

# Change Proposal

This template may be used to consult with employees, unions and key stakeholders when a proposed change may impact on work arrangements and practices. The dot points are for guidance and can be deleted prior to submission. Advice and further information on Change Management can be made by contacting the relevant [HR Team](#).



## Manager Details

<b>Director/Manager</b>	Hayley Morse
<b>Business Unit and Group</b>	Hospital Management and Administration
<b>Location(s)</b>	Mersey Community Hospital
<b>Date</b>	31/5/2024

## Details

### Background:

Outline the challenge, background, and context for the Business Unit.

- Why is the change occurring?
- Timelines and milestones to be met.
- Explain actions that have been taken by the Business Unit to address the challenge e.g. reducing staff costs by *natural* attrition, part-time work options, conduct of review of programs etc.

The After Hours Nurse Manager (AHNM) and Nurse Manager Nurse Staffing Unit and Bed Flow (now titled Nurse Manager Integrated Operations Centre (NMIOC)) roster/shift times have allowed for a 30 minute handover between the morning and evening shifts.

The NMIOC position is identified as regularly having the unpaid meal/lunch break interrupted with staffing and patient flow calls as well as emergency codes.

It is proposed that the NMIOC position has a paid meal/lunchbreak similar to AHNM weekend day shifts 0700-1500. This will result in the loss of handover time.

The change is proposed to introduce paid meal breaks to the NMIOC position AND to change the AHNM afternoon shift times to allow for handover.

There is vacant FTE to cover the additional 5 hours per fortnight (weekdays) required to accommodate the change.

### Proposal for Change:

How the area proposes to meet the challenge:

- What is the change proposed for the area?
- Why is this change necessary?

The key change is to introduce a paid meal break for positions 514567 and 524210 (NM IOC permanent and casual positions) with shift time of 0700-1500.

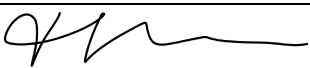
While a paid meal break provides recognition of the workload of the position, support will still be provided by the Nursing Director Integrated Operations (NDIO) and Nursing Director - Operations (NDO) to ensure that adequate breaks occur.


	<p>The consequence of this change is that the AHNM evening shift Monday to Friday time will be varied from 1500-2230 to 1430-2230. This change will result in an increase of 30 minutes, the same as weekend afternoon shifts.</p> <p>This change is necessary to allow for a handover between morning and afternoon shifts.</p>														
<p><b>Impact of Proposal on Employees:</b></p> <ul style="list-style-type: none"> <li>• What will be the impact on employees?</li> <li>• How is this being managed?</li> <li>• Include specifics on identified roles, teams, or individuals who are likely to be affected by the proposed change(s) and measures imposed to minimise impact and timelines</li> </ul>	<p>This change will impact the NMIOC positively in recognising the meal break is often interrupted and that staff and patient flow is a continuous process throughout the shift.</p> <p>An earlier start time of 1430 instead of 1500 during the week will impact on AHNM rostered as the shift length will increase by ½ hour and have an earlier start time of 1430.</p> <p>0.017 FTE will need to be added per 1.0 FTE to accommodate the additional 0.5 hours per day (Monday to Friday) pm shift.</p> <p>For existing employees, the calculated changes to FTE are listed below:</p> <table border="1" data-bbox="699 1084 1238 1447"> <thead> <tr> <th>Current FTE</th><th>Proposed FTE</th></tr> </thead> <tbody> <tr> <td>0.84</td><td>0.86</td></tr> <tr> <td>0.42</td><td>0.43</td></tr> <tr> <td>0.63</td><td>0.64</td></tr> <tr> <td>0.84</td><td>0.86</td></tr> <tr> <td>0.50</td><td>0.51</td></tr> <tr> <td>0.55</td><td>Exiting position</td></tr> </tbody> </table>	Current FTE	Proposed FTE	0.84	0.86	0.42	0.43	0.63	0.64	0.84	0.86	0.50	0.51	0.55	Exiting position
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<p><b>What is the financial impact of this Proposal?</b></p> <ul style="list-style-type: none"> <li>• Is there a cost to the proposal?</li> <li>• What are the savings associated with this?</li> <li>• Is this consistent with the financial management strategy?</li> </ul>	<p>The cost of the proposal will be neutral using vacant FTE.</p> <p>Staff working afternoon shifts Monday to Friday (excluding public holidays) will be paid as per the award for an 8 hour shift instead of a 7.5 hour shift.</p> <p>The benefits of this change is expected to be improved appeal of the position and recognition of the interruptions the position experiences.</p>														

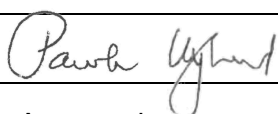
<p><b>Impact of Proposal on Services:</b></p> <ul style="list-style-type: none"> <li>• What will be the impact on services?</li> <li>• How is this being managed?</li> <li>• Include measures imposed to minimise impact and timelines</li> <li>• Outline possible or probable service delivery consequences and the effect on other areas of the service (by way of cost shifting)</li> <li>• How will the workload be managed?</li> </ul>	<p>There will be no impact on services.</p> <p>The change proposal includes both introduction of a paid meal break AND change of afternoon shift time to allow for handover.</p> <p>Both changes need to be endorsed for implementation as one change cannot occur without the other.</p>
<p><b>Proposals for Change – Communication:</b></p> <ul style="list-style-type: none"> <li>• How will the proposals be communicated to employees?</li> <li>• Identify links to information sources</li> <li>• Identify the relevant people leading the change and their contact details</li> </ul> <p>Where suggestions/alternatives are put forward during the consultation process a response is to be provided. Where proposals are altered further consultation must occur.</p>	<p>Distribution of change proposal via email to relevant staff and unions.</p> <p>Face to face discussion and feedback opportunities to be arranged.</p> <p>Access to Nursing Director Integrated Operations and People and Culture Business Partner is available for individual feedback/questions.</p> <p><b>Hayley Morse</b>  Nursing Director Integrated Operations  Mersey Community Hospital  03 6478 5465  hayley.morse@ths.tas.gov.au</p> <p><b>Anthony Edwards</b>  Business Partner - Hospitals &amp; Primary Care North West  People and Culture  0476 910 927  anthony.edwards@health.tas.gov.au</p>
<p><b>Proposals for Change – Employee Support Services:</b></p> <ul style="list-style-type: none"> <li>• What support will be provided to directly affected employees and to employees generally?</li> </ul>	<p>Support will be provided by the NDIO and People and Culture for this change process.</p> <p>Staff information/question sessions will be offered.</p> <p>Staff are reminded of the Employee Assistance Program.</p> <p>To book an appointment please contact one of the following EAP providers:</p> <ul style="list-style-type: none"> <li>• Catholic Care Tasmania  Phone: 1800 674 434 or email: eap-intake@aohtas.org.au</li> <li>• Converge International  Phone: 1300 687 327 or email: eap@convergeintl.com.au</li> <li>• Newport &amp; Wildman  Phone 1800 650 204</li> </ul>

- Positive Solutions  
Phone: 1 800 064 039 or email:  
admin@positivesolutions.com.au

## Endorsement of Proposal

Manager/Stream Head			
Name	Hayley Morse - Nursing Director Integrated Operations Centre	Date	31/05/2024
Signature			
Comments	Endorsed		

HR Manager			
Name	Anthony Edwards – Business Partner, People & Culture	Date	31/05/2024
Signature			
Comments			

Group Head/Delegate			
Name	Paula Hyland – Chief Executive Hospitals North West	Date	27/03/2025
Signature			
Comments	Approved.		
What Next?	The <i>Change Register Summary Template</i> is to be completed for major change and forwarded to <a href="mailto:hr@dhhs.tas.gov.au">hr@dhhs.tas.gov.au</a> at the end of the process.		