

In reply please quote:

Renee Nixon
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By Email: Renee.Nixon@health.nsw.gov.au

Dear Renee,

Senior Career Medical Officers: Guidelines for Personal Regrading & Establishment of New Positions. Guideline GL2008_005

Thank you for your email of 7th September 2018 inviting ASMOF to comment on the Senior Career Medical Officer Guidelines for Regrading and the Establishment of New Positions.

ASMOF Officers have generally found the existing Guideline suitable, however there have been persistent problems with the timeliness of Local Health Districts processing and forwarding applications from CMOs to the Ministry.

Clause 4(i) of the *Public Hospital Career Medical Officers (State) Award* reads in part: ... *"The committee shall meet to consider an application for progression to this grade by a Career Medical Officer within 28 days of an application being submitted to the employer"*. The existing Guideline appears silent on this element of timeliness.

ASMOF recommends the following wording changes:

1. Introduction Purpose and Scope.

Revise the final sentence in the first paragraph to read:

"These guidelines are intended to ensure that Local Health Districts comply with clause 4(i) of the Public Hospital Career Medical Officers (State) Award which requires the Senior Career Medical Officer Grading Committee to consider all applications within 28 days of an application being submitted to the employer and to prevent delays caused by Committee requests to resubmit applications or provide additional information."

Rationale: It is considered that this will remind LHDs of the obligation to process applications promptly. ASMOF is aware of several cases where applications have languished for years before being processed and forwarded to the Committee.

2. Applications for Regrading- Step by Step Process

4.1 New Applications.

Reword to read:

"All applications received by public health organisations are to be processed and submitted to the Committee within 14 days, regardless of whether or not they are supported by the employer."

Rationale: As described above, prompt processing of all applications needs to be emphasised to ensure compliance with the Award.

4.5 Submitting Applications to the Committee.

Reword the second paragraph to read:

"All applications are then to be forwarded within 14 days to the Director, Employee Relations, NSW Ministry of Health and marked for the urgent attention of the Senior Career Medical Officer Committee".

Rationale: To emphasise the necessity to progress all applications promptly.


Application Checklist:

ASMOF suggests a new heading: Application Received.....

Another concern which has been expressed to ASMOF is that hospitals on occasion may not support upgrading a position artificially on budgetary grounds and misrepresent the availability of consultant supervision to justify the failure to support an application. As these concerns would rely on specific factual circumstances, it would appear difficult to incorporate them into the Guideline.

Please contact Senior Industrial Advisor Bob Morgan if you wish to discuss any aspect of this matter.

Yours faithfully,


Dr Tom Karplus
Secretary

5th October 2018