

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

Meeting Notes

TCH B23 MR1.02 Thursday, 5 September, 1:30 pm		
Attendance		Apologies
HSU: Lauren Hutchins CPSU: Nick Coady CHS: Cathy Burns, Sean McDonnell, Trevor Melksham, Dave Hosie CFMEU: Cameron Hardy Calvary: Michelle Vella		CHS: Kerry Carmichael, Steven Linton HSU Wardspersons: Steven Ogilvie, Peter Reid, Matt Kirby, Steve Lyons, Jayson Davenport (Calvary)
Previous Meeting Notes		
The meeting Notes from 1 August were accepted.		
Actions arising from the previous meeting		
Remove 'draft' from the Terms of Reference and circulate	Circulated with Agenda	
Confirm Supervisors actual duties	Data provided	
Line management to provide input on task groupings (8/9/18 version)	Data provided	
Source induction manual, theatre manual and MRI booklet	Dave Hosie to follow up	
Items for discussion		
<u>Work Plan</u>		
There has been no feedback on the Project Methodology, and it remains tabled for consideration, but CHS is still confident the project can be completed within the timelines set out.		
<u>Project progress</u>		
Discussion centred on the updated classification and indicative task groupings. Feedback from managers, explanatory notes from David Wedgwood, and the HSU response to the 8 August draft has been included. Work is continuing on building the research database.		
Trevor Melksham asked the HSU if wardspersons would accept the naming protocol of 'Patient Support Officer or Assistant', which is consistent with their Divisional title and is in common usage in other jurisdictions. It was noted that 'wardies' would be a hard name to stop using.		
<u>Other Business</u>		
<ul style="list-style-type: none"> • Agreement implementation: CHS confirmed that wardspersons translate from HSO 3.4 to HSO 4.2. • Project Manager recruitment: The current recruitment process closes on 6 September. • Introduction of proposed new communications system to become a standing agenda item. 		
Next Meeting		
Thursday 3 October 2019		
Actions arising	Action	Timeframe
Finalise project methodology	Trevor Melksham	next meeting
Source induction manual, theatre manual and MRI booklet	Dave Hosie	next meeting