

Thanks Helen, most appreciated. I don't have the name of the MS nurse in Sydney but Dr Rajat and Dr Lueck have these details. I do have desk space in the Stroke Liaison's office but I just need to check if there is a phone and computer there if not we will have to organise one. I will follow this up and let you know.

Cheers

Kellie

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**From:** McFarlane, Helen (Health)  
**Sent:** Tuesday, 29 November 2016 5:37 PM  
**To:** Noffke, Kellie (Health)  
**Cc:** Lahoria, Rajat (Health); Lueck, Christian (Health); Gallagher, Clare (Health)  
**Subject:** RE: MS Nurse clinic space [SEC=UNCLASSIFIED]

Hi Kellie,

Thank you for the e-mails below as this gives me a bit of background for what is needed to assist Marie to start work in her role.  
 I will liaise with Central Outpatients as a start to apply for clinic space to work alongside Dr Lahoria on the days mentioned.

Further to that I can, if given a contact name of the MS nurse in Sydney, liaise with him/her and with both Drs Lueck and Lahoria regarding the specifics of the training to focus on and come up with a rough training plan.

I can then discuss this with Marina in view of potential funding and help Marie submit paperwork etc.

Outside of the clinic times on Tuesdays and Friday mornings, will Marie need a computer and desk space for ongoing work within the 5 day fortnight?  
 Previously the MS nurse (Pat) spent time within Chronic Care program at a spare desk/computer. Has this been thought of as yet?

Kind regards,  
 Helen

<image001.jpg>

<image002.jpg>

**Helen McFarlane** | Acting Clinical Nurse Consultant/ Nurse Manager  
 Chronic Care Program | Canberra Hospital & Health Services  
 P +612 6174 5289 [REDACTED]  
 A Building 1 Level 8A | PO Box 11 WODEN ACT 2606  
 E [helen.mcfarlane@act.gov.au](mailto:helen.mcfarlane@act.gov.au) W [www.health.act.gov.au](http://www.health.act.gov.au)

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**From:** Noffke, Kellie (Health)  
**Sent:** Tuesday, 29 November 2016 12:16 PM  
**To:** McFarlane, Helen (Health)  
**Cc:** Lahoria, Rajat (Health); Lueck, Christian (Health); Gallagher, Clare (Health)  
**Subject:** FW: MS Nurse clinic space [SEC=UNCLASSIFIED]

Hi Helen

I understand Clare spoke to you about the MS nurse reporting to you at this time. We advertised the position [REDACTED] experience or training. However, it was deemed appropriate to give the applicant an opportunity to act in the position and have some training. The nurse is Marie Janea a full time level 2 registered nurse on ward 7A. We would look to remote her out to the MS service for 5 days a fortnight (.53). Dr Lahoria Rajat is the neurologist that is the expert in MS and runs the clinics. He has clinics Tuesday and Fridays and would like Maria to work with him for these. However he thinks the nurse clinic space has been given away. Are you able to assist him with organising these clinics?

I have spoken to Marina in relation to financially supporting Maria to have training in Sydney with the MS nurse and she is happy to support this, although she would need some more detail and some paperwork submitted.

We are happy to remote Maria whenever it is all set, she does have some annual leave coming up but we will not prevent her from being remote as soon as you're ready.

Can I leave this with you?

Thanks

Kellie

**From:** "Lahoria, Rajat (Health)" <[Rajat.Lahoria@act.gov.au](mailto:Rajat.Lahoria@act.gov.au)>  
**Date:** 25 November 2016 at 20:30:45 AEDT  
**To:** "Noffke, Kellie (Health)" <[Kellie.Noffke@act.gov.au](mailto:Kellie.Noffke@act.gov.au)>  
**Cc:** "Lueck, Christian (Health)" <[Christian.Lueck@act.gov.au](mailto:Christian.Lueck@act.gov.au)>, "Maburuse, Zivai (Health)" <[Zivai.Maburuse@act.gov.au](mailto:Zivai.Maburuse@act.gov.au)>  
**Subject:** MS Nurse clinic space

Dear Kellie,

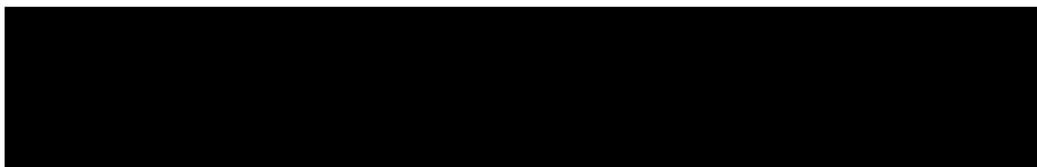
As Marie will be starting her role as MS nurse in the near future I want to ensure that there is a room for her in the outpatients clinic. My understanding is that we have lost the clinic space for MS nurse and will need to put in a new application for this. Could you please clarify if this will come from you or someone in the nursing division or if it is something I should do?

Your help shall be greatly appreciated.

Kind regards,  
 Rajat

**From:** Lahoria, Rajat (Health)  
**Sent:** Tuesday 8 November 2016 14:22  
**To:** Lueck, Christian (Health); Noffke, Kellie (Health); Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse [SEC=UNCLASSIFIED]

Dear Christian and Kellie,



After meeting to Marie on Friday, I found her to be very nice, enthusiastic and optimistic. As we have discussed I'm happy to give this a try and very much hope that it would work.

Nonetheless, I hope that the idea about this trial period can be stated clearly in the contract in order to avoid any confusion in the future.

Kind regards,  
Rajat

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**From:** Lueck, Christian (Health)  
**Sent:** Tuesday, 8 November 2016 11:39 AM  
**To:** Noffke, Kellie (Health); Lahoria, Rajat (Health); Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse [SEC=UNCLASSIFIED]

Thanks, Kellie.

I will write to Rajat and Zivai separately about the criteria and we can then sort this out.

I bumped into Marina this morning and understand that the rostering might not be that easy, but everyone is happy to try to make it work. Please let us know if there is anything we can do from the 'medical' side. Otherwise, we will await further information from you.

If ACT Health can fund travel (and possibly accommodation) for Marie to spend a bit of time in Sydney, we will begin negotiations with the MS nurse at the Brain and Mind Institute and get back to you with a proposal.

Thanks for your help regarding clinic space.

Please let me know if there is anything I can do to help in this area.

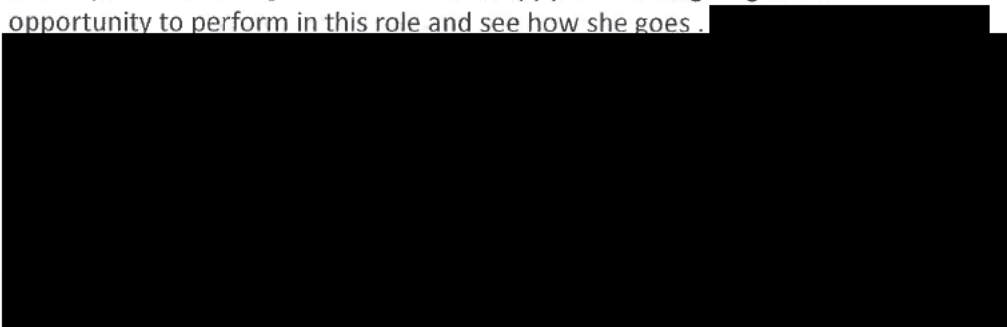
Best wishes, Christian

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**From:** Noffke, Kellie (Health)  
**Sent:** Monday, 7 November 2016 3:40 PM  
**To:** Lahoria, Rajat (Health); Lueck, Christian (Health); Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse [SEC=UNCLASSIFIED]

Hello Christian

Thank you for meeting with Maria. I am happy to look at giving Maria an opportunity to perform in this role and see how she goes .



We can then remote Maria from the 7A roster for Tuesdays and Fridays and there is also another day in the fortnight that she can be allocated to the MS position. There may be an opportunity for Maria to spend some time in Sydney, however this would need to be approved by Marina and I think there would have to be discussions with Sydney first and then a proposal put to Marina.

As far as the clinic space goes this would have to be negotiated with Central Outpatients. Helen McFarlane will be the CNC that the MS nurse position sits under so perhaps Helen McFarlane could have these discussions with central outpatients. I think if the person for the MS position can be decided even if temporarily then this work can be started. I'm sure Helen could assist in setting up some training too. I will let Helen know you are close to having someone for the position and that clinics will need sorting and there will be some training needs.

From a 7A perspective on the days Maria is remoted to the MS position 7A would not be able to take her back she would be dedicated to MS.

Kind Regards

Kellie

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**From:** Lueck, Christian (Health)  
**Sent:** Friday, 4 November 2016 7:09 PM  
**To:** Noffke, Kellie (Health); Maburuse, Zivai (Health)  
**Cc:** Lahoria, Rajat (Health)  
**Subject:** MS Nurse

Dear Kellie and Zivai,

Rajat and I met with Marie this afternoon. She is clearly very enthusiastic and a very nice person, and we would very much like to give the arrangement a try if you are both willing.

[REDACTED] We are very hopeful that the hospital might be able to fund some education for her in the form of visiting the MS Nurse at the Brain and Mind Institute in Sydney. Depending on what the hospital can manage, we thought that a few days working with the nurse in Sydney would be a useful introduction, with perhaps a follow-up day a month and again two months later. (This obviously might need some revising once we contact the MS nurse, but we can't really do this until we know what the hospital is willing to pay in this regard.)

A few relatively minor issues that we thought should be clarified at this point:

1. This arrangement should initially be treated as a trial in case things don't work out (from anyone's point of view). Can that be managed?
2. Granted that she will be splitting her job, we are keen that the MS time be 'ring-fenced' so that Marie isn't pressured to do an extra shift on the ward when she is timetabled be in clinic or doing something else MS-related.
3. We need to make sure there is a room in clinic alongside Rajat on Tuesday and Friday mornings. I think the old room that Pat used to use on Fridays may have 'disappeared'!

Please let us know what needs to happen next.

Many thanks.

Kind regards, Christian

**Noffke, Kellie (Health)**

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**From:** Lahoria, Rajat (Health)  
**Sent:** Monday, 31 October 2016 17:41  
**To:** Noffke, Kellie (Health); Lueck, Christian (Health)  
**Cc:** Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Thanks Kellie and Christian. I'll be guided by both of you. The main MS clinic is on Fridays 8:30 AM-12). I also have clinics on alternate Tuesdays (9:00 AM to 12:30) and Thursdays (1:30 to 4:30 PM) which consist mostly of MS patients. If I could have the MS nurse available for Fridays and for one or both Tuesday clinics per month that should suffice in terms of direct patient contact and patient education. The other help we really need is maintaining database of patients on immunotherapy so that we can organise timely monitoring to avoid serious complications, help with organising infusions through HITH, and to some extent organising allied health input and liaising with incontinence clinic. There would also be need to return call to MS patients who need support in the community to avoid unnecessary hospital visits. Christian, I hope you will agree these expectations are not unreasonable or excessive to provide high quality comprehensive MS service. Of course some of this is negotiable, at least in the short term.

For Marie to be able to provide education and treatment support to the MS patients she will require some training which means we have to organize for her to attend clinics with an experienced MS CNC. I can help her train in other aspects of the job.

So one options would be that if we find her suitable for the position to trial it to see if this arrangement works. If not then do we have the liberty to re-advertise the position. Not sure if this would be possible.

I look forward to meeting Marie on Friday.

Kind regards,  
 Rajat

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**From:** Noffke, Kellie (Health)  
**Sent:** Monday 31 October 2016 16:31  
**To:** Lueck, Christian (Health); Lahoria, Rajat (Health)  
**Cc:** Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Thank you Christian. My understanding is that Marie wants to remain full time therefore we won't be able to appoint her as such to the position but we can remote her out of her current position to the MS position for certain days. I agree if she did want the position permanently and you thought she was unsuitable we would probably have to have a more formal interview to be fair.

I am happy for you and Rajat to meet with her in the first instance and if you think she is suitable happy to go ahead.

Are you able to confirm the clinic days so we can look at this for the current roster?

Kind Regards

Kellie

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**From:** Lueck, Christian (Health)  
**Sent:** Monday, 31 October 2016 3:50 PM  
**To:** Noffke, Kellie (Health); Lahoria, Rajat (Health)  
**Cc:** Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Dear Kellie,

Thanks very much for this suggestion.

My understanding is that Marie is the only applicant for this position. Rajat and I thought it might be sensible to meet her to see whether we would be happy to work with her granted that she doesn't actually have any MS-specific experience. If we are happy, I think that we can go ahead and appoint her without interview, but I may be wrong about this.

If she doesn't seem suitable to us, I think we would have to go to formal interview as I don't think it would be fair to reject her application and move to readvertising without this, would it?

So, this meeting is a sort of pre-interview rather than a formal interview, with the expectation that we will be able to approve her.

I think it would help to get advice from you in the circumstances as to whether she should have someone like Kath with her. I certainly have no objection.

Could you let us know your thoughts?

Many thanks.

Kind regards, Christian

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**From:** Noffke, Kellie (Health)  
**Sent:** Monday, 31 October 2016 3:08 PM  
**To:** Lueck, Christian (Health); Lahoria, Rajat (Health)  
**Cc:** Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Thank you Christian and Rajit.

Would you like Kath McMaster or nursing rep to meet with you with Marie?

Kind Regards

Kellie

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**From:** Lueck, Christian (Health)  
**Sent:** Friday, 28 October 2016 6:33 PM  
**To:** Lahoria, Rajat (Health)  
**Cc:** Noffke, Kellie (Health); Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Thanks, Rajat.

That's great.

Please let me know what she says.

Best wishes, Christian

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**From:** Lahoria, Rajat (Health)  
**Sent:** Friday, 28 October 2016 5:12 PM  
**To:** Lueck, Christian (Health)  
**Cc:** Noffke, Kellie (Health); Maburuse, Zivai (Health)  
**Subject:** Re: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Thanks, Christian. I agree with what you have said. I'm happy to meet Marie on Friday 4 November at 3:00 if she is available. We also need to discuss the plan on how we are going to train/educate her in MS treatments if we recruit her.

I have already contacted her to advise us about her availability on the 4th Nov.

Kind regards,  
Rajat

Sent from my iPhone

On Oct 28, 2016, at 4:18 PM, Lueck, Christian (Health) <[Christian.Lueck@act.gov.au](mailto:Christian.Lueck@act.gov.au)> wrote:

Dear Kellie, Rajat and Zivai,

Many thanks for sending me the application. It seems reasonable enough as far as it goes, though there is relatively little specific to MS and nothing which is really relevant to organising treatments for MS. However, I think that is probably what we might expect from someone applying from her level to this level of RN and, if we were to appoint her, we would just have to educate her in all the various aspects of the MS nurse position.

I have to say that the 'mixing' of the job with P/T 7A seems ideal to me (better than I might have hoped) as it will leave her with a certain amount of flexibility to get the odd MS-related job done in a spare moment when she is on 7A (if that ever occurs!). I suspect she will find that this makes life easier. If it is possible to rework matters to support this, it would be fantastic.

I think it might be an idea for Rajat and me to meet her if that is at all possible, even if we don't have to interview her formally (I suspect I know her but I can't quite place the name). Unfortunately, I will be away at meetings most of the next 10 days and Rajat is on call this week. One possibility that might suit both Rajat and me would be 3:00 on Friday (4<sup>th</sup> November). Rajat, how does this suit you? If you don't want to wait that long, you could go ahead and meet her without me (all assuming that you are happy with her application).

Kellie/Zivai, please let us know where we go from here.

Many thanks.

Best wishes, Christian

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**From:** Noffke, Kellie (Health)  
**Sent:** Friday, 28 October 2016 2:59 PM  
**To:** Lahoria, Rajat (Health)  
**Cc:** Lueck, Christian (Health); Maburuse, Zivai (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Hi Rajat

We only received one application for the MS position and she has recently returned from annual leave. Currently the RN who has applied works on 7A in a full time permanent position. If she was to do the MS position we could remote her out for the clinic days you need her and for other days to make her .5 FTE requirement in the MS position.

I have asked Zivai to send you her application and if you are happy with her we could start this within the next week. If you would like to meet with her we could arrange that too please just let us know. If you don't think she is suitable we would have to advertise again.



Kind Regards

Kellie

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**From:** Lahoria, Rajat (Health)  
**Sent:** Friday, 28 October 2016 9:26 AM  
**To:** Maburuse, Zivai (Health)  
**Cc:** Noffke, Kellie (Health); Lueck, Christian (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Dear Zivai,

Any further updates? I hope you managed to meet Kellie by now. May I bring to your attention that our MS service is overstretched and I'm having to play the role of the nurse as well as MS specialist through my 0.5 FTE.

Could be somehow expedite this process?

Many thanks,  
 Rajat


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**From:** Maburuse, Zivai (Health)  
**Sent:** Tuesday 11 October 2016 17:43  
**To:** Lahoria, Rajat (Health)  
**Cc:** Noffke, Kellie (Health)  
**Subject:** RE: MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Dear Rajat,

I received one application and the applicant is already employed full time, the next step is for me to meet with Kellie Noffke the ADON and chat the way forward.

Kind regards

Zivai Maburuse  
 Ag Nurse Manager  
 Division of Medicine  
 Canberra Hospital & Health Services  
 Building 1, Level 6  
 Tel 62442657  


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**From:** Lahoria, Rajat (Health)  
**Sent:** Tuesday, 11 October 2016 5:38 PM  
**To:** Maburuse, Zivai (Health)  
**Cc:** Lueck, Christian (Health)  
**Subject:** MS Nurse position Vacancy | PN: 31718, Req: 0131G [SEC=UNCLASSIFIED]

Dear Zivai,

I'm writing to inquire if there are any applicants for the advertised MS position which has now closed and if so what will be happening next.

I shall be very grateful you could update us on this matter.

Kind regards,  
 Rajat Lahoria  
 Staff Specialist Neurologist

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**From:** Lueck, Christian (Health)  
**Sent:** Tuesday, 20 September 2016 8:35 PM  
**To:** Noffke, Kellie (Health)  
**Cc:** Lahoria, Rajat (Health)  
**Subject:** RE: Advertise a Vacancy | PN: 31718, Req: 0131G has been advertised  
[SEC=UNCLASSIFIED]

Thanks, Kellie.  
This is great news.

I am currently in the UK, not back until the 28<sup>th</sup> and the closing date is 29<sup>th</sup> September. This seems very short – do you think we should leave it another week or so?

In any event, I think I previously sent you the contact details of Helena Paul who would be ideal for this job. If so, could you please make sure she is notified of this advertisement? If you don't have her details, please let me know a.s.a.p. and I will see if I can get my PA to track her down.

Many thanks.

Best wishes, Christian

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**From:** Noffke, Kellie (Health)  
**Sent:** Tuesday, 20 September 2016 12:59 PM  
**To:** Lueck, Christian (Health)  
**Cc:** Buchanan-Grey, Marina (Health)  
**Subject:** FW: Advertise a Vacancy | PN: 31718, Req: 0131G has been advertised  
[SEC=UNCLASSIFIED]

Dear Christian

Please find below the information re the advertisement for the MS position.

Kind Regards


Kellie

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**From:** Maburuse, Zivai (Health)  
**Sent:** Monday, 19 September 2016 3:21 PM  
**To:** Noffke, Kellie (Health)  
**Subject:** FW: Advertise a Vacancy | PN: 31718, Req: 0131G has been advertised  
[SEC=UNCLASSIFIED]

FYI, MS position.

Kind regards

Zivai Maburuse  
Ag Nurse Manager  
Division of Medicine  
Canberra Hospital & Health Services  
Building 1, Level 6  
Tel 62442657  


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**From:** Beauchamp, Alicia  
**Sent:** Monday, 19 September 2016 3:13 PM  
**To:** Maburuse, Zivai (Health)  
**Subject:** Advertise a Vacancy | PN: 31718, Req: 0131G has been advertised [SEC=UNCLASSIFIED]

Dear Zivai Maburuse

Your vacancy, PN 31718 has been advertised by Shared Services Recruitment.

Gazette Date: 22 September 2016

Press Requested (if applicable):

Press Date (if applicable):

Closing Date: 29 September 2016

eRecruitment requisition ID: 0131G

Division: Canberra Hospital and Health Services

Branch: Medicine

Section: Clinical

Position Number: 31718

Classification: Registered Nurse Level 2

Please note that this vacancy will take 1-2 days to appear on the ACT Health website (<http://www.health.act.gov.au>).

Note: Under Shared Services Recruitment Specifications it can take up to 5 working days from the closing date for applications to be emailed to the contact officer. Whilst every effort is made to email them sooner, you should not schedule shortlisting or interviews within 5 days of the closing date.

Please contact me if you have any queries concerning this advertisement.

Regards

Alicia Beauchamp

Shared Services Recruitment

Shared Services HR Service Desk: [HRSharedServices@act.gov.au](mailto:HRSharedServices@act.gov.au) or 620 79000

**Noffke, Kellie (Health)**

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**From:** Lahoria, Rajat (Health)  
**Sent:** Friday, 9 September 2016 11:01  
**To:** Wakefield, Katherine (Health)  
**Cc:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health); Noffke, Kellie (Health)  
**Subject:** RE: MS Nurse [SEC=UNOFFICIAL]

Thank you for the update Kath. May I ask who is the final approver? Are we talking about DG or someone else? I would like to personally write to that person.

Regards,  
 Rajat

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**From:** Wakefield, Katherine (Health)  
**Sent:** Friday 9 September 2016 10:56  
**To:** Lahoria, Rajat (Health)  
**Cc:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health); Noffke, Kellie (Health)  
**Subject:** RE: MS Nurse [SEC=UNOFFICIAL]

Hi Rajat,  
 I wrote to Shared Services last week asking them to prioritise the advertisement for this position. They are happy to do this however the requisition remains with the final approver within Health at this stage.  
 Regards,

**Katherine Wakefield**

A/g Director of Nursing  
 Division of Medicine

Level 2, Building 24, Canberra Hospital  
 Phone: 02 6244 2012  
 Mobile: [REDACTED]  
 E-mail: katherine.wakefield@act.gov.au

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**From:** Lahoria, Rajat (Health)  
**Sent:** Friday, 9 September 2016 6:43 AM  
**To:** Wakefield, Katherine (Health)  
**Cc:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health); Noffke, Kellie (Health)  
**Subject:** Re: MS Nurse [SEC=UNOFFICIAL]

Good morning Kath,

I'm writing to follow up about where we stand regarding advertising the MS Nurse position?

I'm going to MS conference and will be away for 2 weeks. I'm happy to be included in any email communication as the MS Nurse recruitment is my top priority. I can advise you that the large number of MS patients we have cannot

be optimally managed single handedly by me. In fact there have been lapses due to the lack of this vital support. Especially when I'm a going to be away there is no cover to take care of patient messages some of which might be urgent. Any adverse outcome that occurs due to this will not be my sole responsibility.

Please let me know if any way I can help to facilitate this process.

Kind regards,  
Rajat

Sent from my iPhone

On Aug 31, 2016, at 1:54 PM, Wakefield, Katherine (Health) <Katherine.Wakefield@act.gov.au> wrote:

I'll follow the process to ensure there is no unnecessary hold ups. We have the option to ask for a shorter closing date on the advert. We may gain some time in a quicker process but this can be at the cost of limiting the exposure of the advert and we may not get many applications.

I'd be interested in everyone's thoughts?

Kath

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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 1:47 PM  
**To:** Wakefield, Katherine (Health)  
**Cc:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health); Noffke, Kellie (Health)  
**Subject:** Re: MS Nurse [SEC=UNOFFICIAL]

Thanks for the update Kath. I'll check with you in week's time in that case.

Kind regards,  
Rajat

Sent from my iPhone

On Aug 31, 2016, at 1:42 PM, Wakefield, Katherine (Health) <Katherine.Wakefield@act.gov.au> wrote:

Hi All,

I can confirm that I have seen the Taleo Requisition requesting to advertise the position and I have approved it. It goes through a few more levels of approval before it will go on the ACT Health jobs website – as Christian has said, it should be up in a week or so.

Regards,

**Katherine Wakefield**

A/g Director of Nursing  
Division of Medicine

Level 2, Building 24, Canberra Hospital  
**Phone:** 02 6244 2012  
**Mobile:** [REDACTED]  
**E-mail:** [katherine.wakefield@act.gov.au](mailto:katherine.wakefield@act.gov.au)

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**From:** Lueck, Christian (Health)  
**Sent:** Wednesday, 31 August 2016 1:20 PM  
**To:** Lahoria, Rajat (Health); Buchanan-Grey, Marina (Health)

**Cc:** Wakefield, Katherine (Health); Noffke, Kellie (Health)  
**Subject:** RE: MS Nurse [SEC=UNOFFICIAL]

Dear Rajat,

Many thanks.

I contacted Kellie a couple of days ago who indicated that we should be in a position to advertise this position within the next week or so. As soon as the advertisement is 'live' I will let you know.

We are almost there...

Best wishes, Christian

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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 12:06 PM  
**To:** Buchanan-Grey, Marina (Health)  
**Cc:** Wakefield, Katherine (Health); Lueck, Christian (Health)  
**Subject:** Re: MS Nurse [SEC=UNOFFICIAL]

Thanks, Marina.  
 Kind regards,  
 Rajat

Sent from my iPhone

On Aug 31, 2016, at 12:00 PM, Buchanan-Grey, Marina (Health) <[Marina.Buchanan-Grey@act.gov.au](mailto:Marina.Buchanan-Grey@act.gov.au)> wrote:

Dear Rajat,  
 Kath Wakefield is currently Ag DoN Medicine until 16 September whilst I am in another role. I have added Kath in on your email.  
 Regards,  
 Marina

**Marina Buchanan-Grey** | Acting Executive Director  
 Division of Rehabilitation, Aged and Community Care | Canberra Hospital  
 & Health Services | ACT Health | ACT Government

Canberra Hospital & Health Services  
 Building 3 Level 2 The Canberra Hospital

 +61 (02) 6244 3579

 [marina.buchanan-grey@act.gov.au](mailto:marina.buchanan-grey@act.gov.au)

 PO Box 11 WODEN ACT 2606

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RED CONTACT OFFICER  
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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 11:53 AM  
**To:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health)  
**Subject:** MS Nurse

Dear Christian and Marina,

As you will learn for the email below that MS Australia now requires an online form to be completed for any nursing input required for the MS patients. This is a lengthy and time consuming process and places extra administrative burden on me when I'm doing 2-3 clinics per week on 0.5 FTE. Also it is not possible for me to discuss medications at length with the patients in the clinic although I give them an overview. Majority of patients are not happy with the telephonic conversation offered through the current arrangement anyway. Not to mention that I have to take care of the patient messages (mostly nursing and administrative issues) and monitor their blood tests etc. We do both have a screening database to monitor parameters to prevent serious complications that may arise from potent immunotherapy.

I was hoping that we would have advertised the MS Nurse position by now but there seems to be a hold up somewhere. It is simply not fair for me do the work of a nurse and a doctor indefinitely when we are providing tertiary level MS care thorough TCH.

I'm more than happy to write directly to DG to make her aware of my concerns regarding this matter. I hope you will understand my position.

I shall wait to hear from you first.

Many thanks,  
 Rajat Lahoria

Sent from my iPhone

Begin forwarded message:

**From:** "Billington, Sue (Health)"  
 <[Sue.Billington@act.gov.au](mailto:Sue.Billington@act.gov.au)>  
**Date:** August 31, 2016 at 11:20:56 AM GMT+10  
**To:** "Lahoria, Rajat (Health)"  
 <[Rajat.Lahoria@act.gov.au](mailto:Rajat.Lahoria@act.gov.au)>  
**Subject:** FW: Emailing: [REDACTED]  
 [SEC=UNCLASSIFIED, DLM=Sensitive]

Rajat, MS Australia sent an email requesting that patients for referral be advised via email not in

hardcopy which we were previously doing. So, whenever you have asked for a copy to be sent to MS Nurse, MS Australia I have emailed a copy of the clinic letter.

However, they have requested that the Referral Form be completed by the Health Professional via the link below. This will require you to complete this Referral Form for each patient requiring MS follow-up.

Thanks

Sue

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**From:** MS Connect [<mailto:MSConnect@ms.org.au>]  
**Sent:** Wednesday, 31 August 2016 11:16 AM  
**To:** Billington, Sue (Health)  
**Subject:** RE: Emailing: [REDACTED]  
 [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Sue,  
 For referrals we would prefer that you complete the form on our website; here is a link: [Health professional Referral pathway| MS \(Support & services\)](#)

This process ensures that we have all the relevant information we need including client consent and that referrals are received at one location so we are able to respond in a timely manner.

We understand that Dr Lahoria does have a preference for writing a letter however there is an option on our referral form to upload a document.

Thank you for your support and understanding.

Kind regards,  
 Sue

**Sue Egan**  
**MS Connect Specialist**  
**Services Innovation**

[REDACTED]  
**Freecall 1800 042 138**  
**F 03 9845 2777**

**W** [www.ms.org.au](http://www.ms.org.au)

The Nerve Centre  
 54 Railway Road Blackburn Vic 3130

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**From:** Billington, Sue (Health)  
 [<mailto:Sue.Billington@act.gov.au>]  
**Sent:** Wednesday, 31 August 2016 10:44 AM



**To:** MS Connect <MSConnect@ms.org.au>

**Subject:** RE: Emailing: [REDACTED]

[SEC=UNCLASSIFIED, DLM=Sensitive]

MS Connect Team

Previously we were advised to email the clinic letter to MS Australia, MS Nurse.

It is now your preference that we use the Referral Form on [222.ms.org.au](http://222.ms.org.au)?

Kind regards

Sue

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<image001.jpg>

**Noffke, Kellie (Health)**

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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 13:56  
**To:** Wakefield, Katherine (Health)  
**Cc:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health); Noffke, Kellie (Health)  
**Subject:** Re: MS Nurse [SEC=UNOFFICIAL]

Thanks, Kath. My personal view is that we should allow sufficient time to recruit the best candidate.  
 Regards,  
 Rajat

Sent from my iPhone

On Aug 31, 2016, at 1:54 PM, Wakefield, Katherine (Health) <[Katherine.Wakefield@act.gov.au](mailto:Katherine.Wakefield@act.gov.au)> wrote:

I'll follow the process to ensure there is no unnecessary hold ups. We have the option to ask for a shorter closing date on the advert. We may gain some time in a quicker process but this can be at the cost of limiting the exposure of the advert and we may not get many applications.  
 I'd be interested in everyone's thoughts?  
 Kath

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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 1:47 PM  
**To:** Wakefield, Katherine (Health)  
**Cc:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health); Noffke, Kellie (Health)  
**Subject:** Re: MS Nurse [SEC=UNOFFICIAL]

Thanks for the update Kath. I'll check with you in week's time in that case.

Kind regards,  
 Rajat

Sent from my iPhone

On Aug 31, 2016, at 1:42 PM, Wakefield, Katherine (Health) <[Katherine.Wakefield@act.gov.au](mailto:Katherine.Wakefield@act.gov.au)> wrote:

Hi All,  
 I can confirm that I have seen the Taleo Requisition requesting to advertise the position and I have approved it. It goes through a few more levels of approval before it will go on the ACT Health jobs website – as Christian has said, it should be up in a week or so.  
 Regards,

**Katherine Wakefield**

A/g Director of Nursing  
 Division of Medicine

Level 2, Building 24, Canberra Hospital  
 Phone: 02 6244 2012  
 Mobile: [REDACTED]  
 E-mail: [katherine.wakefield@act.gov.au](mailto:katherine.wakefield@act.gov.au)

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<image001.jpg>

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**From:** Lueck, Christian (Health)  
**Sent:** Wednesday, 31 August 2016 1:20 PM  
**To:** Lahoria, Rajat (Health); Buchanan-Grey, Marina (Health)  
**Cc:** Wakefield, Katherine (Health); Noffke, Kellie (Health)  
**Subject:** RE: MS Nurse [SEC=UNOFFICIAL]

Dear Rajat,

Many thanks.

I contacted Kellie a couple of days ago who indicated that we should be in a position to advertise this position within the next week or so. As soon as the advertisement is 'live' I will let you know.

We are almost there...

Best wishes, Christian

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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 12:06 PM  
**To:** Buchanan-Grey, Marina (Health)  
**Cc:** Wakefield, Katherine (Health); Lueck, Christian (Health)  
**Subject:** Re: MS Nurse [SEC=UNOFFICIAL]

Thanks, Marina.  
 Kind regards,  
 Rajat


Sent from my iPhone

On Aug 31, 2016, at 12:00 PM, Buchanan-Grey, Marina (Health) <[Marina.Buchanan-Grey@act.gov.au](mailto:Marina.Buchanan-Grey@act.gov.au)> wrote:

Dear Rajat,  
 Kath Wakefield is currently Ag DoN Medicine until 16 September whilst I am in another role. I have added Kath in on your email.  
 Regards,  
 Marina

**Marina Buchanan-Grey** | Acting Executive Director  
 Division of Rehabilitation, Aged and Community Care | Canberra Hospital  
 & Health Services | ACT Health | ACT Government

Canberra Hospital & Health Services  
 Building 3 Level 2 The Canberra Hospital

 +61 (02) 6244 3579

 [marina.buchanan-grey@act.gov.au](mailto:marina.buchanan-grey@act.gov.au)

 PO Box 11 WODEN ACT 2606

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RED CONTACT OFFICER

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**From:** Lahoria, Rajat (Health)  
**Sent:** Wednesday, 31 August 2016 11:53 AM  
**To:** Lueck, Christian (Health); Buchanan-Grey, Marina (Health)  
**Subject:** MS Nurse

Dear Christian and Marina,

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**Sue Egan**  
**MS Connect Specialist**  
**Services Innovation**

[REDACTED]  
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The Nerve Centre

54 Railway Road Blackburn Vic 3130

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MS Connect Team

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Sue

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