

Minutes, 27 February 2020

Health Professionals Classification Review	
Attendance	
<p>CHS: Jo Morris (Chair), Sean McDonnell, Trevor Melksham (Project Officer/Secretariat); ACTHD: Helen Matthews Unions: Olivia Forsyth-Sells (HSU); Chris Dyer (PA); Leigh Bush (HSU, Medical Imaging) Calvary: Michelle Vella CMTEDD: Ian Gratton,</p>	
1. Apologies	
Russell Noud, Tim Garret, Ron Johnson	
2. Meeting Notes from previous meeting	
<p>The Minutes from 30 January were accepted. The JWP agreed to circulate Minutes to other agencies. Trevor Melksham will prepare a mailing list</p>	
3. Actions arising from previous meeting	
	Status
1	Feedback on the Project Management Plan (PMP) from JWP members to be provided by Friday 14 February.
2	HP presentation to be discussed with Calvary
3	Update list of professions
	Feedback received and amended plan on agenda for this meeting
	Delayed, will occur in March
	Included in Report 1
4. Correspondence	
<p>The correspondence report was tabled. The meeting considered an employee's request for draft minutes to be posted to the website asap after the meeting to allow employee input into future meetings. The JWP declined the request and resolved that minutes should not be posted to the website until they had been accepted by the JWP.</p>	
5. Amendments to the Terms of Reference and Communications Plan	
<p>The ToR had been amended to enable a more flexible approach to additional membership. It was noted that the position of Chair now required amendment. The communication plan had been amended to recognise all Allied Health senior managers. It was noted that the Minister for mental Health needed to be included in the list of stakeholders.</p>	
6. Project Officers Report	
<p><i>Update on project progress:</i></p> <p>Jo Morris has been appointed Senior Director, Allied Health and will be acting in the Chair from this meeting onwards.</p> <p>Trevor Melksham confirmed that he will be the interim Project Officer while the position is filled (until the end of April, at this stage). Sean McDonnell advised that the position should advertised next week.</p> <p><i>Project Plan:</i></p> <p>The PMP had been circulated and all feedback had been addressed. The revised draft was circulated with the meeting papers for discussion and approval. The JWP accepted the PMP, subject to amending the Roles and responsibilities section to include the positions held by the people named.</p> <p><i>Report 1</i></p> <p>Report 1 is a report that outlines the background and issues with the current Health Professionals classification as the driver for the current review. JWP members should provide their comments and feedback within the next two weeks. Sean McDonnell undertook to circulate the current HPO WLS..</p>	

List of Professions:

The list of professions is now part of Report 1. The JWP agreed to a request from Chris Dyer (PA) to amend Biomedical Engineers in the list of professions to 'Health Care Technology Management (Biomedical Engineers)'.

Presentations

Trevor Melksham will discuss the HP Review with Calvary in early March.

Staff submissions

No submissions from staff have been received since the last meeting. .

7. Sub-committees (including WCC and Reference Groups)*Reference groups*

Jo Morris has discussed the grouping of professions for reference groups with profession leads that at their most recent meeting. Unions were asked to consider their representation on reference groups. Feedback from the Profession Leads and unions will inform discussion at the next meeting, with the aim of settling the reference group structure.

Helen Matthews raised participation from other Directorates employing health professionals. The JWP agreed to invite representation on the reference groups from other Directorates (ACTHD, CSD, JACS, EDU). The invitations will be sent once the reference group structure is settled.

Pathology

Tim Garret is currently establishing a WCC in Pathology and a submission to the JWP is expected.

Pharmacy WCC

The WCC is close to finalising their competency standards to support the Pharmacists' broad-banded salary structure. This should be completed at the next DCC meeting. Once completed, this item will be closed

8. Service-wide review

Ian Gratton reported that they are currently finalising the tender documents and expect to gazette them early next month. The process could take up to 5 months to complete, but it will still be possible to produce outcomes this calendar year.

Once the tender documents have been gazetted, the Statement of Requirements will be posted to the Employment Portal at <https://www.cmtedd.act.gov.au/employment-framework/for-employees/actps-classification-review>.

9. Other Business*Allied Health Assistants:*

Jo Morris suggested that governance of the Allied Health Assistants review could be moved from the HSO/AHA JWP to the HP JWP, as there was a strong commonality of interest, and had the same managerial reporting lines with HPs. It would create greater synergy and more effective governance. The JWP agreed, subject to agreement from the HSO/AHA JWP.

Feedback / comments on Minutes

It was agreed that the Minutes to include the HealthEBA@act.gov.au mailbox to allow enable comments on the Minutes for other Directorates.

Next Meeting

26 March 2020, B23, 1.02, 10:00am

Actions arising – 27 February 2020		Who	Timeframe
1	Circulate Minutes to other Directorates employing HPs	TM	Once they have been adopted by the JWP.
2	Amend ToR to recognise the change of Chair	TM	< next meeting
3	Amend Communications plan to include the Minister for mental Health	TM	< next meeting
4	Amend the PMP Roles and responsibilities section to include the positions held by the people named.	TM	< next meeting
5	Discuss HP review with Calvary	TM/JM	< next meeting
6	Profession Leads to provide advice on reference groups	JM	< next meeting
7	Unions to provide advice on reference group representation	PA HSU CPSU	< next meeting
8	Write to unions to confirm delayed project timeframe	TM	asap
9	Feedback from members on Report No.1	All	< 2 weeks after meeting
10	Minutes to include the HealthEBA@act.gov.au mailbox	TM	< next meeting

Please send any comments, errors, omissions on these minutes to: HealthEBA@act.gov.au

Further information: [Internal](#), [External](#)