

Draft Meeting Notes

TCH B23 MR1.02 Thursday 27 June 2019, 3:00 pm	
Attendance	Apologies
HSU: Lauren Hutchins; Steven Ogilvie (Wardsperson) CPSU: Brenton Higgins, Nick Coady CHS: Cathy Burns, Steven Linton, Kerry Carmichael, Trevor Melksham	HSU: Matt Kirby, Steve Lyons, Peter Reid, Jayson Davenport (Calvary) Calvary: Michelle Vella CFMEU: Cameron Hardy
Actions arising from the previous meeting	
Initial Meeting (under SSEA 2018-2021)	
Errors and Omissions from Previous Meeting Notes	
Initial meeting (under SSEA 2018-2021)	
Items for discussion	
<p><u>Purpose:</u> Review the duties and grading levels, as well as the proposed supervisory structure, in the proposed Clinical Support Officer classification, tabled by the HSU on behalf of wardspersons in conjunction with the Support Services Enterprise Agreement 2018-2021 (SSEAN).</p> <p><u>Terms of Reference (ToR):</u></p> <ul style="list-style-type: none"> • The draft ToR, as amended by this meeting, will be circulated on the new CHS template. • Reword Additional Membership provision to allow greater flexibility to allow additional members on a 'needs' basis. <p><u>Meeting Schedule</u></p> <ul style="list-style-type: none"> • Meetings to be monthly (first Wednesday of each month at 1pm preferred). • A fortnightly e-mail update will be sent between meetings. <p><u>Work Plan</u></p> <p>A Work Plan showing the phases and indicative dates needed to complete the project in the 6-month timeframe was tabled and accepted.</p> <p>Steve Ogilvie spoke to the framework (dated 8 August 2018) under discussion during the bargaining process. The framework consists of three components:</p> <ul style="list-style-type: none"> • New nomenclature, Clinical Assistant, to differentiate the different skills and training from Wardspersons engaged in transport and cleaning. • Comprehensive indicative task groupings. The tasks are both cumulative and progressive, recognising the importance Wardspersons retaining competence to continue working at and across each level as he/she moved through the framework. • Specific training and development requirements at each level delivered by a wardsperson/trainer. The training is both practical (competency based) and theoretical (qualification). <p>Issues discussed included:</p> <ul style="list-style-type: none"> • new nomenclature 'clinical assistants' as part of career path, attraction and retention; • emergency codes; • manual handling training; • child protection, working with vulnerable people and high-risk patients; 	

Wardspersons [proposed Clinical Support Officer] Classification Project Sub-committee

<ul style="list-style-type: none"> • recognition of experience, training, competency and skills; • PART training suitability; • Use of force training; • improved de-escalation training e.g. when dealing with mental health patients; • Role of Coordinator and Floor Supervisor; • new Team Leader role, as supervisors are increasingly engaged in administrative work; • new Training manager position at Level 8 (HSO 10). 	
Next Meeting	
To be advised	
Actions arising – 27 June 2019	Timeframe
Secretariat to circulate classification structure working document to CPSU (circulate to all with the Meeting Notes).	circulate with the Meeting Notes
Secretariat to amend draft Terms of Reference	circulate with the Meeting Notes