.ftl?job=00N7N>

<<https://acthealth.taleo.net/careersection/external/jobdetail.ftl?job=00N7N>> .

If you are interested or have any questions about the job, please don't hesitate to contact me on

[REDACTED]

Many thanks, Christian Lueck

Canberra Hospital & Health Services
Division of Medicine
Department of Neurology
Neurologist

Staff Specialist Level 1- 5

Indicative total package value of between: \$240,687 - \$292,953 inclusive of salary, applicable allowances and 9% super.

Closing Date:

The Position:

The neurology department at TCH provides inpatient services (planned admissions, emergency admissions, and ward consultations), general neurology outpatient clinics, and an investigatory service in the form of EEGs (inpatient and outpatient), evoked potentials, and electrophysiology (inpatient and outpatient). Though based at TCH, we offer a regional service, covering southern NSW.

The neurology department currently comprises 5 staff specialists (1 shared with Calvary Hospital, one 0.4 FTE) and 1 visiting medical officer. The neurophysiology department is supported by two neurophysiology technicians. There are four registrars (two of whom are advanced trainees) and three junior medical officers. The average number of inpatients is about 23 at any one time, and the consultants operate a 1 in 6 on-call roster. The neurology ward comprises a high-dependency stroke unit (four beds), ten step-down stroke beds and fourteen general neurology beds.

The neurology department is actively involved in the teaching of both undergraduates at the ANU medical school and postgraduate doctors. We are also engaged in a number of local research activities as well as several international multicentre clinical trials.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services (with the exception of organ transplantation), and is the principal teaching hospital of the Australian National University (ANU) Medical School.

Strong research links are maintained with the ANU and the University of Canberra. The hospital has a well developed post-graduate teaching program. A fully equipped medical library is available on site with a large collection of hard copy and on-line journals and textbooks.

The successful candidate may be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position.

Eligibility/Other Requirements:

- Registered or eligible for specialist registration as a medical practitioner with the Australian Health Practitioners' Regulation Agency (AHPRA).
- Fellowship of the Royal Australian and New Zealand College of Physicians (FRACP) or an equivalent higher specialist qualification with specialist accreditation in neurology.

- Significant research expertise in an area of Neurology and an active commitment to teaching medical students as well as resident medical officers and registrars

Note 1: The successful candidate may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Note 2: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Salary, Remuneration and Conditions:

- Salary Component:
 - Staff Specialist Bands 1-5: \$147,465-\$181,976
 - Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.
 - Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.
 - Indicative total package value of between: \$240,687 - \$292,953 inclusive of salary, applicable allowances and 9% super.
- Other benefits:
 - Employees in Health have salary packaging with fringe benefits available to them; a tax-free threshold of up to \$9,095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.
 - In addition, the Health Directorate provides employees with the use of tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.
 - There is free on site parking available with the newly completed 8-level multistorey car park.
 - Relocation allowance is available to assist with relocation of specialists to Canberra.
 - Medical Staff in the Health Directorate enjoy excellent conditions. The Enterprise Agreement can be viewed at www.health.gov.au/employment

Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

The successful candidate will be offered a Canberra liaison person to help provide you with information to help settle you into our community. For more information on our great city, *Live in Canberra's* website is highly informative (www.liveincanberra.com.au).

Enquires about the role may be directed to Professor Christian Lueck, Head of Department, Neurology on 02 6244 2950 or by email: christian.lueck@act.gov.au.

Academic enquiries to Professor Frank Bowden, Professor of Medicine, ANU Medical School on 02 6244 2063 or by email: frank.bowden@act.gov.au.

Position Number: 20538

Classification: Staff Specialist

Job Title: Staff Specialist Neurologist

Division: Canberra Hospital & Health Services

Branch: Medicine
Section: Neurology

APPROVED DUTY STATEMENT Date: 18/3/13 Initials: TR

DUTY STATEMENT

1. Manage the diagnosis, treatment and discharge plan for inpatients referred to Neurology.
2. Conduct outpatient clinics to provide a referral service to GPs and other medical practitioners, and provide appropriate continuity of care for discharged patients.
3. Develop and deliver a specific service for patients with multiple sclerosis.
4. Report EEGs and other neurophysiological tests as necessary.
5. Contribute to the education and training of all members of the clinical team. Regularly attend relevant departmental and interdepartmental meetings.
6. Actively participate in the training of both junior medical staff and medical students. Contribute to the teaching program of the ANU Medical School under the broad direction of the Head of Department in association with the Dean or delegate.
7. Liaise with all members of the clinical team to maximise patient care and outcome.
8. Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practising evidence-based medicine.
9. Undertake research in areas of medical interest related to the clinical practice or science of Neurology.
10. Strive for continuous professional development both in theoretical knowledge and practical skills, and provide evidence of such to the Clinical Privileges Committee when requested.
11. Provide leadership and promote a commitment to high quality, customer service principles, practices and attributes.
12. Comply with The Canberra Hospital's Values, Workplace Diversity, and Occupational Health & Safety, and Industrial Democracy.

SELECTION CRITERIA

1. Extensive experience in the practice of Neurology, with particular emphasis on the care of patients with multiple sclerosis.
2. An active interest and sound knowledge of evidence based medical practice within the specialty of Neurology.

3. Demonstrated commitment to the maintenance and further development of skills in the area of Neurology, including involvement in further education and continuing professional development.
4. Demonstrated strong commitment to the importance and provision of teaching at all levels including medical, nursing and allied health professional staff.
5. An active interest in conducting and leading research in a relevant area of clinical operational or scientific practice.
6. High level communication and interpersonal skills.
7. Demonstrated ability to provide leadership and work as a team member in a multidisciplinary environment.
8. Demonstrated understanding of, and commitment to, all aspects of clinical governance.
9. A higher degree or significant progress towards one
10. Demonstrated ability to consistently display commitment to, compliance with and leadership in high quality Customer Service, Equity and Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and relevant legislation to these areas, and an understanding of and commitment to ACT Health values.

Neurologist - Specialist 1-5 (00K1J)

Status Filled	Recruiter Ross, Tara	Department NEUROLOGY UNIT
Status Details Filled	Hiring Manager Huggett, Krystle	Primary Location Canberra
Requisition Type Professional		
Hired Candidates 0 out of 1		

Position / Requisition Information

Structure

Organisation

Division	Health Services Directorate
Branch	CHS Deputy Director General Clinical Services
Section	CHS Medicine
Sub Section	NEUROLOGY

Primary Location

City	Canberra
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Job Field

Job Category	Medical
Job Function	Senior Medical Officers
Department	8478 - NEUROLOGY UNIT

Requisition Template	- Specialist 1-5
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Identification

Vacancy Type Request to Advertise	Number of Openings 1
Requisition Title Neurologist - Specialist 1-5	Title (by Manager) Specialist 1-5
Position Number 20538	
Contact Officer Name krystle Huggett	Contact Officer Number 0262443603

User Group

User Group
CHS Medicine

Owners

Recruiter
Ross, Tara

Hiring Manager
Huggett, Krystle

Position Details

Employment Type Part Time	Weekly Hours (38 f/t nurse 36.75 f/t general) 16	
Duration of Position Permanent		
Annual Leave 5 Weeks		
Is this position FBT Exempt? No		
Minimum Salary 147465.0	Maximum Salary 181976.0	Pay Basis Yearly
Allowances Oncall		

Candidate Selection Workflow

Candidate Selection Workflow
ACT Health - Standard

Automatically reject all submissions when the requisition is filled
Yes

Automatically reject all submissions when the requisition is canceled
Yes

Justification

Recruitment Justification/Other Notes
Fill vacant position

Have you checked the Excess Officer list?
Yes

Is this position externally funded?
No

Will this recruitment action increase your current FTE?
No

Externally funded details
NA

Further information
NA

Have you considered the following actions:

Recalling staff on temp transfer or HDA working in other areas/agencies? No	Reprioritising your area's current workload? No
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Reallocation of duties within your area?

No

Occupational Assessment Screening & Vaccination (Pre Screening) New employees only

Advertising Details

Advertising Details

Vacancy Advertised
ACTPS Gazette, Other (including Nursing Journals, Colleges, other Job Boards etc), Seek

Other Nominated Publications/Online Jobsite
Australian and New Zealand Association of Neurologists +61 2 9256 5443 anzan@anzan.org.au Collage of Physicians

Press Date
24/Mar/2014

Press Date #2
24/Mar/2014

Gazette Date
27/Mar/2014

External Description

Contact Name - External
Christian Lueck

Contact Email - External
christian.lueck@act.gov.au

Closing Date - External (Recruitment Services to Enter)
24/Apr/2014

Description - External
Canberra Hospital & Health Services
Division of Medicine
Department of Neurology
Neurologist

Staff Specialist Level 1- 5

Indicative total package value of between: \$240,687 - \$292,953 inclusive of salary, applicable allowances and 9% super.

Closing Date: 24 April 2014

The Position:

The neurology department at TCH provides inpatient services (planned admissions, emergency admissions, and ward consultations), general neurology outpatient clinics, and an investigatory service in the form of EEGs (inpatient and outpatient), evoked potentials, and electrophysiology (inpatient and outpatient). Though based at TCH, we offer a regional service, covering southern NSW.

The neurology department is actively involved in the teaching of both undergraduates at the ANU medical school and postgraduate doctors. We are also engaged in a number of local research activities as well as several international multicentre clinical trials.

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Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The successful candidate may be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position.

Eligibility/Other Requirement: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA), Fellowship of the Royal Australian and New Zealand College of Neurology (FRACP) or an equivalent higher specialist qualification.

Significant research expertise in an area of Neurology and an active commitment to teaching medical students as well as resident medical officers and registrars

Note 1: This position is a permanent part time position.

Note 2: The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Note 3: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Salary, Remuneration and Conditions:

Salary Component:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

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If you are successful and move to Canberra, you will have a Canberra liaison person to help provide you information to settle you into our community. For more information on our great city, Live in Canberra's website below is highly informative: www.liveincanberra.com.au

Enquires about the role may be directed to Professor Christian Lueck, Head of Department, Neurology on 02 6244 2950 or by email: christian.lueck@act.gov.au.

Academic enquiries to Professor Walter Abhayaratna, A/g Professor of Medicine, ANU Medical School on 02 6244 2063 or by email: walter.abhayaratna@act.gov.au.

Position Number: 20538

Classification: Staff Specialist

Job Title: Staff Specialist Neurologist
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6. Actively participate in the training of both junior medical staff and medical students. Contribute to the teaching program of the ANU Medical School under the broad direction of the Head of Department in association with the Dean or delegate.
7. Liaise with all members of the clinical team to maximise patient care and outcome.
8. Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practising evidence-based medicine.
9. Undertake research in areas of medical interest related to the clinical practice or science of Neurology.
10. Strive for continuous professional development both in theoretical knowledge and practical skills, and provide evidence of such to the Clinical Privileges Committee when requested.
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SELECTION CRITERIA

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2. An active interest and sound knowledge of evidence based medical practice within the specialty of Neurology.
3. Demonstrated commitment to the maintenance and further development of skills in the area of Neurology, including involvement in further education and continuing professional development.
4. Demonstrated strong commitment to the importance and provision of teaching at all levels including medical, nursing and allied health professional staff.
5. An active interest in conducting and leading research in a relevant area of clinical operational or scientific practice.
6. High level communication and interpersonal skills.
7. Demonstrated ability to provide leadership and work as a team member in a multidisciplinary environment.
8. Demonstrated understanding of, and commitment to, all aspects of clinical governance.

9. Demonstrated ability to consistently display commitment to, compliance with and leadership in high quality Customer Service, Equity and Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and relevant legislation to these areas, and an understanding of and commitment to ACT Health values.

Prescreening

Question	Answer	Required/Asset	Weight	
1. Do you have any disabilities, health restrictions or allergies that might restrict your area of work? Global, Code: restrict_work , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
2. Please provide details of any disabilities, health restrictions or allergies that may restrict you in your area of work. (Note: If you do not have any restrictions, you MUST type "N/A" in this box). Global, Code: restrict_details , Type: Text Answer				
3. Have you received a voluntary redundancy from ACT Government in the last two (2) years ? Global, Code: voluntary_redundancy , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
4. Are you an excess officer in ACT Government? Global, Code: excess_officer , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
5. What is your current residency status in Australia? Global, Code: work_rights , Type: Single Answer	I am a citizen of Australia	—	0	(0%)
	I am a citizen of New Zealand and / or Australian permanent resident	—	0	(0%)
	I hold a valid Australian work visa	—	0	(0%)
	I don ' t currently hold a valid Australian work visa	—	0	(0%)
6. If you have indicated above that you have a valid Australian work visa, please provide details about the type of visa you have and its expiry date. (Note: YOU MUST TYPE "N/A" in this box if you are an Australian or New Zealand citizen or permanent Australian resident). Global, Code: visa_details , Type: Text Answer				
			Weight	
Total for Competencies and Questions:			0	(0%)

This requisition uses 5 of the 7 questions from the corresponding prescreening model.

History

Date	Event	Detail	By
10/Jul/2014, 9:42:24 AM	Requisition Filled	Filled	Ross, Tara

10/Jul/2014, 9:41:38 AM	File Attached	File Attached: "00K1J_Candidate withdrew.pdf"	Ross, Tara
10/Jul/2014, 9:40:27 AM	File Attached	File Attached: "00K1J_Referee Reports.pdf"	Ross, Tara
10/Jul/2014, 9:39:08 AM	File Attached	File Attached: "00K1J_Selection Report.pdf"	Ross, Tara
25/Apr/2014, 12:00:05 AM	Requisition Expired	The posting timeframe has expired for the following Career sections: ACT Health External Career Section.	User, System
27/Mar/2014, 11:42:16 AM	File Attached	File Attached: "00K1J_MBA Approval.pdf"	Ross, Tara
27/Mar/2014, 11:41:47 AM	File Deleted	File Deleted: "00K1J_MBA Approval.pdf"	Ross, Tara
24/Mar/2014, 3:19:19 PM	File Attached	File Attached: "00K1J_MBA Approval.pdf"	Ross, Tara
20/Mar/2014, 3:58:44 PM	Requisition Posted	The requisition has been posted on the following Career sections: ACT Health External Career Section.	Ross, Tara
20/Mar/2014, 3:56:51 PM	File Attached	File Attached: "00K1J_Advertising Request.pdf"	Ross, Tara
20/Mar/2014, 3:55:02 PM	File Deleted	File Deleted: "00K1J_Advertising Request Form.pdf"	Ross, Tara
20/Mar/2014, 3:02:54 PM	File Attached	File Attached: "00K1J_Seek.docx"	Ross, Tara
20/Mar/2014, 3:02:31 PM	File Attached	File Attached: "00K1J_College.docx"	Ross, Tara
20/Mar/2014, 3:00:25 PM	File Attached	File Attached: "00K1J_Advertising Request Form.pdf"	Ross, Tara
11/Mar/2014, 12:45:58 PM	Requisition Approved	The requisition has been approved.	Ross, Tara
11/Mar/2014, 12:45:41 PM	Recruiter Assistant Removed	The recruiter assistant "Krystle Huggett" has been removed.	Ross, Tara
11/Mar/2014, 12:45:41 PM	Hiring Manager Modified	Hiring Manager changed to "Krystle Huggett"	Ross, Tara
11/Mar/2014, 12:45:41 PM	Ownership Modified	Recruiter changed to "Tara Ross"	Ross, Tara
06/Mar/2014, 9:40:37 AM	Requisition Approved	The requisition has been approved.	Nuss, Jarrad
06/Mar/2014, 9:29:45 AM	Requisition Approved	The requisition has been approved.	O'Donnell, Rosemary
05/Mar/2014, 3:19:36 PM	Requisition Approval Requested	The approval of the requisition has been	Huggett, Krystle

requested to: "Rosemary
O'Donnell, Jarrad Nuss, Tara
Ross" : request to Advertise

05/Mar/2014, 3:13:21 PM

Requisition Created

Created

Huggett, Krystle

Canberra Hospital & Health Services
Division of Medicine
Department of Neurology
Neurologist

Staff Specialist Level 1- 5

Indicative total package value of between: \$240,687 - \$292,953 inclusive of salary, applicable allowances and 9% super.

Closing Date: 24 April 2014

The Position:

The neurology department at TCH provides inpatient services (planned admissions, emergency admissions, and ward consultations), general neurology outpatient clinics, and an investigatory service in the form of EEGs (inpatient and outpatient), evoked potentials, and electrophysiology (inpatient and outpatient). Though based at TCH, we offer a regional service, covering southern NSW.

The neurology department is actively involved in the teaching of both undergraduates at the ANU medical school and postgraduate doctors. We are also engaged in a number of local research activities as well as several international multicentre clinical trials.

Canberra Hospital is the single tertiary teaching hospital for the Australian Capital Territory and surrounding NSW region, serving a population of half a million. It is a modern 600-bed hospital providing trauma services, most major medical and surgical sub-specialty services, and is the principal teaching hospital of the Australian National University (ANU) Medical School.

Strong research links are maintained with the ANU and the University of Canberra. All specialties are represented with the exception of organ transplantation. The hospital has well developed post graduate teaching programs. A fully equipped medical library is available on site with a large collection of hard copy and on line journals and textbooks.

The successful candidate may be offered a conjoint appointment in The Australian National University at an academic level commensurate with the applicant's qualifications and experience. The academic appointment will be held for the duration of the ACT Health appointment and will be subject to regular performance reviews. No remuneration is attached to the University position.

Eligibility/Other Requirement: Registered or eligible for registration as a medical practitioner with the Australian Health Practitioner's Regulation Agency (AHPRA). Fellowship of the Royal Australian and New Zealand College of Neurology (FRACP) or an equivalent higher specialist qualification.

Significant research expertise in an area of Neurology and an active commitment to teaching medical students as well as resident medical officers and registrars

Note 1: This position is a permanent part time position.

Note 2: The successful applicant may be required to be registered under the Working with Vulnerable People (Background Checking) Act 2011.

Note 3: To complete your application you must prepare responses to the Selection Criteria as a document to be uploaded and included with your application.

Salary, Remuneration and Conditions:

Salary Component:

Staff Specialist Bands 1-5: \$147,465-\$181,976

Starting salary will be negotiated within this band for the successful applicant, depending on their experience and expertise. Relevant parties are currently negotiating future pay rises that will increase these base salaries.

Superannuation, ranging from 9%-10% depending on individual arrangements, is payable on this salary component.

Indicative total package value of between: \$240,687 - \$292,953 inclusive of salary, applicable allowances and 9% super.

Employees in Health have available to them salary packaging with fringe benefits, a tax-free threshold up to \$9095 is available. Employees can also package beyond the FBT-free threshold up to 75% of gross salary on non-FBT items.

In addition, the Health Directorate provides employees the use of tax-free benefits cards including Meal Entertainment and Leisure Accommodation cards.

There is free on site parking available with the newly completed 8 level multi storey car park.

Relocation allowance is available to assist with relocation of specialists to Canberra.

Medical Staff in the Health Directorate enjoy excellent conditions, and our Enterprise Agreement is available at www.health.gov.au/employment

About our great city, Canberra, Australia's National Capital:

Canberra is a city with outstanding amenities and excellent housing, educational and leisure opportunities. It is home to national icons and monuments as well as natural treasures. The coast and ski fields are nearby; Sydney is only 3 hours away by road.

If you are successful and move to Canberra, you will have a Canberra liaison person to help provide you information to settle you into our community. For more information on our great city, Live in Canberra's website below is highly informative: www.liveincanberra.com.au

Enquires about the role may be directed to Professor Christian Lueck, Head of Department, Neurology on 02 6244 2950 or by email: christian.lueck@act.gov.au.

Academic enquiries to Professor Walter Abhayaratna, A/g Professor of Medicine, ANU Medical School on 02 6244 2063 or by email: walter.abhayaratna@act.gov.au.

Position Number: 20538
Classification: Staff Specialist
Job Title: Staff Specialist Neurologist
Division: Canberra Hospital & Health Services
Branch: Medicine
Section: Neurology

APPROVED DUTY STATEMENT Date: 18/3/13 Initials: TR

DUTY STATEMENT

1. Manage the diagnosis, treatment and discharge plan for inpatients referred to Neurology.
2. Conduct outpatient clinics to provide a referral service to GPs and other medical practitioners, and provide appropriate continuity of care for discharged patients.
3. Develop and deliver a specific service for patients with multiple sclerosis.
4. Report EEGs and other neurophysiological tests as necessary.
5. Contribute to the education and training of all members of the clinical team. Regularly attend relevant departmental and interdepartmental meetings.
6. Actively participate in the training of both junior medical staff and medical students. Contribute to the teaching program of the ANU Medical School under the broad direction of the Head of Department in association with the Dean or delegate.
7. Liaise with all members of the clinical team to maximise patient care and outcome.
8. Contribute to the clinical governance of the Unit by undertaking clinical audit, morbidity and mortality review and practising evidence-based medicine.
9. Undertake research in areas of medical interest related to the clinical practice or science of Neurology.
10. Strive for continuous professional development both in theoretical knowledge and practical skills, and provide evidence of such to the Clinical Privileges Committee when requested.
11. Provide leadership and promote a commitment to high quality, customer service principles, practices and attributes.
12. Comply with The Canberra Hospital's Values, Workplace Diversity, and Occupational Health & Safety, and Industrial Democracy.

SELECTION CRITERIA

1. Extensive experience in the practice of Neurology, with particular emphasis on the care of patients with multiple sclerosis.

2. An active interest and sound knowledge of evidence based medical practice within the specialty of Neurology.
3. Demonstrated commitment to the maintenance and further development of skills in the area of Neurology, including involvement in further education and continuing professional development.
4. Demonstrated strong commitment to the importance and provision of teaching at all levels including medical, nursing and allied health professional staff.
5. An active interest in conducting and leading research in a relevant area of clinical operational or scientific practice.
6. High level communication and interpersonal skills.
7. Demonstrated ability to provide leadership and work as a team member in a multidisciplinary environment.
8. Demonstrated understanding of, and commitment to, all aspects of clinical governance.
9. Demonstrated ability to consistently display commitment to, compliance with and leadership in high quality Customer Service, Equity and Diversity, Occupational Health and Safety and Industrial Democracy principles and practices and relevant legislation to these areas, and an understanding of and commitment to ACT Health values.

From: Buchanan-Grey, Marina (Health)
Sent: Friday, 29 April 2016 12:05 PM
To: Lueck, Christian (Health)
Cc: Lahoria, Rajat (Health)
Subject: FW: MS nurse

Hi Christian,


I'm glad you could make use of your extra time! I'll take a look and get back to you. If I think we need to have HR review to ensure we are still within the work level standards for a RN 2 I can facilitate that quite easily.

Have a good flight.

Regards,
Marina

Marina Buchanan-Grey | Director of Nursing
Division of Medicine | Canberra Hospital & Health Services | ACT Health | ACT Government

Canberra Hospital & Health Services
Building 24 Level 2 The Canberra Hospital

 +61 (02) 6244 2619

 marina.buchanan-grey@act.gov.au

 PO Box 11 WODEN ACT 2606

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RED CONTACT OFFICER



Lueck, Christian (Health)

From: Coghill, Stacey (Health)
Sent: Tuesday, 22 March 2016 9:58 AM
To: Lueck, Christian (Health)
Subject: FW: Message from "TCHB15L02P03"

Hi Prof,

FYI from BIOGEN regarding the letter we sent for funding.

Stacey Coghill

Office Manager Neurology
 PA to Prof Lueck
 Ph: 61747090
Stacey.Coghill@act.gov.au

From: AUS-Grants and Donations [REDACTED]
Sent: Tuesday, 8 March 2016 4:49 PM
To: Coghill, Stacey (Health)
Cc: [REDACTED]
Subject: RE: Message from "TCHB15L02P03"

Dear Stacey

Thank you for your letter requesting support from Biogen for funding of an educational/research MS unit at Canberra Hospital. Your request has been carefully considered on its merit by our Grant/Donation Review Committee.

We receive many worthwhile requests each year but unfortunately it is not always possible to provide support to all of these. Please be assured that all requests for grants and donations are considered consistently by an internal committee within Biogen according to company policy and applicable industry standards (either of which may change from time to time), taking into account the fair and reasonable distribution of available funds in the light of the wide range of applications that we receive.

While the Committee recognises the value of your proposal regrettably we are unable to provide support on this occasion. If you would like to discuss this further with Biogen, please contact [REDACTED]
 [REDACTED]

We wish you well and ongoing success with your project.

Kind Regards

[REDACTED]
 Event Manager, Medical
 Biogen | Level 3, 123 Epping Road | North Ryde NSW 2113 | Australia
 Email: [REDACTED] Ph: +61 [REDACTED]
 Fax: +61 [REDACTED]
www.biogen.com.au

 Biogen.

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-----Original Message-----

From: Radcliffe, Stacey (Health) [mailto:Stacey.Radcliffe@act.gov.au]
Sent: Wednesday, February 17, 2016 9:59 AM
To: AUS-Grants and Donations
Subject: FW: Message from "TCHB15L02P03"

Thank you.

Stacey Radcliffe
Office Manager Neurology
PA to Prof Lueck
Ph: 62442950
Stacey.Radcliffe@act.gov.au

-----Original Message-----

From: TCHB15L02P03@act.gov.au [mailto:TCHB15L02P03@act.gov.au]
Sent: Wednesday, 17 February 2016 9:48 AM
To: Radcliffe, Stacey (Health)
Subject: Message from "TCHB15L02P03"

This E-mail was sent from "TCHB15L02P03" (Aficio MP C4502A).

Scan Date: 17.02.2016 08:48:02 (+1000)
Queries to: TCHB15L02P03@act.gov.au

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To:
Professor's Lueck and Abhayaratna
Neurology Department
Canberra Hospital & Health Services
PO Box 11
Woden ACT 2606

10 March 2016

We refer to your grant application received in February 2016 for a Grant of \$39,810.31 to fund Educational/Research MS unit at the Canberra Hospital.

This grant has now been reviewed and we regret to inform you that we are not able to support this specific grant due to budgetary constraints. Please also note that as per our website, grants cannot be supported in the situation where they may be used to discharge the requestor's ordinary operating expenses i.e. general staffing positions.

For any future submissions, please visit our website at <http://novartis.com.au/corporate-responsibility/grants.shtml>

If you have any other questions about this grant, please do not hesitate to contact us on (02) 9805-3555 or [REDACTED]

On behalf of Novartis Pharmaceuticals Australia, we wish you every success with your project.

Best Regards,



[REDACTED]
Compliance Officer

Cuff, Sally (Health)

From: O'Donnell, Rosemary (Health)
Sent: Monday, 30 November 2015 6:12 PM
To: Lueck, Christian (Health); Buchanan-Grey, Marina (Health)
Cc: Abhayaratna, Walter (Health); Steele, Halina (Health)
Subject: RE: MS Nurse

Ah! Yes - I knew it was soon – we can discuss further then
 Halina, please note for agenda

Rosemary O'Donnell

Executive Director - Division of Medicine

PA; Halina Steele

Phone: 02 62443603

PO Box 11, WODEN ACT 2606

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From: Lueck, Christian (Health)
Sent: Monday, 30 November 2015 6:05 PM
To: O'Donnell, Rosemary (Health); Buchanan-Grey, Marina (Health)
Cc: Abhayaratna, Walter (Health); Steele, Halina (Health)
Subject: RE: MS Nurse

Thanks, Rosemary.
 That's very good news.
 Certainly happy to hold off until we meet.

I have this Thursday at 1:30 in my diary for our meeting. Is that still OK with you?

Best wishes, Christian

From: O'Donnell, Rosemary (Health)
Sent: Monday, 30 November 2015 6:03 PM

To: Lueck, Christian (Health); Buchanan-Grey, Marina (Health)
Cc: Abhayaratna, Walter (Health); Steele, Halina (Health)
Subject: RE: MS Nurse

Dear All,

I have discussed this with Walter who has advised that this may be able to be progressed through the Clinical Trials Unit so I would suggest seeking further information from him before approaching the Pharmaceutical Companies - I was going to discuss this when we next caught up which I thought was in the diary soon however I cannot see that in the diary – it may have changed !

Rosemary O'Donnell

Executive Director - Division of Medicine

PA;Halina Steele

Phone: 02 62443603

PO Box 11, WODEN ACT 2606

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From: Lueck, Christian (Health)
Sent: Monday, 30 November 2015 5:55 PM
To: Buchanan-Grey, Marina (Health); O'Donnell, Rosemary (Health)
Subject: RE: MS Nurse

Thanks, Marina.

That would be very helpful.

At this point, I just want to get letters out to pharmaceutical companies asking each of them to pay a certain amount towards the nurse so that they can get this into their upcoming budget considerations.

I quite agree that we will need to sort out the DS/SC, but I would be keen to go ahead and ask for the money first and we will then have a bit of time to sort this out.

Thanks again for your help.

Kind regards, Christian

From: Buchanan-Grey, Marina (Health)
Sent: Monday, 30 November 2015 4:41 PM

To: Lueck, Christian (Health); O'Donnell, Rosemary (Health)
Subject: RE: MS Nurse


Hi Christian,

I can organise costing information for a RN3.1 at 1.0FTE to send through to you. We would also need to look at an appropriate duty statement/selection criteria as we don't currently have one at this level given Pat worked at the RN 2 level. I think we may have done some work on one a few years ago with MS Australia until we had to change our approach. As for the money arrangements, I'm not quite clear so can look into this for you and advise.


Regards,
 Marina

Marina Buchanan-Grey | Director of Nursing
 Division of Medicine | Canberra Hospital & Health Services | ACT Health | ACT Government

Canberra Hospital & Health Services
 Building 24 Level 2 The Canberra Hospital

 +61 (02) 6244 2619

 marina.buchanan-grey@act.gov.au

 PO Box 11 WODEN ACT 2606

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RED CONTACT OFFICER



From: Lueck, Christian (Health)
Sent: Monday, 23 November 2015 5:21 PM
To: Buchanan-Grey, Marina (Health); O'Donnell, Rosemary (Health)
Subject: MS Nurse

Dear Marina and Rosemary,

As you know, we are still having difficulty finding the funding for an MS nurse from ACT Health.

The pharmaceutical companies are still keen to help if they can. Medicines Australia now prohibits pharmaceutical companies from directly funding a person or a position for pure clinical work, but it is possible to obtain funding for education or research which seems to be the way to go. I would envisage advertising this as a temporary contract for a year with renewal every year if the companies agree to continue to pay. [We can continue to apply to ACT health for funding as well, of course, and this might allow us to make the position permanent.]

I would like to write to five pharmaceutical companies asking each of them to sponsor 1/4 of a position (if all 5 agree, so much the cheaper for them!). I hope this will meet with your approval. Before I could do this, I would need:

1. Costing of the position
2. Clarity about how to organise translation of their monies into a salary (e.g. SPA).

I would like to create a job which involves 2.5 days at the hospital working with Rajat to educate patients (and support their treatments) and to enter data into MS databases, 0.5 days liaising with the MS society, and 2.0 days working as a research nurse with Rajat over at the ANU.

I will be guided by you as to what level nurse this should be but, granted that the aim is to attract external funding, could we aim for a level 3, do you think? I imagine this would probably help with recruitment. Whatever you decide, would it be possible to cost the position including salary, on-costs, cost of computer, and anything else that would be necessary? I could then get on and write to the companies. If they agree to fund the position, we can then let them know how to transfer their monies to us.

I gather that there is a bit of time pressure to get our requests in by the end of the year so that they make the budget considerations for next year. I am sorry about this but would be most grateful if you could get back to me about this before too long.

Thank you both very much indeed for your help with this. Please let me know if you anticipate any difficulties.

Kind regards, Christian

Lueck, Christian

To: [REDACTED] Buchanan-Grey, Marina; Wakefield, Katherine

Subject: RE: Progress re MS Clinic nurse

Dear [REDACTED]

thank you for letting us know. This is a little disappointing since all companies had vergally expressed a strong willingness to participate!

If you think that there is anything that Roger or I could do, please let me know.

Likewise, best wishes for Christmas and I look forward to working with you in 2013.

Kind regards, Christian

From: [REDACTED]

Sent: Friday, 14 December 2012 5:44 PM

To: Lueck, Christian; Buchanan-Grey, Marina; Wakefield, Katherine

Subject: Progress re MS Clinic nurse

Greetings all,

Unfortunately, the progress to date towards gaining pharmaceutical funding for the position of an MS specialist nurse is not especially encouraging.

I provided background information on the proposal to Bayer, Biogen Idec, Merck Serono, Novartis, CSL and Sanofi Genzyme.

Biogen Idec, Novartis and CSL have all requested additional information which I have provided, but I have not had any feedback to date.

Follow up calls to Bayer, Merck Serono and Sanofi Genzyme have not yielded anything positive yet.

I will keep you informed.

Best wishes to all for the Christmas celebrations.

[REDACTED]
**Regional Manager
 ACT & Southern NSW**

-
- **MS Australia – ACT/NSW/VIC**
 - T [REDACTED]
 - **Gloria McKerrow House**
 117 Denison St,
 Deakin. ACT 2600
 - email [REDACTED]
 - **web:** www.msaustralia.org.au/actnswvic

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Cuff, Sally (Health)

From: Lueck, Christian (Health)
Sent: Tuesday, 22 November 2011 7:02 PM
To: O'Donnell, Rosemary (Health)
Cc: Buchanan-Grey, Marina (Health)
Subject: RE: MS Nurse

Thanks, Rosemary.

I am not sure that having the MS society as the 'middle man' will help us if there is the issue of tenure - they couldn't possibly guarantee to underwrite the funds. If it was simply to avoid the hospital being seen to receive funds directly from the companies, I am sure they would be willing to consider this arrangement.

Perhaps we should plan to sit down at some point after I am back from Japan/New Zealand/annual leave (on December 1st) to discuss? I just need to make absolutely sure that I understand the issues from the hospital's point of view to see whether there is a way to come up with a "win-win" situation.

Thanks again.

Kind regards, Christian

From: O'Donnell, Rosemary
Sent: Tuesday, 22 November 2011 18:57
To: Lueck, Christian
Cc: Buchanan-Grey, Marina
Subject: RE: MS Nurse

If the Pharmaceutical Company gave the money to the MS society and then to us would that work? If so we hire a nurse paid for by an SPA that the MS society provides funds into that they receive from a Pharmaceutical Company -not sure if this would work. Renewal annually would be then dependent on funds

We can discuss further

Rosemary O'Donnell

Executive Director
 Division of Medicine
 Canberra Hospital & Health Services

Level 2, Building 24, Canberra Hospital

Phone: 02 6244 3603

Fax: 02 6244 4630

E-mail: rosemary.o'donnell@act.gov.au

PA: Krystle Huggett krystle.huggett@act.gov.au

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From: Lueck, Christian
Sent: Tuesday, 22 November 2011 6:51 PM
To: O'Donnell, Rosemary
Cc: Buchanan-Grey, Marina
Subject: RE: MS Nurse

Thanks very much, Rosemary.
I understand where you are coming from.

The reason that the MS society was involved at all was that we wanted a way to obtain funding for an MS nurse from pharmaceutical companies, it being thought extremely unlikely that ACT Health would consider this a priority. My understanding is that if the nurse were funded through the hospital there would be a possible issue of tenure and this was therefore thought to be too risky a proposal granted the potentially tenuous nature of pharmaceutical funding. Hence the involvement of the MS society which is not hampered by the rules of tenure.

I would be delighted to get the pharmaceutical companies pay directly into a hospital SPA to fund the MS nurse if this arrangement could be found suitable from the hospital's point of view. It would certainly be much simpler from my point of view!

Is there a way we can set up such a soft-funded contract? Hopefully the funds would continue to come in so the contract would be renewable each year but of course this could not be guaranteed.

I would very much welcome your thoughts.

Thanks for looking at this proposal again. I am most grateful.

Kind regards, Christian

From: O'Donnell, Rosemary
Sent: Tuesday, 22 November 2011 17:43
To: Lueck, Christian
Cc: Buchanan-Grey, Marina
Subject: MS Nurse

Dear Christian,

I know we are dealing with many issues in Neurology at present however I just wanted to advise that I have re looked at and consulted with respect to the MS Nurse and we can't support the proposal that was sent from the MS society as it currently stands. We have to be the employer of any nurse giving patient care through our services. However we can look at the MS society funding the position by providing funding deposited into an SPA for e.g but the Nurse has to be our employee to interact with patients etc and have access to our records and we also need to make sure that skills and competencies are maintained. If you want us to progress this then you may need to approach the MS Society to reconsider the provision of support for MS patients in keeping with our expectations as outlined. If this went ahead it would have to be a contracted position in line with the "soft" money and not a permanent position but only for the duration of the available funds.

For your consideration/thoughts

Regards

Rosemary O'Donnell

Executive Director
Division of Medicine
Canberra Hospital & Health Services

Level 2, Building 24, Canberra Hospital

Phone: 02 6244 3603

Fax: 02 6244 4630

Mobile: [REDACTED]

E-mail: rosemary.o'donnell@act.gov.au

PA: Krystle Huggett krystle.huggett@act.gov.au

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Lueck, Christian

From: Lueck, Christian
Sent: Monday, 20 September 2010 12:42 PM
To: [REDACTED]
Subject: RE: MSL NSW NURSE RATE

Thanks [REDACTED]
 Did you want to add in an administrative fee?. If we rounded up the figure to \$80,000, that would give you \$3,100-odd. We would be asking each company for \$16,000. I don't think I should be asking for funding until I have cleared this with admin, though.
 If you can get an updated presentation to me I will get this sent off for their perusal a.s.a.p.
 Many thanks.
 best wishes, Christian

From: [REDACTED]
Sent: Monday, 20 September 2010 12:28 PM
To: Lueck, Christian
Subject: FW: MSL NSW NURSE RATE

Hello Christian

Please find below the definitive costing for the MS Nurse position.

Cheers

[REDACTED]

[REDACTED]

Regional Manager
 MS Australia - ACT/NSW/VIC

Gloria McKerrow House
 117 Dennison St. Deakin, ACT 2600
 email: [REDACTED] msaustralia.org.au . www.msaustralia.org.au



MS AUSTRALIA

		P/HOUR	HRS PW	WEEKLY	ANNUAL
	47				
Base	weeks	\$33.0000	38	\$1,254.00	58,938.00
A/Leave	5 weeks	\$33.0000	38	\$1,254.00	6,270.00
ALLoading	17.50%				877.80
Total salary					66,085.80
9% SGC					5,947.72
Total remuneration					72,033.52
WorkCover					3,601.68
LSL					1,260.59
SALARY + ON COSTS					76,895.79

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20/09/2010

Lueck, Christian

To: Roger Tuck, [REDACTED]
Cc: [REDACTED]
Subject: MS nurse

Dear Roger (and [REDACTED]),

I have now heard that the hospital's insurers are happy with the proposal for the MS nurse which means that we can proceed to the next step, i.e. to obtain funding.

I think we need to write to the five pharmaceutical companies to ask them to confirm that they would be interested (or not!) in contributing to this position. The amount they need to contribute obviously depends on how many of them are willing to participate.

I am happy to write these letters, but wondered whether you (a) thought that you should do it as the nurse will be working alongside you or (b) wanted to be a co-signatory with me. [REDACTED] I am not sure that you need to be on these letters, but I certainly don't want to exclude you!

I am very happy to have anywhere between one and three signatories - the advantage of more is that it adds weight to the proposal. However, it may confuse in relation to who should be the recipient of the response!

Could you both let me know your thoughts? Many thanks.

Kind regards, Christian

Lueck, Christian

To: Duffy, Tania; O'Donnell, Rosemary
Subject: MS nurse

Dear Tania,

At your suggestion, I have just been to see Tony Clarke who seems to have successfully negotiated an IBD nurse on the basis of pharmaceutical company money.

Is there any reason why we can't do the same thing with an MS nurse as I have been asking? Assuming not, I would suggest the following;

1. You let me know the cost of a 2-year contract for an appropriate-level nurse, including all on-costs/cost of computer, etc..
2. I ask each of the four companies for 1/4 of that amount to be paid to the hospital.
3. Once we have confirmation of funding, we would advertise and appoint. This would be entirely independent of the pharmaceutical companies. I imagine the job description would involve inpatient, HITH and ambulatory care work with some community support.
4. The position would be "line-managed" in the same way that the stroke liaison nurse is (i.e. through the nursing administration, but having a strong link with medicine).
5. We set up clinic space to run in parallel with Roger Tuck's MS clinic (assuming this happens). The nurse will also need office space.
6. I believe that we have already applied to ACT Health for an MS nurse (but it might be worth checking that this has happened). Until ACT Health funding is assured, we cannot make the position permanent, and the employee needs to know that there will not be any question of tenure at the end of the period unless ACT Health agrees to fund the position (there is always the possibility of going back to the companies for more money if necessary too).

I would be happy to get the ball rolling if you are happy with this. Please let me know your thoughts. If you are in agreement, could you please let me know exactly how much money I should be asking each company for?

Many thanks indeed.

Job Title: Multiple Sclerosis Nurse
Classification: Registered Nurse Level 2
Position Number: 31718
Annual Salary: \$85,659 - \$90,789
Branch: Medicine
Section: Clinical
Vacancy Type: Permanent
Closing Date: 29 September 2016
Contact Officer: Zivai Maburuse (02) 6244 2657 zivai.maburuse@act.gov.au

About us

ACT Health is a values-led Directorate. Our values guide our day-to-day actions, behaviours, decisions and communications to successfully deliver the best services to meet the needs of our community. They were developed by us, for us and are unique to our work. Canberra Hospital and Health Services provides acute, sub-acute, primary and community-based health services to the ACT and surrounding region. The key strategic priority for acute services is to deliver timely access to effective and safe hospital care services. The hospital delivers a full range of medical, surgical and obstetric services, including complex procedures in areas such as cardiac surgery, neurosurgery and neonatal intensive care. Strong links exist between hospital and community-based services, as many of the operational divisions deliver services across the continuum of care to ensure continuity of care for patients. The community based services of ACT Health include early childhood, youth and women's health; dental services, rehabilitation and community care; mental health and alcohol and drug services. In addition, justice health services are provided within the Territory's detention facilities. ACT Health is a partner in teaching with the Australian National University, the University of Canberra and the Australian Catholic University. The ACT Health Division of Medicine provides a range of medical specialties and allied health services. A strong emphasis is placed across all sections on accessible and timely care, delivered to a high standard of safety and quality. This is underpinned by the Division's commitment to research and training. The Division works in partnership with professional colleagues, consumers, and a range of government and non-government service providers to ensure the best possible outcomes for patients.

Overview of the work area and position

The Division of Medicine is seeking applications from dynamic, motivated Registered Nurses for the exciting new role of Multiple Sclerosis Registered Nurse level 2. It is desirable that applicants have experience in working with MS patients. The successful applicant will be expected to work alongside the consultant in the MS outpatient clinic, organising specialist treatments for MS patients, maintaining national MS database and participating in research. The Multiple Sclerosis service aims to provide a multidisciplinary service to patients suffering from MS and their families. This service is governed by the Division of Medicine and incorporates the clinical unit of Neurology, along with support from the Hospital in the Home (HITH), Pharmacy, Pathology and Imaging. The MS Nurse will support the medical staff in providing such care. This will involve working alongside the consultant in the Multiple Sclerosis outpatient clinic, taking responsibility for organising the specialist

treatments for these patient, maintaining the national MS database and, where appropriate, participating in research.

Eligibility/Other Requirements

Mandatory:

- Registered or eligible for registration with the Australian Health Practitioner Regulation Agency (AHRRA).
- Current valid driver's licence.

Desirable:

- Post graduate studies relevant to the speciality field.

Prior to commencement successful candidates will be required to:

- Undergo a pre-employment Police check.
- Be registered under the *Working with Vulnerable People (Background Checking) Act 2011*.

Note: This is a permanent part-time position at 20 hours per week. The salary noted above will be paid pro-rata. Selection may be based on written application and referee reports only. Interested applicants need to submit their applications online.

Duties

1. Provide a patient-centred approach for patients and their families living with Multiple Sclerosis (MS) that incorporates individualised care coordination across health settings. This includes diagnostic tests, outpatient treatments, inpatient visits, community care and other resources as required to achieve access to timely and appropriate referrals, appointments and treatments.
2. In consultation with the Specialist Neurologist, the patient's General Practitioner and other members of the multi-disciplinary team including MS Australia, develop, implement and evaluate individual patient management plans.
3. Assume responsibility for organising and co-ordinating specialist treatments for MS. This will involve organising pre-treatment tests, liaising with Hospital in the Home, and organising follow-up investigations, as appropriate.
4. Assume responsibility for maintenance of the MS patient database. This will involve the input of patient information on a case-by-case basis along with ensuring that the accuracy of the database is maintained. Similarly, contribute to the collection of MS-specific information on treatment and outcomes across the region and ensure that the care for MS patients in the Health Directorate is in accordance with best practice standards.
5. As required, participate in departmental research projects relating to patients with MS. This may involve travel to the John Curtin School of Medical Research at the Australian National University.
6. Undertake personal professional development to stay abreast of national and international changes that may impact on the care of patients.
7. Provide clinical assessment and education to ensure that the patient and their

family have access to support and information regarding MS. Similarly, provide education and clinical support for nursing staff working with MS patients in the ward environment and assistance with the medication management of MS patients.

8. Undertake other duties, including quality improvement, as directed, within the approved scope of clinical practice.

Selection Criteria

These are the key criteria for how you will be assessed in conjunction with your resume and experience.

Your statement of claims against the selection criteria should summarise how your skills and experiences would enable you to fulfil the responsibilities of the position. It is therefore in the interests of candidates to present their application in a way that demonstrates significant outcomes associated with each of the criteria, as well as the capabilities and behaviours that underpin them.

1. Demonstrated expertise and knowledge in the clinical care of patients with Multiple Sclerosis in the hospital and community environment with an understanding of the issues confronting people with chronic degenerative neurological conditions.
2. Well developed interpersonal, oral and written communication skills and a proven ability to provide strong leadership to and work effectively as part of a multidisciplinary team to achieve the coordination of complex care for patients and their families.
3. Demonstrated ability to educate staff, patients and families, utilising different methods, skills and tools as required.
4. Demonstrated ability to manage a patient database, along with the IT skills necessary to achieve this.
5. Demonstrated commitment to work, health and safety (WH&S) and the positive patient experience and behaviour consistent with ACT Health's values of Care, Excellence, Collaboration and Integrity.

How to Apply

To complete your application, you must prepare responses to the Selection Criteria and upload this as part of your application.

For further information about the position and a copy of the complete application including the performance expectations and jobs demands checklist, please contact the Contact Officer.

Registered Nurse Level 2 - Multiple Sclerosis Nurse (0131G)

Status Filled	Recruiter Recruitment, Shared Services	Department Ambulatory Operational
Status Details Filled	Hiring Manager Maburuse, Zivai	Primary Location Canberra
Requisition Type Professional		
Hired Candidates 0 out of 1		

Position / Requisition Information

Structure

Organisation

Division	Health Services Directorate
Branch	CHS Deputy Director General Clinical Services
Section	CHS Medicine

Primary Location

City	Canberra
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Job Field

Job Category	Nursing & Midwifery
Job Function	Registered Nurses & Midwives
Department	7740 - Ambulatory Operational
Requisition Template	- Nurse Level 2 - Registered

Identification

Vacancy Type Request to Advertise	Number of Openings 1
Requisition Title Registered Nurse Level 2 - Multiple Sclerosis Nurse	Title (by Manager) Registered Nurse Level 2 - Multiple Sclerosis Nurse
Position Number 31718	ANZSCO 254418 - REGISTERED NURSE (MEDICAL)
Contact Officer Name Zivai Maburuse	Contact Officer Number (02) 6244 2657

User Group

User Group
CHS Medicine

Owners

Recruiter
Recruitment, Shared Services

Hiring Manager
Maburuse, Zivai

Position Details

Employment Type Part Time	Weekly Hours (38 f/t nurse 36.75 f/t general) 20.00		
Duration of Position Permanent			
Annual Leave 4 Weeks			
Is this position FBT Exempt? No			
Minimum Salary 85659.0	Maximum Salary 90789.0	Pay Basis Yearly	
Allowances LAUNDRY ALLOWANCE			

Identified Candidate

Applicant Identified
No

Candidate Selection Workflow

Candidate Selection Workflow
ACT Health - Standard

Automatically reject all submissions when the requisition is filled
Yes

Automatically reject all submissions when the requisition is canceled
Yes

Justification

Recruitment Justification/Other Notes
REQUEST TO ADVERTISE FOR AN MS RN
2 POSITION WITHIN THE DIVISION OF
MEDICINE

Have you checked the Excess Officer list?
No

Is this position externally funded?
No

Will this recruitment action increase your current FTE?
No

Externally funded details
N/A

Further information
N/A

Have you considered the following actions:

Recalling staff on temp transfer or HDA working in other areas/agencies? Yes
Reprioritising your area's current workload? Yes

Reallocation of duties within your area?
Yes

Occupational Assessment Screening & Vaccination (Pre Screening) New employees only

Nurses Only

Registration is
Unconditional

Advertising Details

Advertising Details

Vacancy Advertised
ACTPS Gazette

Gazette Date
22/Sep/2016

External Description

Contact Name - External
Zivai Maburuse

Contact Email - External
zivai.maburuse@act.gov.au

Closing Date - External (Recruitment Services to Enter)
29/Sep/2016

Description - External

Job Title: Multiple Sclerosis Nurse
Classification: Registered Nurse Level 2
Position Number: 31718
Annual Salary: \$85,659 - \$90,789
Branch: Medicine
Section: Clinical
Vacancy Type: Permanent
Closing Date: 29 September 2016
Contact Officer: Zivai Maburuse (02) 6244 2657 zivai.maburuse@act.gov.au

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Prescreening

Question	Answer	Required/Asset	Weight	
1. Do you have any disabilities, health restrictions or allergies that might restrict your area of work? Global, Code: restrict_work , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
2. Please provide details of any disabilities, health restrictions or allergies that may restrict you in your area of work. (Note: If you do not have any restrictions, you MUST type "N/A" in this box). Global, Code: restrict_details , Type: Text Answer				
3. Are you an excess officer in ACT Government? Global, Code: excess_officer , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
4. What is your current residency status in Australia? Global, Code: work_rights , Type: Single Answer	I am a citizen of Australia	—	0	(0%)
	I am a citizen of New Zealand and / or	—	0	(0%)

	Australian permanent resident			
	I hold a valid Australian work visa	—	0	(0%)
	I don't currently hold a valid Australian work visa	—	0	(0%)
<p>5. If you have indicated above that you have a valid Australian work visa, please provide details about the type of visa you have and its expiry date. (Note: YOU MUST TYPE "N/A" in this box if you are an Australian or New Zealand citizen or permanent Australian resident).</p> <p>Global, Code: visa_details , Type: Text Answer</p>				
<p>6. Have you received a voluntary redundancy from ACT Government in the last two (2) years ?</p> <p>Global, Code: voluntary_redundancy2 , Type: Single Answer</p>	Yes	—	0	(0%)
	No	—	0	(0%)
	Yes, As a result of NDIS	—	0	(0%)
			Weight	
Total for Competencies and Questions:			0	(0%)

This requisition uses 6 of the 7 questions from the corresponding prescreening model.

History

Date	Event	Detail	By
15/Dec/2016, 12:32:21 PM	Requisition Filled	Filled	Coulson, Lisa
15/Dec/2016, 12:28:28 PM	File Attached	File Attached: "selection report req 0131G.pdf"	Coulson, Lisa
15/Dec/2016, 12:28:06 PM	File Attached	File Attached: "Selection report REQ 0131G.txt"	Coulson, Lisa
30/Sep/2016, 10:32:52 AM	Ownership Modified	Recruiter changed to "Shared Services Recruitment"	Beauchamp, Alicia
30/Sep/2016, 12:00:16 AM	Requisition Expired	The posting timeframe has expired for the following Career sections: ACT Health External Career Section.	User, System
19/Sep/2016, 11:40:26 AM	Requisition Posted	The requisition has been posted on the following Career sections: ACT Health External Career Section.	Beauchamp, Alicia
14/Sep/2016, 7:57:42 AM	Ownership Modified	Recruiter changed to "Alicia Beauchamp"	Oke, Nici
14/Sep/2016, 7:55:17 AM	Requisition Approved on Behalf	The requisition has been approved on behalf of "Shared Services Recruitment". : Approved by DG 12/9/2016	Oke, Nici

14/Sep/2016, 7:54:17 AM	Requisition Approval Passed on Behalf	The approval of the requisition has been passed on behalf of "Health Recruitment". : Approved by DG 12/9/2016	Oke, Nici
01/Sep/2016, 7:37:52 AM	Requisition Approved	The requisition has been approved.	Rosters, Proact
31/Aug/2016, 4:21:00 PM	Requisition Approved	The requisition has been approved.	Nuss, Jarrad
31/Aug/2016, 1:38:03 PM	Requisition Approved	The requisition has been approved.	Wakefield, Katherine
31/Aug/2016, 11:22:18 AM	Requisition Approval Requested	The approval of the requisition has been requested to: "Katherine Wakefield, Jarrad Nuss, Proact Rosters, Health Recruitment, Shared Services Recruitment". : Hi Kath, I am requesting to advertise MS position within the DoM. Kind regards Zivai	Maburuse, Zivai
31/Aug/2016, 11:19:26 AM	Requisition Created	Created	Maburuse, Zivai