

Tracker No	Job title	Approved classification	Section	Why has this vacancy occurred or been created?	VC Comments	Follow-up Response	Action required
963	1108275 Clinical Nurse Educator - Palliative Care	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Primary Health North-West	a) This is an existing position, however has not had secure perm funding until now. A PTVE for perm ongoing employment is current. b) Significant business operational impacts and clinical skill shortages if not filled - this is a senior team member who oversees specialist education and support across the entire northwest region. Unable to operate this busy workload without recruiting. Support and guidance for more junior staff, as well as support to the NUM are impacted without this position. c) NA there are no alternatives to filling this position. No option to cover hours internally due to the specialist nature of the role, team leadership, triage and senior training skills. d) There is no increase in paid FTE above ABE as this FTE is part of our existing establishment. Funding has been allocated in state budget for annual funding allocation.	QUERY - there is no benchmarking in Primary Health. Please identify what the funding source is.	This job card was not needed - declined by Recruitment Officer	appoint permanent ***** (Recruitment Approval Process)*****
960	1109458 Visiting Medical Officer - Urology	Tasmanian Visiting Medical Practitioners Agreement, Visiting Medical Specialist - Level 3 (RUR)	Hospitals Sth - Surgical & Periop Servs	Should try SMP first Compliant as per the following and approval sought by [Personal Information (s 36)] a) Approval is sought to advertise for a Urology VMO. [Personal Information (s 36)] b) There will be an increase in the elective surgery waiting list, patient will have to wait longer for procedures, also impacting patient waiting for a clinic appointment if not approved. c) While a job card has recently been raised for a Staff Specialist position, other experienced applicants may prefer a staff specialist appointment. d) There will be no non-impact to the ABE.	NOT APPROVED AS VMO. Please try for SMP (Staff Specialist) first. If not successful, offer VMO. Staff specialist can still do limited hours and do private hours elsewhere. 11 June - Advertise as SMP - the urologist can apply to be part-time SMP. 19 June - appoint to VMO casual basis on no more than 18 hours per week. Expectation is still to aggressively recruit SMPs.	Can this please be reconsidered, mistaken for an advertising request. Urologists are classed as hard to fill, we have engaged with a urologist who is willing to work on a casual basis, more cost effective. Post 11 June Update Comment - Trish has discussed with Shane.	
1124464	Senior Legal Advisor	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	OTS - DoH - Legal Services	Senior Legal Adviser - Right to Information [redacted] has been abolished effective 13 April 2024 and replaced with this position to enable a broader range of tasks to be undertaken by the position.	On hold		
554	1125222 Single Employer Model - Program Coordinator	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	Hospitals Sth - OOT Exec Dir of MedS	Use current resources. The NW EDMS positions are intended to work statewide to operationalise the SEM program within the HPC environment. Fixed term position to January 2027 when the current pilot ceases.	NOT APPROVED. The South has limited numbers participating in the SEM, and this does not require a B5 support. Use current resources. 11 June - Can Allison Turnock please email Dale about this (please include previous email chain for context). 24 JUNE - DECLINED	1125222 - Single Employer Model - Program Coordinator [redacted] was not approved at the first meeting - (it is not listed on the sheets in the vacancy contact team so sending it through direct. The note stated "NOT APPROVED. The South has limited numbers participating in the SEM, and this does not require a B5 support. Use current resources." The manager has been advised and provided more information. The SEM has grown far quicker than anticipated and this position is desperately needed. It is not coming out of State funds but from CTH funding for this purpose. It will include recruitment, liaison with payroll, financial reconciliations etc. We are currently 2 quarters behind in the financial reconciliation process for example because we have not been able to get agreement on the position with the frequent changes in executive. DECLINED IN PAGEUP 28/6/24	
505	1125423 Senior Project Manager - ICTS Rotating Project Group	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	NICT - Digital Health	Given numbers in HRIS - should this be delayed and funding diverted. Request to advertise fixed term for Senior Project Manager from ASAP to 31/12/2026. Additional positions will be created on the establishment to fill multiple roles to support various projects across NICT - Digital Health. Note: Current acting occupant in the role is returning to his substantive position within NICT.	Please consider whether there anyone sitting in the HRIS Project that can be moved across while HRIS work is paused. 11 JUNE - APPROVED	a review of internal resources in HRIS and NICT has confirmed that there are no available internal resources that would be suitable for this position. I have attached some supporting information that can be added into the job card and hopefully satisfy the panel that this request should be progressed ASAP - EC	appoint fixed term ***** (Recruitment Approval Process)*****
1125758	Healthy Tasmania Project Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	CMHW - Public Health Services	[Personal Information (s 36)] There is currently a job card in the Page Up system for this appointment (tracker number 1125558) initiated by Helen Mulcahy, Director Workforce Planning Unit, Clinical Quality, Regulation and Accreditation Group.	Use existing resources.	Position converted to permanent on the establishment May 2023 on PTVE 1101682 Can this please be reassessed	
755	1124072 Enrolled Nurse - Transition to Practice	Classification Set Up code	Hospitals Sth - OOT Exec Dir of N&M	In line with policy these are permanent roles. Compliant - request to advertise fixed term position [redacted] SH a) TIP recruitment campaign for Enrolled nurses b) Process for entry point to enrolled nursing for graduate EN's - annual process c) Nil supported pathway for novice EN for Hospitals South d) Positions are sourced from service area establishment and budget [Personal Information (s 36)]	QUERY - it is understood these are permanent roles. 19 JUNE - Please permanently appoint EN TIP positions. 24 JUNE - Convert vacant RN positions to EnS and appoint permanently.	Only the RN TIP positions are permanent - no direction has been provided in relation to EN TIP positions. There is not enough EN permanent vacant FTE across the hospital to appoint permanently, these are only fixed term funded positions for the graduate year.	appoint fixed term ***** (Recruitment Approval Process)*****
723	1124323 HR Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	R&C - People Services	Please advertise this permanent vacancy.	QUERY - check on the Redeployment List first. Then, if can't find anyone, Happy to advertise for fixed term for 2 years.	1.0 FTE occupied but the incumbent is leaving requiring replacement. This role is a sub specialised role for Endoscopy and will result in operational risk if not refilled.	appoint permanent ***** (Recruitment Approval Process)*****
664	1124683 Senior Client Services Officer - SHW	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	R&C - Culture, Talent & Bness Partnering	redp list [Personal Information (s 36)]	QUERY - Check on the Redeployment List first. 11 JUNE - APPROVED	1.0 FTE occupied and not changing	appoint permanent ***** (Recruitment Approval Process)*****
604	1125021 Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Additional Hours will not be supported [Personal Information (s 36)]	NOT SUPPORTED. Not an Admin move. We need a better explanation if [redacted]		appoint permanent ***** (Recruitment Approval Process)*****
648	1125069 Associated Nurse Unit Manager - (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SAA&CS	Need to monitor occupancy report for NN beds to ensure not overstaffed. Compliant - request to advertise. JF A) Position created to support delivery of the service seeking approval to advertise to fill 1.0 FTE. B) yes, this aligns to work force needs work requires a grade 5 senior nurse to support efficient delivery of care. C) position FTE will remain within approved FTE. D) N/A within approved FTE/Budget	QUERY - Please supply New Norfolk bed number occupancy numbers/rates to justify position. 3 JUNE - APPROVED	Response from hiring manager: This position is a community health position not inpatient that have beds - NDIS endorsed position - required for community roles	appoint permanent ***** (Recruitment Approval Process)*****
547	1125381 Clinical Nurse Consultant - Communicable Diseases	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - Public Health Services	PHS budget task - 12 months, but not longer. Currently filled at 0.8 other 0.8 is vacant.	APPROVED ONLY FOR 12 MONTHS.	Area advised - ok to advertise for 12 months - EC	appoint permanent ***** (Recruitment Approval Process)*****
440	1125521 Director - Hospital Support Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8	Hospitals Sth - Hospital Support Servs	Consider Band 8 resources in CE office. Substantive occupant of role departed on 28 April 2024. Subsequent EoI process did not result in an appointable applicant. Advertising of permanent role now required.	SUPPORTED AT B8 level only. Consider using existing resources within CE Hospital South office. 11 JUNE 2024 - APPROVED	Current breakdown: Low risk that the substantive is going to return - longevity and retention would be better recruiting permanent.	appoint permanent ***** (Recruitment Approval Process)*****
337	1125725 Enrolled Nurse	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Hospitals Sth - Medical & Concer Servs	[Personal Information (s 36)]	QUERY - Request seems to indicate leave will be permanent. Can we do this position Fixed Term? More advice needed. 24 JUNE - APPROVED		appoint permanent ***** (Recruitment Approval Process)*****
345	1125740 Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SAA&CS	If we are splitting role how is this 1 FTE - also this unit changing is role needed in new config? Compliant - request to advertise. JF Requesting to advertise permanent vacant fte. This position is completely vacant (1fte) recent single position split of position number [redacted]	QUERY - How are we splitting the 1 FTE? Was this a multi-FTE position previously?	Sitting with budget	appoint permanent ***** (Recruitment Approval Process)*****
246	1125741 HR Advisor	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	R&C - People Services	[Personal Information (s 36)]	QUERY - Trish, can you pls touch base with Michelle around this one.		appoint permanent ***** (Recruitment Approval Process)*****

352	1125749	Registered Midwife	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - WACS	Requesting approval to recruit to multiple permanent vacancies working at multiple FTEs/hrs per fortnight a) RM has permanent vacancies in establishment b) Position is required for effective midwifery support across Maternity Services c) Not applicable d) This request will not cause an increase in FTE above the ABE	QUERY - Budget information suggests the unit is funded for 56 staff but are paying 69. As such it is unclear where the vacancies are. Please list where the vacancies are, PN by PN. This query was sent to hiring manager on 27 May 2024 - follow up sent on 28.6.24		appoint permanent ***** (Recruitment Approval Process)*****
272	1125749	Registered Nurse - Neonatal and Paediatric Retrieval Service (NPETS)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - WACS	Request to advertise multiple permanent and fixed-term positions due to resignations, leave etc. Business Case: a) Vacancy of 0.77 FTE in establishment (Derm #hp/0.77 FTE) resulting from resignations. Request to advertise permanent vacancies for NPETS RN position. b) Positions required for effective nursing support in NPETS c) Not applicable d) This request will not cause an increase in FTE above the ABE.	QUERY - Vacancy is .77 FTE but they are proposing to advertise for multiple and permanent positions. 24 JUNE APPROVED	Most staff only do minimal hours in this role, so multiple people will be appointed across the 0.77 FTE.	appoint permanent ***** (Recruitment Approval Process)*****
232	1125921	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - Surgical & Periop Servs	What is the project role - person may need to return Compliant - advertise permanent vacancy Associate Nurse Unit Manager (ANUM) - CW. Personal Information (s 36) - backfill occupant has been seconded to a project role for an indetermined length. The last top on the shoulder occupants appointment ended at the end of April 2024. 1122371 - Tracker fixed term ANUM recruitment failed to get suitable applicants (selection report in currently being signed off).	QUERY - What is the project? Why does it have a indefinite length? We struggle to fill Surgical and Periop roles, so why is this project taking precedence?		appoint permanent ***** (Recruitment Approval Process)*****
236	1125932	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Mersey Community Hospital	Request to advertise permanent 1.0 FTE ANUM position due to ongoing vacancy. As part of the theatre restructure, additional ANUM positions were created with view to increase theatre capacity to 3 theatres and then 4 in the future. This is to fill the general theatre portfolio and temporarily take on the Endoscopy portfolio whilst recruitment is undertaken for a Nurse Manager position. If this position is not filled, it would create ongoing restraints with service delivery and care for patients in theatre as well as management of waitlists.	QUERY - Why are we increasing the ANUM now when the 3rd and 4th theatre is scheduled for later?	3.0 FTE empty Answer: total available FTE within new model = 5.0 FTE Current breakdown: 3.0 FTE empty 1.0 FTE occupied and not changing 1.0 FTE occupied but the incumbent is leaving requiring replacement. This role is a sub specialised role for Endoscopy and will result in operational risk if not refilled.	appoint permanent ***** (Recruitment Approval Process)*****
97	1126149	HR Advisor - Job Design	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	P&C - People Services	why not move earlier - HRIS saving? Personal Information (s 36) Request to backfill the role until then.	QUERY - Why would we leave someone in an unfunded role, when they've won a funded role?		appoint fixed-term ***** (Recruitment Approval Process)*****
							total available FTE within new model = 5.0 FTE	

Position No.	Classification / Band	Vacancy Title	Job Date Created	Details of Variation	Vacancy Committee Comments	Follow-up Response	Tracker No	Group	Approver full name	Funding Details
Personal Information (S30)	Health and Human Services (Tasmanian State Service) Award - General Stream, Band 8	Service Technician		Incumbent employees resigned, position required to be filled.	QUERY - Please provide some more details on those staff that have resigned. Are these dental service technicians? 19 JUNE - APPROVED	21 June 2024. Hold now removed. There arent multiple people that have resigned - only one has. The person who resigned was a Service Technician. The Business unit have asked to only fill the vacancy. No one is in the position currently. Can the hold be removed?	1122244	Infra - Facilities & Engineering Sth		
	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Director - Population Screening and Cancer Prevention	2023-12-05	Seeking reclassification of existing position as per attached Minute. Proposed SOD attached.	QUERY - Please confirm what is the funding source? Is it the election promise? Is there a funding gap between B8 and B9? Note, we will need to seek SSMO advice about re-classifying to B9. 19 June - APPROVED - but vacant positions (either in part or in full to balance out the reclassification) must be abolished before advertised.	As per minute dated 2 December 2023 - the proposed changes could be funded by reallocating funds from vacant funded positions. Personal Information (S30) . The proposed changes will not result in any increase to the PSCP budget - it will be cost neutral	1115183	Community, Mental Health & Wellbeing	Erin Khan	Internally funded as per Minute. A separate PIVE to abolish positions to fund the reclassification on tracker 1115213. Position included in the budget submission 24/25 for permanent funding. If the budget submission isn't successful, the reclassification funding gap will be funded from vacant positions from PSCP and THS budget as per attached Salary cost sheet and email.
	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Program Support Officer - HITH		Advert - perm, full time from 29/05/2024. 1) New position to provide administrative support to Hospital in the Home 2) Risk to service and HITH patients if not filled	QUERY - can it please be explained why a full-time admin person is required? 1 JULY - APPROVED	21 June 2024. Response from Annette Barratt. "HITH is a seven day a week service and the Project Officer role is integral to data inputting, resource organisation and allocation, admitting and discharging patients, IPM, Finance One and PFM management, maintenance of handover/journey boards, stores supply and ordering, manning Genesys and being the backup for calls to the service, and administrative support of all HITH-N staff. The original request was for seven day a week support and five day a week support is a minimum requirement. Already there have been issues when there is no Project Support on specific days. We are also mindful of avoiding clinical staff undertaking significant administrative roles as it is not Manager contacted by RLO on 4 June. In Notes section of PIVE Manager is asked to consider a redeployee. Simone	1124717	Primary Health North		
	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Business Support Officer		The current incumbent in this position Personal Information (S30)	QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au		1126386	Infra - Business Support		
	Allied Health Professional Public Sector Unions - Wages Agreement - Allied Health Professional, Level 3	Team Leader - Children and Young Persons Program		The South CHWP Team Leader has resigned from the Service.	QUERY - Trish Spence and CPO to discuss. 1 JULY - APPROVED. Permanently is an option too.		1123148	FVC&SS Sth		
	Band 3	Team Leader Hotel Services	2024-02-28	Statement of Duties to be revised and reviewed by Job Design with a view to reclassify as a Band 4 position. The position was substantively classified as a Band 3 role historically; however the position has grown in requirements and duties extensively. Team size has increased by 20 FTE (NWRH) and 10 FTE (MCH) and the addition of 2 x Band 3 positions at each site. This role is required to manage 2 x Band 3 roles, one having the same substantive SoD as the main Team Leader which confuses delegations and role requirements. The positions are not identical in role or responsibilities, hence the amendment to the position and classification. The proposed Statement of Duties encompasses current duties and requirements and has been drafted with reference to current SoD (Domestics Team Leader NW - Band 3) and Statement of Duties for Coordinator Environmental Services - (Band 5 position from THS North). If variation is approved, will require same for position number Personal Information (S30) Additional notes A Dowling - as this position Personal Information (S30) is substantively occupied a new B5 position will be required to be established for recruitment if this is supported. If the current occupant is not the preferred applicant at recruitment this occupant will be surplus to the service needs and will need to be addressed with the same for position Personal Information (S30) on the MCH establishment under W10069426000.	QUERY - Business Information (S38) Can more information on the entire structure and explanation reporting lines be provided?	Email sent to business unit.	1120713		Simone Treloar	RB Approved - cost information accurate, but will Job Designs decision as to whether PIVE approved. Financial and FTE information endorsed by Anna Dowling the full PIVE is for the delegate to approve. The additional cost between a 1.00 FTE Band 3 and Band 4 position is \$16500 for 2024/25. For NWRH W20069 Personal Information (S30) YTD this cost centre is \$78,085 over budget. YTD average paid FTE is 46.02 against an establishment of 48.15. For MCH W10069 Personal Information (S30) YTD this cost centre is \$819,131 over budget due to an outstanding BC for permanency and funding for additional staffing after COVID. YTD average paid FTE is 29.56 against an establishment of 18.37. See attached supporting spreadsheet
	Band 1	Technical Officer	2024-01-16	To increase existing band 1 technical officers to band 3 to reflect current spread of duties and support state-wide consistency with RHH.	ON HOLD. Can CE Hospitals North please discuss with CPO. Note, possible that SSMO approval may be needed for re-classification. 19 JUNE - CPO to further review. 1 JULY - why no ability to reclass to Band 2?	Please refer to Simone Treloar for more information. There is history regarding looking at the Band 1 roles, no ability to reclass as Band 2 in the Award and the Band 1 Technical Officer were "Trainee" positions in preparation to be able to fulfil the Band 3 roles. After discussion the Trainees doing very similar roles to the Band 3's.	1117737	Hospitals & Primary Care - Hospitals Nth	Simone Treloar	Upgrading 5.38 FTE from band 1 to band 3 will cost approx. \$106,020 including on costs and shift penalties for operating early and late shifts.
	G7a	Nurse Unit Manager - Palliative Care North	2024-03-21	Review of NUM matrix to determine if the position should be a 7a or 7b. The SPCS-N service has been a five day a week service for a significant number of years. Due to reasons for funding from the Department of Health, the position is currently funded as a 7a. As requested by the Office of the CEHN, to upgrade the LGH Pathology Manager position from AHP Level 5 Grade 4 (AHP5-4) to AHP Level 5 Grade 5 (AHP5-5) to reflect the duties and responsibilities undertaken.	QUERY - what is the funding strategy to support 7-day per week support? SEE EMAIL OF 23 JUNE.	#UNKNOWN!	1122120	Hospitals & Primary Care - Hospitals Nth	Simone Treloar	Top of G7a is \$125,301 compared to \$132,325 at G7b so an annual cost impost of approximately \$9k including on-costs and post graduate allowance. This will be an additional cost to that currently incurred without an increase in budget/funding, however the cost is unavoidable as it is linked to an industrial award. Personal Information (S30) increasing the grading of the position from HPS-4 to HPS-5 will cost approx. \$5,172 per annum. This will be funded from within the existing Pathology budget.
	HPS-4	Laboratory Manager	2024-03-28		QUERY - What is the funding source? 19 JUNE - NOT APPROVED. Pathology budget is overspent.	21 June 2024. Message on PIVE to advise Sec has not supported PIVE due to budget overspend. increasing the grading of the position from HPS-4 to HPS-5 will cost approx. \$5,172 per annum. This will be funded from within the existing Pathology budget.	1122593	Hospitals & Primary Care - Hospitals Nth	Simone Treloar	
	HPS-4	Discipline Lead - Physiotherapy Services	2024-04-16	Update SOD to match similar positions. Change to reporting line due to establishment of Executive Director and Deputy Director Allied Health positions replacing previous Director of Allied Health.	QUERY - Pls provide more info about structure. Can be considered for approval once information supplied. 19 JUNE - Trish can we discuss. 1 JULY - not supported until Brendan does the review of RHH Allied Health structure.	This PIVE only requires minor changes to the SoD. It is not asking for a reclass or any major changes. If there are queries about the structure it doesn't relate to this PIVE but maybe it is for a discussion in another Forum. Can the hold please be removed? SEE EMAIL FOR ORG CHART. 20 June - in order to do this, either Recruitment could go out to Directors and seek this info. Alternatively, maybe this is best situated with Kendra to facilitate?	1123623	Hospitals & Primary Care - Hospitals Sth	Simone Treloar	n/a. SoD Review (minor changes)
	Band 2	Administrative Assistant	2024-02-26	Update to reflect duties undertaken in the role. Change cost centre to 444500-413-0000	QUERY - Can Cat Schofield please discuss with CPO. There is support to re-classify it, however new occupant must be sourced from redeployment list. 19 JUNE - APPROVED. Trish, can we discuss.	PIVE was actioned in the interim so has been finalised. It appears to be at advertising stage now via Tracker 1127022. Simone. 20 June - No Band 2s on the Redeployment List at this time (20 June). Progressed to advertising.	1120538		Job Design	Total increase in recurrent expenditure is \$10,032. This increase will need to be funded from within existing SMHS budget reform funding.
	Band 6	Population Health and Special Projects Coordinator	2024-04-05	SOD review only. Forensic Health Services would like to increase the classification of the Population Health and Special Projects Coordinator position to General Stream Band 7 to encompass the expanded duties of the role.	QUERY - more information needed. Is there going to be an increased cost here? Are they waiting on Job Design to advise whether it's a B6 classification? Is it actually in Correctional Primary Health? Wait for outcome of SOD review. 19 JUNE - APPROVED	Position sits under Forensic Health but physically located Correctional Primary Health - initial review position sits as a B6 - hardly any change to SoD. Waiting on business unit to confirm they are happy to leave as B6. Business unit has confirmed fine to leave at current classification.	1122032	Community, Mental Health & Wellbeing	Erin Khan	SOD review only

HP03	Team Leader - Clinical Pharmacy	2024-02-23	Seeking to review and reclassify a number of positions, as per the attached minute, from AHP3 to AHP4 New Statements of Duties attached	QUERY - explanation needed as to why we're reclassifying all these jobs. Is it because to be a Team Leader in the new agreement they need to be a HPO4? 19 June - CPO to further review.	New agreement classification descriptors outline HP3 (provide advice to leaders) HP4 (directly lead). SoDs have been updated to clearly outline Team Leaders provide leadership.	1120442	Community, Mental Health & Wellbeing	Erin Khan	AS per the attached
Band 6	Emergency Management Consultant	2023-11-27	This position was part of Emergency Manager Review and should have been abolished in 2021.	Supported	PTVE no longer required. PTVE has been declined. Can we please remove from spreadsheet. Simone	1114520	Hospitals & Primary Care - Hospitals 5th	Job Design	Position is unfunded
SMP1-11N	Deputy Chief Medical Officer	2024-05-02	SOD REVIEW (no financial implications) and REPORTS TO - Personal Information (8 39) Update to Statement of Duties to reflect the required functions of the position moving forward in light of the changes to the position it reports to (CMO/CP) and the future direction and functional alignments within CGRA. UPDATE REPORTS TO to position	ON HOLD - Can Dinesh please discuss with Dale	Business Unit advised PTVE not required. PTVE Declined. Can this please be removed from Spreadsheet	1124573	Clin Quality, Rgtn & Accred	Simone Treloar	There is no change to current arrangements i.e. no funding implications.
HS05	Allied Health Assistant	2024-04-12	Additional Note - A Dowling propose to create a 2 fixed term positions at 1.00 FTE each the same as this position number noted above, no change will be required for position number. Fixed term period is April 10 2024 to June 30 2024. Create under cc W20620-412-1265. See attached support documents, SOD. Approval has been received through the Outpatient Transformation Program Steering Committee for additional Allied Health Assistants for podiatry and/or physiotherapy clinics to help decrease the outpatient wait lists in the region until the end of the financial year. There is a recent recruitment undertaken under this position number and there is a merit list that is available.	ON HOLD. Pls re-submit after 1 July. 10 JUNE - Trish, can we discuss	This PTVE has already been processed/ finalised. Simone. 20 June - This was actioned on 28 May - timing issue with the commencement of Vacancy Control. Should not have been on the report to begin with.	1123413	Hospitals & Primary Care - Hospitals NW	Job Design	RB- Approved as funding provided by Outpatients Transformation Program. Funding will be provided by the budget underspend on the Outpatient Transformation Program (see email from Ian Coull in Documents, and the Meeting Paper that went to the Outpatient Transformation Program Steering Committee).
WS02	Medical Director - Statewide Workplace-Based Assessment Program	2023-12-19	Conversion of position from VMS to a permanent SMP.	QUERY - Please send through the costings and the comments from Finance.	Funding details provided.	1116112	Hospitals & Primary Care - Hospitals Nth	Job Design	The position as a 0.47 FTE VMS currently costs \$192,608 per annum. Conversion to a SMP would cost \$196,407 at the top of the classification, or an additional cost of \$3,799. The WBA program is self-funding and generates sufficient revenue to cover this cost increment. In the event that the WBA program did not meet the costs of the position, the LGH Clinical Management Unit would be required to underwrite the shortfall. Please refer to the comments provided by Finance on the notes tab. Proposal will result in savings of approximately \$214,063 per annum. Business Case TIP funded positions from the same cost centre - transferring RN TIP into EN TIP positions for 12mth fixed term period - no funding implications.
G2	Enrolled Nurse - Transition to Practice	2023-12-11	Position Number: a generic Registered Nurse TIP Position number holds 18.1 FTE funded from cost centre 445004130000. We require 4.68 FTE of this to be transferred to position Enrolled Nurse Transition to Practice for a fixed period of 12 months. We currently have position number Enrolled Nurse Transition to Practice also funded from the same cost centre where we would like to transfer the	SUPPORTED - The T2P role should be permanent. Pls change to permanent. At the end of the period in T2P if they need to be redeployed to other areas in the hospital then they can.	18 June 2024. PTVE has been declined as no response from Business Unit for a period of 5 weeks. Can this please be removed from spreadsheet. Simone	1115493	Community, Mental Health & Wellbeing	J	
Band 2	Pharmacy Technician - Trainee	2024-04-25	PTVE tracker 1124131 has been submitted to change position to permanent band 3 Pharmacy Technician. 'a' position is requested to facilitate existing fixed term employee at band 2	ON HOLD until the position is abolished.	Employee in position until 1 October 2024. Simone	1124132	Community, Mental Health & Wellbeing	Paola Hurtado	No financial impact - base position will remain unfilled until 'a' position is no longer occupied and abolished
Band 6	Senior Business Analyst	2024-03-26	This extension is required fixed term to finalise project implementation.	QUERY - what's the project? More info needed. 19 June - Trish, can we discuss.	This PTVE has already been processed/ finalised. Simone. 20 June - This was put on the Report in error. This had been approved before VC had been established - technical glitch within PageUp. Actioned in April. Job Card not closed off correctly at the time. Role will implement single digit stock management project.	1122388		Job Design	Funding for this position to be extended for 12 months, as supported by the DFR.
G8-2	Nursing Director - Outpatient Services	2024-05-13	Reclassified from Grade 8 to Grade 9 and vary position to permanent. Refer to attached email.	QUERY - how will this be funded/ where's funding coming from? Funding is only for 3 years. Query why were making permanent only if funding for 12 months. Can Brendan and Dale please discuss? 19 JUNE - Simone can you pls send me the email referred to. Then, APPROVED.	21 June 2024. Email sent to Dave as requested and HOLD now removed from Tracker. 19 June 2024. Please remove Hold as this is the email wording from Dale on 17 June (Yesterday) - Brendan, Happy to progress - risk is low given if not funded we can place - but we need this focus ongoing. Will attach email to PTVE. Simone	1125356		Simone Treloar	Funding to 30 June 2025. Further funding is considered low risk as per attached.
HPS-1 (Allied Health professional)	Manager - Office of the Director of Allied Health	2024-01-23	Reclassification to AHP5 year 2 on the basis of increased number of reports (approx 17 with likely increases) and complexity of work due to the addition of the State-wide Interpreter Bookings Service as well as AMA workforce.	NOT SUPPORTED - please refer back to CE Hospitals South. Query whether it is more of an Admin function, doesn't need Allied Health classification.	PTVE Declined	1118171		Simone Treloar	If the reclassification is approved, funding will be provided through a reduction in hours to position HP04, as the substantive occupant has requested a reduction in hours. Reduction of 0.04 FTE for position @ HP4 = \$6,631 annual budget cost which matches the difference (\$6,652) between a reclassification from HPS-1 to HPS-2.
	Manager, Policy and Projects - Office of the Deputy Secretary	2024-03-04	Amended to refer to specific projects and more operational components	QUERY - is this a SOD change or new position? 1 JULY - NOT APPROVED, as it would not be consistent with other SES level offices	New position. When the Office of the Dep Sec originally began there was only an ESO and then the Principal Policy Officer (PPO) position. Over time the office has expanded as per the org chart. The PPO has worked on the re-accreditation of Statewide Mental Health Services (SMHS), the wrapping up of the Cert IV conducted by SMHS, Royal Flying Doctors project, Private Practice Scheme, Blood born virus, changes to the structure of Tas Pharmacy Authority, Peidiatric ICHAT framework, prevent health strategy, SMHS inpatient model of care, body parts coronal findings project, Mother and Baby unit project RHH, Strategic Planning with CMHW outputs with the Dep Sec, Nitrosoxide Project, Long COVID, COVID payment payback correction, CHaPS model of care strategy. There are most probably other projects that the PPO has had some input in, but these are some of the more significant ones. The PPO assists all areas of CMHW as directed by the Dep Sec on projects as well as other matters. Working with the Business Finance Manager around the CMHW budge and providing briefs to Dep Sec and Minister on CMHW finances. Co-ordinating, responding and proofreading Ministerial and Secretarial requests provided to CMHW and received from CMHW outputs. Prepare briefs for the Dep Sec by gather background and current information for meetings, including agenda items with Ministers and Secretary. Managing the support staff for the Dep Sec. Have regular meetings with the direct reports to the Deputy Sec to offer assistance or gather information that may assist the CMHW unit as a whole. Provide training to the policy officer and in relation all things policy.	1121001	Community, Mental Health and Wellbeing	Erin Khan	Role to be funded from the Office of the Deputy Secretary cost centre
	Patient Safety and Quality Improvement Manager	2024-03-26	A change proposal is currently being developed to create a new position to support the Director of Quality and Patient Safety (South) effectively leading safety event, feedback and risk indicators for Hospitals South. The QPSS South staff who are responsible for safety event, feedback and risk will report to this new position. Please find the draft statement of duties attached for classification and	ON HOLD - The two jobs are to be abolished before the approval of this new role. 1 JULY - Recruitment, pls confirm the second position (see notes) is abolished. If so, then APPROVED	My note is copied below. Confirming the two positions have been abolished. The CNC Patient Safety 1.6 FTE (General - Grade 6) has been abolished. This is currently sitting unfilled following resignations. The Administrative Support Officer 1.0 FTE (HAHSA - Band 2) has a person working in a fixed term contract until 22nd July. This contract is not being renewed.	1122458	Hospitals South	Renee Sage	Positions and are to be abolished once vacated later this year. Please mark them as excess and abolish them once they are vacated.
	Clinical Programs Support Officer	2024-04-02	Please create a 1.00 FTE position titled 'Clinical Programs Support Officer'. New SoD attached which is based on position no. Please refer to the attached Minute, approving the creation of this position. Position will initially be filled fixed term for 12 months whilst a change proposal is undertaken.	QUERY - how will the position generated revenue?	This CPSO position: • Will increase capacity to complete CDBS reconciliation processes, which will increase CDBS revenue by approx. \$47,000 revenue per year. • Will increase capacity of regional customer service officer means in maintaining follow-up phone calls and reducing failure to attend rates in the long-term. A 1% decrease in FTA rates equates to an increase in approx. \$70,000 in CDBS revenue per year.	1122707	Community, Mental Health and Wellbeing	Job Design	Position will be funded from CDBS funding which this position will help generate. Please refer to attached costing sheet and approved Minute.
	Change and Training Lead	2024-04-24	Please create this new position on the establishment. Position funded for 12 months from appointment of successful candidate.	QUERY - Can the CIO please summarise how much training will be needed given that we're going with an upgraded/cloud version of SRLS? Is this request also because we're not using the SRLS Champions Network to roll out implementation? Will the position drive state-wide consistency?	Currently with Business Unit. Renee Sage has advised that "We'll take this back to the Project Sponsor area and attach a response once received." DECLINED BY BUSINESS UNIT	1124115	Health ICI	Simone Treloar	Funded from JS0055.
	Radiographer	2024-05-07	Create two new Radiographer positions associated with opening of 4 additional beds on SSSU. 1.00 FTE permanent and 0.18 FTE relief factor.	QUERY - can you please identify the funding source and confirm funding is available? 19 June - please confirm that funding is available (as it is our understanding that SSU bed money has been fully committed)	21 June 2024. Have contacted Wayne Duncanson via the PTVE for an answer. Can remove from this spreadsheet. This PTVE was actioned on the 31 May 2024 ie final approval. 1.00 FTE permanent and 0.18 FTE relief factor. 1.18 FTE radiographers will cost \$166,017. This will be funded from the additional bed money (project code 1247) for the opening of 4 new beds on SSSU. Simone	1124895	Hospitals North	Job Design	1.18 FTE radiographers will cost \$166,017. This will be funded from the additional bed money (project code 1247) for the opening of 4 new beds on SSSU.

		Medical Scientist	2024-05-07	Create two new Medical Scientist positions associated with opening of 4 additional beds on SSSU. 0.89 FTE permanent and 0.16 FTE relief factor.	QUERY - can you please identify the funding source and confirm funding is available? 19 June - please confirm that funding is available (as it is our understanding that SSU bed money has been fully committed)	21 June 2024. Have contacted Wayne Duncanson via the PTVE for an answer. This PTVE was actioned on the 31 May 2024. 1.05 FTE Medical Scientists will cost \$139,012. This will be funded from the additional bed money (project code 1247) for the opening of 4 new beds on SSSU. Simone	1124897	Hospitals North	Job Design	1.05 FTE Medical Scientists will cost \$139,012. This will be funded from the additional bed money (project code 1247) for the opening of 4 new beds on SSSU.
		Food Services Assistant	2024-05-07	Create three new Food Services Assistants positions associated with opening of 4 additional beds on SSSU. 2x 0.80 FTE permanent and 0.29 FTE relief factor.	QUERY - can you please identify the funding source and confirm funding is available? 19 June - please confirm that funding is available (as it is our understanding that SSU bed money has been fully committed)	21 June 2024. Have contacted Wayne Duncanson via the PTVE for an answer. This PTVE was actioned on the 31 May 2024. 1.89 FTE Food Services Assistants will cost \$133,947. This will be funded from the additional bed money (project code 1247) for the opening of 4 new beds on SSSU. Simone	1124904	Hospitals North	Job Design	1.89 FTE Food Services Assistants will cost \$133,947. This will be funded from the additional bed money (project code 1247) for the opening of 4 new beds on SSSU.
		Business Operations Support Officer	2024-05-08	Please create a Business Operations Support Officer position at 1.00 FTE. SoD is based on position no. [REDACTED] Please refer to attached SoD in notes section with tracked changes. This request has been supported by the Dep Sec, CMHW. Please refer to attached minute in notes section.	QUERY - Can Rick Monty please discuss with Dale? 19 June - Noted that Rick will raise with Dale on Friday, 24 JUNE - APPROVED	Dale had already approved in a Minute that was attached to PTVE. Rick can raise with Dale on Friday when he meets with him if it isnt taken off hold tomorrow...Simone	1125014	Community, Mental Health and Wellbeing	Asma Rao	This position will be funded from CDBS funds.

Position No.	Classification / Band	Vacancy Title	Job Date Created	Details of Variation	Current Job Approver	Vacancy Committee Comments	Follow-up Response	Tracker No	Funding Details
Personal Information (s36)	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Enrolled Nurse—Transition to Practice- Personal Information		Compliant—request to advertise fixed term position— Personal Information—SH a) TTP recruitment campaign for Enrolled nurses— b) Process for entry point to enrolled nursing for graduate EN's—annual process c) Nil supported pathway for novice EN for Hospitals South d) Positions are sourced from service area—establishment and budget		QUERY—isnt this full time, and permanent? 19 June—APPROVED. Please appoint ENs permanently. 24 JUNE—Convert vacant RN positions to ENs and appoint permanently.	Only the RN TTP positions are permanent—no direction has been provided in relation to EN TTP positions—Committee, please confirm that TTP EN graduates are be filed permanently?	1124072	
	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Enrolled Nurse— Personal Information		Please subsequently appoint Personal Information (s 36) Documents attached Approved NHPD changes from benchmarking processing using 2022-2023 data industrially approved benchmarking eCalculator for general wards has returned a NHPPH of 42.09 FTE for direct care nursing— A PTVE to increase the EN FTE to 9.2 FTE inclusive of 0.84 FTE of relief using vacant RN FTE has been submitted. Once the PTVE has been actioned there will be enough vacancy plus more to cover these appointments. Gemma Rimmelzwaan		QUERY—pls send through to Chief Nurse. If Chief Nurse is happy to support, then Vacancy Committee is happy to support.	I have reviewed the current NHPD Benchmarking result (August 2023) and met with the NUM—I am satisfied that the positions within this job card are covered by the funded establishment as assessed by the NHPD benchmarking assessment. FD The ward is due to be benchmarked August 2024.	1126388	
	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Registered Nurse— Personal Information		a) Posn FTE under DHITS for this posn is 7.74 (exc RN—leave relief posn— Personal Information as this covers the casual/leave FTE required to cover the roster and permanent staff's leave). There is currently only 1 FTE filled— Personal Information (s 36) This site is using significant amounts of agency nursing, and we need to attempt to recruit & reduce this extremely high agency nursing usage. Chae verified 512 hours to fill. b) The risk to the service if not filled is financial, clinical and operational. Patients are at risk if staff are working at high levels of fatigue due to increased likelihood of mistakes and poor decision making. There are wellbeing risks to staff with frequent short notice changes to their rosters. c) This FTE deficit is currently being filled by excessive use of overtime for current WCDH RNs and increased cost of agency nurses being utilised. The non-clinical roles of CNC, NUM and DON are being utilised to cover clinical staffing deficits with an increased financial and fatigue burden also.		QUERY—saying it will be funded by avoiding overtime and use of locums etc. Need to specify what the reduction in overtime (need a dollar figure, and how they will deliver it). 1 JULY—APPROVED. Please report back in 3 month after filling role to show the reduction.	Recruiting and having people on the ground to fill rosters will of course reduce agency usage and overtime as you will have people on the establishment and in the town, able to fill the roster?? If there are no employed staff, and sub-acute and aged care beds and emergency presentation capacity at a site, the site needs to be staffed (24/7 RN as per aged care requirements), the staffing will come from agency and the 1 or 2 staff they did have at the time, to work overtime. As there are people employed to fill the roster, the reliance on agency to cover will reduce.	1124779	

<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4</p>	<p>Registered Nurse Personal Information</p>	<p>a) Personal Information (s 36) [Redacted] Seeking to advertise G3-4 RN 2.0 FTE FT hours. b) Due to the above ACC G3-4 FTE will be reduced from 10.36 to 7.19. Seeking to advertise 2.0 to cover gaps. (Affinity Agency RN is contracted for 3 months to assist with G3-4 1.0 FTE gap).ACC cannot continue to function business as usual without recruiting to these hours. c) Permanent staff offered the opportunity to temporarily increase hours. d) NA</p>		<p>QUERY - what is ESNACC? How many numbers are they actually recruiting - is it 2x FTE?</p>		<p>1126190</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4</p>	<p>Registered Nurse Personal Information</p>	<p>Exit - 1.05 Maternity Leave - 2.94 Secondments - 1.47 Funded RN - 42.86/ Actual Permanent - 37.63/ deficit = 5.23 - 4 (Current international recruitment) = 1.23 + 5.46 (above) = 6.69</p>		<p>APPROVED</p>	<p>As at today from Finance 1, \$1,600,274 has been spent on RN & EN agency costs.</p>	<p>1125722</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4</p>	<p>Registered Nurse Personal Information</p>	<p>Secondments Long term sick leave Maternity Leave</p>		<p>Query - use the example above to add up/detail whats needed. 1 JULY - DID NOT ANSWER QUESTION</p>	<p>As at PP25 2024, \$200,988 has been paid in overtime to nursing staff at this facility and \$9,577 has been paid in call backs.</p>	<p>1125723</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4</p>	<p>Registered Nurse Personal Information</p>	<p>There is currently 9 requests for Agency staff to fill fixed term positions. Personal Information (s 36) [Redacted] Unfilled 8 hours from Tracker 1115575</p>		<p>QUERY - why arent they also advertising the 9 fixed term positions? And should some of those fixed term roles be permanent? The 1x FTE Full-time position is supported. But selection to be used under ED1 for subsequent fixed term appointments to reduce reliance on agency staff.</p>		<p>1123114</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4</p>	<p>Registered Nurse Personal Information</p>	<p>Compliant - advertise perm position Registered Nurse - CW The purpose of this JC is to advertise permanent vacancy. No one was deemed appointable on previous tracker 1120989</p>		<p>QUERY - can we clarify how many numbers are being recruited (says multiple FTE)? Can the EDON to review the previous selection process particularly as it was a base grade role. 1 JULY - NOTED/APPROVED</p>	<p>24 June - this was duplicated in last weeks Job Card report where there were no queris raised. It is also a readvertisement as they didnt fill from the last recruitment process in May.</p>	<p>1126259</p>	
<p>Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)</p>	<p>Registrar - Geriatric Medicine Personal Information</p>	<p>Request to readvertise, GEM care changing type on P1 and P3, funding approved from dep sec to increase registrar establishment from 6 to 7FTE - PTVL underway. Need to readvertise to fill vacancy to meet service demands and provide care to patients. SJ Compliant from previous preapproved job card tracker 1105223 for readvertising. Doctors in Training advertising on numerous occasions has not attracted suitable applicants to fill the vacant FTE in Geriatric Medicine (refer Job Card 1105223). Doctors in Training vacant FTE being covered by locums. Readvertising to attract suitable applicants for consideration.</p>		<p>QUERY - can we please have some data around the number of Registrars in the South. Vacancy Control understood there should be enough Registrars to fill this position. 1 JULY - NOTED/APPROVED</p>	<p>It had been approved in February. It wasnt filled, and this was a readvertising request. As at 24 June, it is now live, closing 17 July.</p>	<p>1119110</p>	

<p>Medical Practitioners- Agreement 2022- Specialist Medical- Practitioner Level 1-11</p>	<p>Staff Specialist- Anaesthetics- [Redacted]</p>	<p>Advertisement to appoint additional Staff- Specialist Anaesthetists in PN [Redacted] which- currently holds 2 vacant FTE. Start date 2nd- September, 2024. The Departments intention is to appoint suitable qualified Anaesthetic Consultants- under this position number, to ensure anaesthetic- services are maintained hospital wide. Recruiting- is the only option due to increased ORS Theatre- capacity. to be advertised early June please- advertise for 3 weeks.</p>		<p>QUERY- are these roles funded? Are they new- jobs, or vacancies because of the theatre- increase? 19 June- APPROVED</p>	<p>these 2 positions exist on the Establishment.- - I need these anaesthetists to meet the clinical need- being set by the Dept of Surgery. Failure to fill these- pre-existing funded vacancies will result in either: Reduction in activity and cancellation of elective- surgery, or The regular and routine utilisation of locums which- cost 200% of permanent staff of the same- classification. - Please note that I have been fiscally responsible in- actively reducing our use of locums in 2024.</p>	<p>1125728</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6</p>	<p>Clinical Nurse Consultant - Sepsis Program [Redacted]</p>	<p>Compliant - request to advertise fixed term position in [Redacted] commencing ASAP for a period of approximately 12 months. JF</p> <ol style="list-style-type: none"> 1. New fixed term position created to support the implementation of the hospital wide sepsis program. 2. Clinical impact. Position will support the implementation of the hospital wide Sepsis Program. Will develop and implement safety and quality initiatives including policy and guidelines as well as education programs. 3. No other options to cover. 4. New position, approved minute attached. 		<p>QUERY - is the Sepsis program funded in the State Budget for 24-25?</p>		<p>1114729</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6</p>	<p>Clinical Nurse Consultant - Ward 3D [Redacted]</p>	<p>Personal Information (s 36)</p>		<p>APPROVED - but has to remain vacant until 25 August.</p>		<p>1125141</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5</p>	<p>Clinical Nurse Specialist - Diabetes [Redacted]</p>	<p>Compliant - Personal Information (s 36)</p> <p>The position has been created by the diabetes in- schools funding that has come through from- Diabetes Aus. Yolandi is appointable as a subsequent- appointment from recent recruitment in the same- position.</p>		<p>QUERY- can we clarify that its fixed term, and- pls make sure the funding is allocated against- the job, not put into a broader pool (the money- from Diabetes Aus). 8 JULY- APPROVED</p>	<p>It is fixed term, funding is provided by Diabetes- Australia.</p>	<p>1124217</p>	
<p>Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5</p>	<p>Clinical Nurse Specialist [Redacted]</p>	<p>Personal Information (s 36)</p>		<p>QUERY- can we have a bit more detail. When to- be filled from etc. 19 June- APPROVED</p>	<p>Emailed Katherine Parsissons requesting name of- employee and date the resignation is effective 12/6 EC- Reply from manager [Redacted]</p>	<p>1126280</p>	

Medical Practitioners- Agreement 2022- Specialist Medical Practitioner Level 1-11	Consultant Paediatric Rehabilitation Specialist	Personal Information (s 36)	Without this backfill there will be a shortage in the service demands and will impede delivery of this medical service.	QUERY - is this a part time appointment or locum? If part time, APPROVED.		1125323	
Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Consumer Peer Worker	The position has been made permanent so now need to be advertised to appoint permanently. Personal Information (s 36)		QUERY - where is this? Need more detail. 19 June - APPROVED	Position was made permanent on PTV 1123872 (finalised May 2024) position is based at Glenorchy MH Services - EC	1126389	
Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7a	Nurse Unit Manager	Compliant - request to advertise. JF	1. Reduction in hours current NUM 2. Position essential to ensure clinical governance is covered/ standards met, etc. 3. This option only - job share model. 4. No increase in FTE above the ABE.	QUERY - need to know what the hours are. What's the reduction?	Reduction in hours form has been attached	1125991	
Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 4	Registered Nurse - Clinical Facilitator	Personal Information (s 36)	a) reduction in hours against this posn until 15/09/24. b) this role supports students c) no alternatives but to fill the hours d) no increase in paid FTE, substantive has temporarily decreased hours. This posn is UTAS Funded.	QUERY - make sure it does get funded from UTAS. Make sure dollars are designated against the position. Evidence of quarterly payments from UTAS sighted by - 19 June - APPROVED	Confirmed that funding is regularly received for this position. Evidence of quarterly payments from UTAS sighted by Principal Officer P&C	1124585	
Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Practitioner, Level 5	Senior Clinical Psychologist - Tasmanian Fixed Threat Assessment Capability	This position has recently been made a permanently funded position. The position has been a temporary position since 2022. We would now like to advertise the position permanently to ensure continued coverage in this important area.		QUERY - how is it being funded? Have we received the funding from DoJ? 19 June - is that cost centre recurrently funded? If fixed term, then job should be fixed term.	PTVE 1123202 finalised 20 May 2024. 50% salary cost is funded by DFPEM until 30 June 2024. This position has been included in the 24-25 budget submission for permanent funding. If the Budget submission is not approved it will be funded by from 'Enabling High Quality MH Reform' cost centre. The PTVE will be updated post 30 June to reflect post funding source changes.	1126390	
Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	Senior Communications Officer	Personal Information (s 36)		APPROVED for 1 position. QUERY - Where is the funding coming from? If we're funding [redacted], then there is no funding for this job. 1 JULY - how are we funding Ministerial roles tho? What cost centres?	24 June - Approved for 1 position. Not yet live.	1126731	
Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Senior Occupational Therapist	Application received from local OT who is available to work casually for OT, to cover some vacancies for periods of time, working around her existing work commitments.		QUERY - is the position needed? What is the process to appoint? The details reads as if we just received an application that we want to accept. 24 JUNE - APPROVED		1125833	

<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5</p>	<p>CMHW - Project Officer</p>		<p>Position is vacant and funding is available - 12-month</p>		<p>QUERY - can we have more information please? 19 June - APPROVED</p>	<p>Response from area - I have been advised that the key project this role will be working on is: NDIS registration which was due for renewal in 2020 - risk to the department if we do not get the NDIS registration. Other key projects:- 1) Manual Handling, OVA re-structure prior to move back to CRO. 2) Family Violence Counselling and Support services re-structure - this is a critical project to enable recruitment and sustainability of service delivery The less funding is being used as this role was at AHP 5 - Director role and the requested Band 5 is a tactical position to progress several pieces of key pieces of work quickly. - EC 13/6</p>	<p>1126174</p>	
<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3</p>	<p>Communication Support Officer</p>		<p>Personal Information (s 36)</p>		<p>QUERY - can we retitle to be reflective that they are switcheboard operators? 19 June - APPROVED, but please change SOD asap.</p>	<p>As advised - this would require the title for this position and all current staff within this position to be changed to Switchboard Operator which would mean a PTVE needs to be completed by the department. In the interim, can we please advertise the position as a Communication Support Officer and update title in the future?</p>	<p>1127159</p>	
<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3</p>	<p>Communication Support Officer</p>		<p>Personal Information (s 36)</p> <p>We therefore seek to approve an additional casual appointment.</p>		<p>QUERY - can we retitle to be reflective that they are switcheboard operators? 19 June - APPROVED, but please change SOD asap.</p>	<p>As advised - this would require the title for this position and all current staff within this position to be changed to Switchboard Operator which would mean a PTVE needs to be completed by the department. In the interim, can we please advertise the position as a Communication Support Officer and update title in the future?</p>	<p>1127153</p>	
<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Assistant - Tasmanian Eating Disorder Service (TEDS)</p>		<p>Establishment of new positions. Bilateral Agreement \$2.5M (\$500K 2022-23; \$1M 2023-24; \$1M 2024-25). In the 2023-24 state budget announcement, funding has been allocated to TEDS for staffing and operational expenditure (\$9M over 2023-24 and subsequent budget out years to 2026-27). Refer to page 67.</p>		<p>QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au</p>	<p>No redeployees</p>	<p>1126237</p>	
<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Assistant</p>		<p>Compliant - request to advertise permanent vacancy - RM</p> <p>Personal Information (s 36) (see Notes) - Advertising of existing hours for replacement</p>		<p>QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au</p>	<p>No redeployees</p>	<p>1123410</p>	

<p>Personal Information (SSN)</p>	<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Assistant (Personal Information)</p>	<p>Compliant – advertise FT vacancy Administrative Assistant (Personal Information) – CW</p> <p>This job card is to request 2 FTE to facilitate backfill the substantive Claire Farr (928893). The additional FTE is to backfill leave for Caroline Stanger (788193).</p>		<p>QUERY – Please consider Redployee List. Please engage Case Management Team to discuss – contact casemanagement@health.tas.gov.au</p>	<p>no redeployees</p>	<p>1125538</p>	
	<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Assistant (Personal Information)</p>	<p>Compliant – advertise FT role Administrative Assistant (Personal Information) – CW</p> <p>Facilitate backfill for secondment and upcoming staff leave.</p>		<p>QUERY – Please consider Redployee List. Please engage Case Management Team to discuss – contact casemanagement@health.tas.gov.au</p>	<p>no redeployees</p>	<p>1125428</p>	
	<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Officer - Digital Health Transformation (Personal Information)</p>	<p>Request to fill fixed term asap until 31/12/2026.</p>		<p>QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au</p>		<p>1125661</p>	
	<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Officer (Personal Information)</p>	<p>Compliant – advertise permanent position Administrative Officer (508037) – CW</p> <p>A. Please arrange for position to be advertised – B. This position is responsible for the administrative support at the Cambridge Production Centre. Some functions performed by the role which the Department will not be able to cover (if not filled) include; Data collation, filing and audit information integration for the Department's Food Safety Program – risking the Department's accreditation. Workplace induction processes, including co-ordination of mandatory training and I.D. card access. Management of reception area and visitor access. Minute taking and secretarial assistance. Administrative support for all staff within the facility C. The Department does not have any spare administrative support to undertake the duties performed by the Administrative Officer, hence most duties would not be undertaken, putting accreditation at serious risk. D. N/A –</p>		<p>QUERY – Please consider Redployee List. Please engage Case Management Team to discuss – contact casemanagement@health.tas.gov.au</p>	<p>no redeployees</p>	<p>1125481</p>	

<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Officer</p>	<p>Personal Information (s 36)</p>	<p>a) We seek approval to advertise this 0.2FTE permanently. b) This role, Position number [redacted] is responsible for supervision and coordination of local CHaPS' human, physical and financial activities across the Southern region for CHaPS. The role provides administrative and reception duties to CHaPS clients, manages incoming calls and makes appointment bookings into clinician calendars. It also provides support to CHaPS clinical staff through providing administrative support and maintenance of CHaPS medical records, including preparing Right to Information requests as required. The role is critical in providing supervision to the local administration team members and coordinating activities across the region to ensure continuous administrative service delivery for CHaPS clinical staff. c) This role is integral to CHaPS and the service cannot continue to run successfully without the position being occupied. d) No, this role will not increase FTE – this is a fully funded position on the CHaPS establishment.</p>		<p>QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au</p>		<p>1125504</p>	
<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Administrative Support Officer - Patient Safety</p>	<p>Personal Information (s 36)</p>			<p>QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au</p>		<p>1126807</p>	
<p>Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2</p>	<p>Executive Support Officer</p>	<p>Personal Information (s 36)</p>			<p>QUERY - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au - 24 JUNE - APPROVED.</p>	<p>Emailed Kylie Kapeller - 12/6 EC. 21 June - I emailed the Case Management team on Thursday (attached). As no suitable employees from the redeployment list have been identified by the requested deadline, I request that this vacancy proceed to advertisement.</p> <p>Personal Information (s 36) This is a critical position that supports our volunteer ambulance officers (VAOs) across the State, serving as their main point of contact and managing all their needs, including processing EOIs and formal applications for prospective volunteers. Additionally, this role needs to move through the SSMO/MPSS two day process, which still provides opportunity for DOH to identify any suitable employees for further consideration.</p>	<p>1126433</p>	

Tracker No	Job title	Section	Subsection	Date received	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Vacancy Control Committee Comments	Follow-up Response	Budget Clarification Required	Action required	
1127226	Registrar (O&A)	Hospitals Sth - WACS			Request to appoint from Employment Registrar an Obstetrics & Gynaecology Registrar as a casual. Perso					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	
1127148	Registered Nurse	Hospitals Sth - SAAC&S	SAAC&S - Acute Rehab Unit - Peacock 2	06/06/2024	Compliant - request to advertise. Perso Requesting to advertise permanent vacancies in this position, commencing asap up to 2fte. There is currently 2.8fte vacant in this position, with a further 1.2fte to come available fixed term due to permanent employees maternity leave and long term leave. 1TP nurse has been requested for mid year intake also.					appoint permanent ***** (Recruitment Approval Process)*****	
1127150	Enrolled Nurse	Hospitals Sth - SAAC&S	SAAC&S - Acute Rehab Unit - Peacock 2	06/06/2024	Compliant - request to advertise. Perso Requesting to advertise 1.63fte permanent commencing asap.					appoint permanent ***** (Recruitment Approval Process)*****	
1126844	Registered Nurse	Hospitals Sth - CCCS&I	CCCS&I - ED - Nursing	03/06/2024	Compliant - request to advertise. Labour market testing required. Perso There is currently 2.51fte vacant in this position to accommodate this request. Compliant - request to advertise. Labour market testing required. Perso a) unfilled vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****	
1126853	Enrolled Nurse	Hospitals Sth - SAAC&S	SAAC&S - Transitional Care Peacock 1	04/06/2024	Compliant - request to advertise. Perso Requesting to advertise fixed term vacancy at 64 hours per fortnight, commencing asap until end of January 2025. Personal Information (s36)					appoint fixed-term ***** (Recruitment Approval Process)*****	
1127037	Registered Nurse	Mersey Community Hospital	Medical Ward MCH	05/06/2024	We currently have shortages of 4.0 FTE made up with Perso Personal Information (s36)	W10971 - Nursing - Medical Ward All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 59.91 Funded FTE (effective 13-Oct-2023) 47.66 YTD Average Paid FTE 69.25 Business Informa YTD Average Paid Overtime FTE 1.41 Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, inability to meet NHPPD. Will paid FTE increase - No Is filling this critical to the roster - Yes				appoint permanent ***** (Recruitment Approval Process)*****	
1125434	Registered Nurse - Instrument/Circulating Theatre Nurse	Hospitals Sth - Surgical & Periop Servs	SPS - Operating Theatre Suite	14/05/2024	Compliant - advertise permanent vacancy Registered Nurse - Instrument/Circulating Theatre Nurse Perso CW a. This position has 2FTE perm vacancies as a result of resignations and a further 7 FTE vacant as a result of long term and Mat leave. The purpose of this job card is to recruit to fill the permanent vacancies. b. Vacancies are currently being backfilled by agency nurse, casuals on fixed term contracts and temporary increases in hours. c. Scrub Scount Nurses are critical to maintain open theatres to support patient flow and case completion. d. There is no increase in ABE as a result of this job card.	535020 - Main Theatres - Nursing All Award Classifications All Project Codes Finance Data Month Ended: March 2024 Latest Pay Period: 2024 20 Latest Pay Actual Paid FTE (2024 20) 86.93 Funded FTE (effective 13-Oct-2023) 92.83 YTD Average Paid FTE 88.85 Business Informa YTD Average Paid Overtime FTE 4.84 YTD Average Paid Call Backs FTE 0.61 Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 4.37 YTD Annual Leave Average FTE 3.02 YTD Maternity Leave Average FTE 1.31 YTD LSI Average FTE 0.92 YTD Other Leave Average FTE 1.93	19 June - APPROVED*				appoint permanent ***** (Recruitment Approval Process)*****
1126259	Registered Nurse	Hospitals Sth - Surgical & Periop Servs	SPS - Neurosurgical Unit	24/05/2024	Compliant - advertise perm position Registered Nurse Perso CW The purpose of this IC is to advertise permanent vacancy. No one was deemed appointable on previous tender 1126266					appoint permanent ***** (Recruitment Approval Process)*****	
1127108	Registered Nurse - Oncology MDRN	Mersey Community Hospital	Medical Day Procedure Unit MCH	06/06/2024	Personal Information (s36)	W10980 - Nursing - Medical Day Procedure Ward All Award Classifications 0000 - No Project Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 10.05 Funded FTE (effective 13-Oct-2023) 9.14 YTD Annual Leave Average FTE 10.09 Business Informa YTD Average Paid Overtime FTE 0.08	NOT APPROVED - HOLD VACANCY.			appoint fixed-term ***** (Recruitment Approval Process)*****	
1122274	Registered Nurse	Hospitals Sth - CCCS&I	CCCS&I - ED - Nursing	25/03/2024	Compliant Personal Information (s36)	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****	
1122270	Registered Nurse	Hospitals Sth - CCCS&I	CCCS&I - ED - Nursing	24/03/2024	Compliant Personal Information (s36)	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****	

1122271	Registered Nurse	Personnel	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	24/03/2024	Compliant - Personal Information (s36) [REDACTED] a) unfilled fixed term vacancy on the establishment recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****
1122269	Registered Nurse	Personnel	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	24/03/2024	Compliant - Personal Information (s36) [REDACTED] a) unfilled fixed term vacancy on the establishment recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****
1122435	Registered Nurse	Personnel	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	26/03/2024	Compliant - Personal Information (s36) [REDACTED] a) unfilled fixed term vacancy on the establishment recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment					appoint permanent ***** (Recruitment Approval Process)*****
1122272	Registered Nurse	Personnel	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	25/03/2024	Compliant - Personal Information (s36) [REDACTED] a) unfilled fixed term vacancy on the establishment recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****
1126839	Enrolled Nurse (Relief)	Personnel	Primary Health North	Campbell Town MPS	01/06/2024	Advertise for a 24-month period current casual staff have limited availability casual staff required to back fill planned and unplanned leave to ensure safe staffing levels and ensure service delivery (having an appropriate casual pool of ENs and RNs can assist in reducing reliance on / usage of agency nurses).	Cost Centre N72021 - Campbell Town MPS Affordable Budget Establishment (ABE) FTE 42.57 YTD Average Paid FTE 49.35 (PP2) Business Inform YTD Average Paid Overtime FTE 1.20 YTD Average Paid Backs FT 0.01 Business Information (s36) [REDACTED]	19 JUNE - APPROVED			appoint fixed-term ***** (Recruitment Approval Process)*****
1127032	Enrolled Nurse	Personnel	Mensley Community Hospital	Medical Ward MCH	05/06/2024	Personal Information (s36) [REDACTED]	Please see total 1 on W10971 - Nursing - Medical Ward All Award Classifications 9000 - No Project Finance Data Month Ended: April 2024 Latest Pay Period: 2024-2 Latest Pay Actual Paid FTE (2024-2) 57.75 Funded FTE (effective 13-Oct-2023) 44.84 YTD Average Paid FTE 85.02 Business Inform YTD Average Paid Overtime FTE 1.34 YTD Average Paid Backs FTE				
1124265	Registered Nurse - Midwife	Personnel	Launceston General Hospital	Queen Victoria Maternity Unit Outpts Dept.	29/04/2024	Please advertise this RM Parentcraft position 16hpf for a fixed term of 12 months. Personal Information (s36) [REDACTED]					appoint fixed-term ***** (Recruitment Approval Process)*****
1126090	Food Services Officer	Personnel	Hospitals Sth - Hospital Support Servs	HSS - Food Services Distribution	22/05/2024	Compliant - Request to 1126089.KK Personal Information (s36) [REDACTED] B. Delays in delivery of meals to patients. Each staff member is assigned ward(s) to deliver and collect breakfast, morning/afternoon tea, and lunch. Increased costs associated with the employment of casual staff and increased overtime/ask leave. C. Escalation plan has been devised for the shortfall of meal delivery FSO's below: Fill with casuals, if not available... Loss of 1, fill with supervisor - will result in no quality checks, delays to ordering, disruption to staff rostering and delays in ability to provide late order dietary requirements. Loss of 2, Functions will not be provided for and the closure of the store window impacting on grocery items provided to wards. Loss of 3, Staff taken from Cafe, resulting to closure of applicable services in Cafe (A loss of 3 Cafe staff, will result in the full closure of the staff cafe). Any further - All the above plus DPM and OPU will need to pick up and deliver their own meal delivery Pods. This will further escalate to other non-resourced wards needing to deliver their own meals. D. N/A					
1127504	Staff Specialist - Trauma Services	Personnel	Hospital Sth - Surgical & Periop Services			Request - Personal Information (s36) [REDACTED] Personal Information (s36) [REDACTED] There is no addition to establishment. This unit is already under establishment and requires this appointment to maintain expectations from the unit.					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127437	Staff Specialist (Rehabilitation)	Personnel	Hospitals Sth - SA&BCS			Personal Information (s36) [REDACTED] If this subsequent appointment is not approved, we run the risk of losing this Doctor. If Dr. [REDACTED] does not provide backfill for these doctors we would have to organise a locum to cover at greater expense.					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1126662	Senior Sonographer	Personnel	Hospitals Sth - CCCS&I	CCCSI - DMI - Radiographs / Sonographs	31/05/2024	Compliant - Request to advertise permanent vacancy RM A - Longstanding Vacancy. Seek approval to recruit a to FTE. B - Ultrasound is a small team of specialised AHP's. There is currently a local and national shortage of sonographers. Recent recruitment campaigns have proven unsuccessful. Inability to recruit has resulted in reduced ability to provide an ultrasound imaging service. Failure to recruit will result in service delivery reduction. C - This is the only option to fill this vacancy. D - This within A&B					appoint permanent ***** (Recruitment Approval Process)*****
1126663	Senior Specialist Radiographer - CT	Personnel	Hospitals Sth - CCCS&I	CCCSI - DMI - Radiographs / Sonographs	31/05/2024	Compliant - Request to advertise permanent vacancy RM a) This position has been a longstanding vacancy since the last CT supervisor resigned approximately three years ago. Seek approval to recruit to this vacancy. b) The Level 4 position in CT needs to be filled as soon as possible to meet the inherent workload. There is a chronic shortage of experienced radiographers with skills in CT. The absence of the CT Senior Specialist Radiographer has had a significant impact on the workplace stress and dynamics. c) This is the only option to fill the position. d) This is within A&B.	APPROVED.				appoint permanent ***** (Recruitment Approval Process)*****

1126782	Specialised Medical Orderly Perso	Hospitals Sth - Hospital Support Servs	HSS - Medical Orderlies & Security Servs	03/06/2024	Compliant - advertise perm vacancy x 2 Specialised Medical Orderly Perso CW a) Vacant positions to be filled. b) Medical orderlies provide an essential service to the RHH. c) Casual staff could be used incurring additional cost. d) no change in FTE				appoint permanent ***** (Recruitment Approval Process)*****
1126390	Storeperson - Food Services Perso	Hospitals Sth - Hospital Support Servs	HSS - Cambridge Production Centre	29/05/2024	Compliant - advertise perm vacancy Storeperson - Food Services Perso CW A. Please arrange to advertise. B. This position is responsible for the ordering of all products used by the Cambridge Production, Cafeteria, and Distribution. Without the position there would be serious disruption to production schedules. Not filling this role would reflect on all distribution deliveries of patient meal requirements. It ensures the correct dietary and texture requirements and that the quality of food being purchased is of a high standard. It is also responsible for ensuring that Food Safety requirements are being followed as set out in the Food contracts to minimising the risk of a negative food safety outcome for patients. Immediate supply risk to the production centre and other off-site facilities and flow-on effects for the RHH C. An escalation plan has been devised for the shortfall of the Storeperson position to provide as high a standard of meal provision as the resources allow for, described. Fill with a Food Service Officer, this will have flow on effects within the Production Centre dependant on where the FSO comes from. The FSO position would then be filled via a casual call-in. The position will always be maintained as there is never any time where the production facility is not ordering and receiving goods. Without this role being maintained the Production Centre would not operate. D. N/A				appoint permanent ***** (Recruitment Approval Process)*****
1126838	Domestic Services Officer Perso	Hospitals Sth - SAACS	SAACS - Midlands Multi Purpose Centre	03/06/2024	Compliant - request to advertise .IF a) Personal Information b) Domestic staff member - role imperative in clinical setting. c) No other option aside from casual usage. d) No increase in FTE above the AB	increased usage of casual staff to cover roster gaps			appoint fixed-term ***** (Recruitment Approval Process)*****
1126593	Pharmacy Technician Perso	CMHW - Tasmanian Health Services	SHIP - NWRH Pharmacy	30/05/2024	Compliant - advertise perm vacancy Pharmacy Technician Perso CW Beside Medication Management has been approved for permanent implementation, therefore these positions can be permanently appointed to. Current acting occupants are in place until 30 September 2024. Multiple permanent and fixed term, full time and part time positions exist (per attached spreadsheet - there will be 6.16FTE permanently vacant as of 30 Sept)				appoint permanent ***** (Recruitment Approval Process)*****
1126681	Assistant in Nursing Perso	Hospitals Sth - Medical & Cancer Servs	MCS - IP Oncology (Ward 9A) - nurg	31/05/2024	Compliant - Personal Information (s36) a) Personal Information (s36) b) Shifts currently vacant c) option to cover with casual pool, not always filled d) within available FTE				appoint permanent ***** (Recruitment Approval Process)*****
1125756	Infection Control Officer Perso	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	12/05/2024	Compliant - Personal Information (s36) Why has this vacancy occurred or been created? a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions is vacancy are responsible for cleaning as part of the cleaning establishment. It will directly impact on regular services of Environmental Services at Royal Hobart hospital. c) Currently covered by casual cleaners. d) Approved FTE.	QUERY - Can you please state why we have Infection Control Officers still given COVID de-escalation? Whats difference between this job and tracker #1111387 (HOJ 2)? There are 2 permanents against this position, so why are we using casuals? 1 JULY - please refer to Brendan for holistic review of IPC Officers/Cleaners etc so he can advise on appropriate classification levels/SOD.	This position Perso currently funded for 3 x FTE = 228 hours This position is being filled from recruitment process Tracker No 112083. All appointees were offered the position but the shift times did not suit, which meant we moved down into our subsequent, resulting in this job Card being raised to appoint. The Infection, Prevention and Control Unit require 6 x Infection Control Officers daily to be able to manage all of the below and many more infectious diseases. These are highly infectious cleans and require higher skills to perform the duties. We have also just had a decline on a recruitment position Perso tracker #112074 for Infection Control Officers and the resolution was to cover this position by casuals. We are already being impacted on our service levels with already having a lack of casual resources to cover this funded position.	appoint permanent ***** (Recruitment Approval Process)*****	
1126162	Pharmacy Technician Perso	CMHW - Tasmanian Health Services	SHIP - LGH Pharmacy	23/05/2024	Personal Information (s36) a) Personal Information (s36) b) Personal Information (s36) c) Personal Information (s36) d) Personal Information (s36)				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1123838	Cleaner Perso	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	19/04/2024	Compliant - advertise casual position Cleaner Perso or 12 months - CW a) Casual Call in Cleaners are required to cover 24 hours daily roster to increased demand to work and afterhours Cleaners and other shortages as and when required. b) Position perform relief as and when required for general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. It will directly impact on regular services of Environmental Services at Royal Hobart Hospital. c) No coverage for Clinical/nonclinical areas for unplanned sick/annual leave which will impact service levels. Also covers vacant positions currently in Recruitment process. d) No.				appoint fixed-term ***** (Recruitment Approval Process)*****
1111387	Cleaner Perso	Hospitals Sth - Hospital Support Servs	HSS - Environmental Services	09/10/2023	Compliant - request to advertise 1.37FTE full time or part time in permanent position Perso F a) Newly created, funded vacant positions - As a result of the relocation of various allied health and imaging function to the "Liverpool St Clinics" - an additional 1.37 FTE Cleaners are required to service and maintain the area. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions is vacancy are responsible for cleaning as part of the cleaning establishment. It will directly impact on regular services of Environmental Services at Royal Hobart Hospital. c) Currently covered by casual cleaners. d) Approved increase in FTE.	NOT APPROVED. Continue to use casuals.			appoint permanent ***** (Recruitment Approval Process)*****
1122716	Assistant in Nursing Perso	Hospitals Sth - CCC&A	CC&S - ED - Nursing	03/04/2024	Compliant - Personal Information (s36) a) unfilled vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1126775	Registered Nurse (Relief) Perso	Primary Health North	Campbell Town MPS	03/06/2024	Advertise for a 24-month period casual staff required to back fill planned and Personal Information	Cost Centre N72021 – Campbell Town MPS Affordable Budget Establishment (ABE) FTE 42.57 STD average Paid FTE 40.35 (PP2) Business Inform STD Average Paid Overtime FTE 1.20 STD Average Paid Cell Backs FTE 0.01 Business Information (S38)				appoint fixed-term ***** (Recruitment Approval Process)*****
1126912	Nurse Practitioner Care@Home Perso	Hospitals Sh - OOT	EDMS - Covid@Home	04/06/2024	Compliant - Request to advertise fixed-term hours in Personal Information vacant fully funded position until 30/06/2025. Recruitment required now due to the increased workload in winter and existing vacancies in the medical team.					
1126764	Infection Control Officer Perso	Hospitals Sh - Hospital Support Servs	HSS - Cleaning Services	03/06/2024	Compliant - advertise perm vacancy Infection Control Officer Perso a) Vacant positions - infection control cleaner. Cleaner of this position perform infection control cleaning throughout the hospital. b) This position performs defined infection control cleaning tasks across the hospital, which include correct maintenance and centralised storage of isolation equipment and chemicals, wearing appropriate protective clothing/equipment throughout the hospital as directed. c) Currently covered by casual cleaners. d) Approved FTE			QUERY - Can you please state why we have Infection Control Officers still given COVID de-escalation? There are 3 permanents against this position, so why are the using casuals?		appoint permanent ***** (Recruitment Approval Process)*****
1126820	Senior Medical Scientist - Microbiology Perso	Hospitals Sh - CCC&S	CCC&S - Microbio & Infectious Diseases	16/04/2024	Compliant - advertisement not now Personal Information (S38) b - if the position is not filled, then there may be a reduction in services in the Microbiology department with consequences there will be with patient care and bed blockage due to the position not being able to be filled. c - There are no options to cover these duties as the department is working at full capacity. d - There will be no increase in FTE for this position (1.0 FTE) is allocated.	Yes - bed blockage and patient result turnaround times may increase.	QUERY - How will there be a reduction in services just because someone is dropping 1 day per week? 24 JUNE APPROVED.	The microbiology department is under extreme workload stress even when at full staffing. If we have do not have this 0.3 FTE filled then we will need to stop testing and depending on infection control samples which will cause bed blockage within the hospital. Clinical samples will not be able to be tested when they arrive in the laboratory and reported on in a timely manner therefore causing risk to patient care.	appoint permanent ***** (Recruitment Approval Process)*****	
1127012	Assistant in Nursing Perso	Mersley Community Hospital	Relief Pool MCH	05/06/2024	We are in urgent need of additional AIN's to assist on the wards. There is a higher demand for sitters on Medical Ward and assistance around the hospital. 1) This is an ongoing annual casual pool recruitment for Assistant in Nursing we are seeking to replace staff that have now left to further progress their careers. 2) The clinical impact of not filling this position is I will not be able to provide a casual workforce of assistant in nursing staff to provide ongoing support to our at-risk patients. This will lead to decreased patient safety and increased risk of adverse events. 3) The corporate impact of not filling this position is increased nursing workload, potential for industrial action, increased staff burnout 4) This does not increase paid FTE as it is a casual position	This role is critical to service delivery and patient safety. The clinical impact of not filling this position is I will not be able to provide a complete roster of AIN staff to meet patient requirements and cover unplanned leave. The corporate impact is increased workload for nursing staff, leading to potential further escalation of grievance. Increased risk of safety events due to lack of PSA's. This does not increase the paid FTE because it is a casual position in the casual pool				appoint fixed-term ***** (Recruitment Approval Process)*****
1127190	Domestic Services Officer Perso	Mersley Community Hospital	Domestic Services MCH	07/06/2024	s) This role is critical to provide safe patient care a) Seeking approval to appoint 4 x 56 hour positions for a fixed term period of 12 months. b) New Theatres/Outpatients is scheduled to open in July - approvals currently underway for permanent FTE however will need to train and recruit new staff in anticipation on will fall short of staff when open. c) Considered casual staff, however need to attract staff with longevity and commitment to set hours - so will advertise to reflect possibility of successful candidates applying for permanent roles within 12 months. d) Yes - budget for additional FTE not yet approved - no current vacancy in Establishment for W10069	See the notes section for further info on this job card. W10069 - Domestic Services All Award Classifications 0000 - No Project Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 23.36 Funded FTE (effective 13-Oct-2023) 17.80 STD Average Paid FTE 23.25 Business Inform	13 JUNE - APPROVED! Dave Plehan to ask Andrew H are we going to be opening MORE theatres, or is it theatres in lieu of the ones being refurbished?	1x operating theatre 2x endoscopy suite After redevelopment: 2x operating theatres 2x endoscopy suite	appoint fixed-term ***** (Recruitment Approval Process)*****	
1126990	Cleaner (Operating Room Suits) (Shift Work) Perso	Launceston General Hospital	ORS ANC LGH	05/06/2024	Please advertise to fill permanent 0.32 FTE of this position. Long-term unfilled vacancy. Please advertise the following Job Cards together: Position No. Tracker 1126984 Position No. Tracker 1126985 Position No. Tracker 1126990 Position No. Tracker 1126993	Risks are to the provision of cleaning services and safety in the ORS.				appoint permanent ***** (Recruitment Approval Process)*****
1126993	Cleaner Perso	Launceston General Hospital	ORS LGH	05/06/2024	Please advertise to fill permanent position. Kasun Kankanamalage e previous recruitment process and therefore this position is now vacant. Please advertise the following job Cards together: Position No. Tracker 1126984 Position No. Tracker 1126985 Position No. Tracker 1126990 Position No. Tracker 1126993					
1126985	Cleaner (Operating Room Suits) Perso	Launceston General Hospital	ORS ANC LGH	05/06/2024	Please advertise permanent position. Deepak Dulal (RS) this position is now vacant. Ayush Var Shrestha also moving to position number Perso Please advertise the following Job Cards together: Position No. Tracker 1126984 Position No. Tracker 1126985 Position No. Tracker 1126990 Position No. Tracker 1126993					
1126978	Theatre Support Officer (Relief) Perso	Launceston General Hospital	ORS ANC LGH	05/06/2024	Advert - casual Position created to cover rostering requirements for sick leave and extra theatres. Please advertise with Tracker No. 1126975.	Risks are to the provision of services and safety in the ORS.				appoint fixed-term ***** (Recruitment Approval Process)*****
1126975	Theatre Support Officer Perso	Launceston General Hospital	ORS ANC LGH	05/06/2024	Personal Information (S38) Personal Information (S38) Personal Information (S38) Please advertise with Tracker No. 1126978 (Casual Theatre Support Office position).	Risks are to the provision of services and safety in the ORS.	QUERY - is this fixed term or permanent? See column F and J - 24 JUNE APPROVED	Appoint permanent selected in error - Action required has been updated on job card to appoint fixed term.	appoint permanent ***** (Recruitment Approval Process)*****	

1126298	Nurse Unit Manager (NUM) - Specialist Palliative Care Service Perse	Primary Health North West	Palliative Care NW	27/05/2024	Please advertise permanent 1.0FTE NUM - Specialist Palliative Care for 4 weeks on the platforms identified in Advertisement Section (s36) Personal Information (s36) Request advertisement of permanent 1.0FTE NUM-SPCS NW for 4 weeks b) The Specialist Palliative Care Service North West provides a specialist consultative service to the whole North West coast including West Coast Circular Head and King Island. The service averages around 200 active clients per month and provide advice and support to GPs, NALCs as well as TNS Community Nursing Services, District Hospitals, MCH & NWH. If this role is not filled the day-to-day running of the service will be compromised. Filling the Nurse Unit Manager role will assist in ensuring: - the service is able to continue to provide appropriate quality, timely palliative care to clients in North West Tasmania - the service is able to provide a quality palliative care specialist consultation service to public and private health providers in North West Tasmania - the service is able to continue to support the community nursing services of North West Tasmania in providing End-of-Life care to clients in their homes. If this role is not filled there will be so-one responsible for day-to-day management decisions for the service. This will impact on rostering, signing off on staff timesheets and leave, managing staff (nursing medical, allied health and administrative), interaction with other health services, referring bodies and upper management. This will in turn impact on the ability of the service to run smoothly providing quality care to the community. This could potentially impact on the reputation of the service for providing timely, quality specialist palliative care to clients in the community setting. c) There are no other options other than to advertise this permanent full-time position, the substantive occupant has resigned. d) no increase in paid FTE as substantive FTE has resigned.	Commentary CLC BM PHG 12/06/24 W34603 - Community Palliative Care NW All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 10.77 Funded FTE (effective 13-Oct-2023) 9.98 YTD Average Paid FTE 11.99 Business Informa YTD Average Paid Overtime FTE 0.18 YTD Average Paid Call Backs FTE 0.00 Funded FTE for this service is not reflective & Has not been changed to take into consideration of all of the additional funding via election commitments.			appoint permanent ***** (Recruitment Approval Process)*****
1127155	Pharmacist Perse	CMHW - Tasmanian Health Services	SHP - LGH Pharmacy	06/06/2024	Appoint successful applicants through 'Hard to Fill' campaign to permanent AHP Level 1-2 positions - Personal Information (s36) Positions to be filled depending on acceptance of positions and FTE required by appointable applicants: Personal Information (s36) Total permanent FTE available 4.06 across these positions. Personal Information (s36)				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1126940	Specialist Pharmacist - Oncology and Haematology Perse	CMHW - Tasmanian Health Services	Statewide Hospital Pharmacy	04/06/2024	Newly created position Personal Information (s36)	This position has been created to ensure patient access to cancer service and treatment including the ordering and checking of chemotherapy. Not filling this position will impact this acute patient group and prevent patient access to medication. Yes, inability to provide clinical services			appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127361	Staff Specialist - Microbiology and Infectious Diseases Perse	Hospitals Sth - CCCS&I	CCCS&I - Microbi & Infectious Diseases	11/06/2024	Compliant request to advertise permanent, part time position. Personal Information (s36) It is essential to fill the position in order to continue providing clinical microbiological services. There's no unfilled vacancies and redeployment is not suitable for this position.				appoint permanent ***** (Recruitment Approval Process)*****
1125977	Staff Specialist Paediatrician - Tasmanian Community Paediatric Service Perse	Hospitals Sth - WACS	WACS - Community Paediatrics	20/05/2024	Personal Information (s36) Without the backing of the two Doctors this leaves the area understaffed an unable to meet clinical requirements. Backfill is urgently required to maintain service demands. From period September through to March 2025. (For leave cover)				
1125871	Senior Social Worker (Casual/Relief) Perse	Launceston General Hospital	Social Work LGH	20/05/2024	1. Various fulltime and part time SW Level 3 positions are currently vacant due to usual occupants undertaking other/higher duties/ LWOP. 2. These social work positions allocated to ED, AMU, EMU, HALT, Medical, Rehabilitation, Surgical and WACS wards provide an essential client service in the management of complex cases and discharge planning and the supervision of AHP Level 1-2 social work staff. 3. Failure to fill these positions would result in increased risk to the management of complex discharges back to the community. These risks could include longer lengths of stay, sub optimal assessment and referrals for community support, delays in discharge planning and increased readmissions. These positions also play a pivotal role in the facilitation of NDIS and TASCAT referrals that assist in discharge planning for complex patients with above average LOS. 4. We have no other social workers on the Employment register to manage this clinical complexity and workload; failure to fill these additional hours will result in SW responsibilities referred to above not being undertaken and longer LOS. 5. Various vacancies will become available over the next 12 months. 6. Yes - these positions is vital to the efficient functioning of social work services to LGH				appoint fixed-term ***** (Recruitment Approval Process)*****
1125810	Nurse Manager - Infection, Prevention and Control Unit (IPC) Perse	Hospitals Sth - OOT Exec Dir of NRM	EDNM - Infection Prevntn & Control Unit	20/05/2024	Compliant - request to advertise permanent vacancy RM Previous NUM has been transferred to another position and it is now vacant				appoint permanent ***** (Recruitment Approval Process)*****
1125458	Clinical Nurse Consultant - Clinical Practice and Standards Perse	Hospitals Sth - Surgical & Periop Servs	SPS - Support Unit	14/05/2024	Compliant - advertise permanent vacancy Clinical Nurse Consultant - Clinical Practice and Standards Perse CW a. The substantive occupant has resigned from this position. The purpose of this job card is to advertise to permanently fill this vacancy. b. Short term HDA will be used to backfill the position while permanent replacement is found. c. This position is critical for the maintenance of practice standards and patient safety d. there is not increase in ABE as a result of this job card	535020 - Main Theatres - Nursing All Award Classifications All Project Codes Finance Data Month Ended: March 2024 Latest Pay Period: 2024 20 Latest Pay Actual Paid FTE (2024 20) 86.93 Funded FTE (effective 13-Oct-2023) 92.83 YTD Average Paid FTE 88.85 Personal Informa Business Informa YTD Average Paid Overtime FTE 4.84 YTD Average Paid Call Backs FTE 0.61 Agreed NtipPD for Unit NtipPD Average to Last Pay YTD Sick Leave Average FTE 4.37 YTD Annual Leave Average FTE 7.02 YTD Maternity Leave Average FTE 1.31 YTD LSL Average FTE 0.92 YTD Other Leave Average FTE 1.43	19 JUNE - APPROVED*		appoint permanent ***** (Recruitment Approval Process)*****
1126784	Medical Orderly Supervisor Perse	Hospitals Sth - Hospital Support Servs	HSS - Medical Orderlies & Security Servs	03/06/2024	Compliant - advertise perm vacancy Medical Orderly Supervisor Perse CW a) Vacant positions to be filled Personal Information (s36) b) Medical orderlies provide an essential service to the trust. c) Casual staff could be used incurring additional cost. d) no change in ABE				appoint permanent ***** (Recruitment Approval Process)*****
1127339	Patient Flow Assistant Perse	Hospitals Sth - Integrated Optins Centre	IOC - Transit Lounge	11/06/2024	Compliant Personal Information (s36) Personal Information (s36) b) The PFA position is essential for patient flow, transferring of patients to and from the Transit lounge, general aid duties, and managing staffing gaps in Transit Lounge. c) Duties cannot be shared amongst current staff establishment. d) Will not cause an increase in FTE above the ABE.				appoint permanent ***** (Recruitment Approval Process)*****

1125802	Associate Nurse Unit Manager (ANUM) Persc	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	19/05/2024	Compliant - Personal Information (s36)	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery. a) unified vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127120	Midwifery Unit Manager (MUM) - Maternity Unit Persc	North West Regional Hospital	Integrated Maternity Service NWRH	06/06/2024	please advertise a fixed term FTE. Why has the vacancy arisen? Personal Information (s36)	W20951 - Nursing - Maternity Services All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 30.57 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 13.27 Business Information YTD Average Paid Overtime FTE 0.86				appoint fixed-term ***** (Recruitment Approval Process)*****
1125788	Clinical Nurse Specialist - Diabetes Persc	Hospitals Sth - Medical & Cancer Servs	MCS - Diabetes Education	17/05/2024	Compliant - Personal Information (s36)	 b. Diabetes services for outpatient and inpatient service will be restricted so impacting patient flow, hospital avoidance, timely discharge and access to referral process. c. No other options d. Cost neutral				appoint fixed-term ***** (Recruitment Approval Process)*****
1122378	Clinical Nurse Consultant - Neuromuscular Degenerative Disease Persc	Hospitals Sth - SA&CS	SA&CS - Aged Services Team	26/03/2024	Compliant - Request to advertise ft vacancy. SM. Requesting to advertise fixed term vacancy of 0.21fte (10hpf) in this position until 30/6/24.	NOT APPROVED				appoint fixed-term ***** (Recruitment Approval Process)*****
1121993	Clinical Nurse Consultant - Neuromuscular Degenerative Disease Persc	Hospitals Sth - SA&CS	SA&CS - Aged Services Team	20/03/2024	Compliant - Request to advertise permanent position. SM. Requesting to advertise permanent vacancy, 45.6 hours per fortnight commencing asap. This vacancy is a result of substantive occupant Katherine Atkinson (713718) resigning from this position back from 21/03/2024.	Approved.				appoint permanent ***** (Recruitment Approval Process)*****
1127185	Clinical Nurse Consultant - Palliative Care Persc	Hospitals Sth - SA&CS	SA&CS - Community Palliative Care	07/06/2024	Personal Information (s36)					appoint fixed-term ***** (Recruitment Approval Process)*****
1126961	Nurse Unit Manager (NUM) - Nurses Station and Support Persc	Hospitals Sth - Integrated Optnrs Centre	IOC - Nursing Staff & Support Unit	05/06/2024	Personal Information (s36)	b) The Nurse Manager role provides leadership, oversight, and management of the activities of the health service/facility after hours. Supports the efficient and effective provision of care, based on clinical standards and best practice principles, within a collaborative and multidisciplinary framework by coordinating PSA, AIN management within the health service/facility. c) Workload cannot be shared amongst current staff establishment. d) This will not increase in FTE above the ABE.	Query - Cant understand why this is exactly the same as 1123689. Can you also please confirm that in light of the ED Review recommendations, that these are the positions that are needed?			appoint permanent ***** (Recruitment Approval Process)*****
1125455	Clinical Coordinator - Community Nurse Liaison Persc	Primary Health North South Esk	Community Nursing	14/05/2024	Advert - perm from 04/08/2024. Can this position currently being filled by fixed term contract until 4/08/2024 Personal Information (s36)	Cost Centre N74383 - Community Nursing Launceston all project codes including the ComRS project (project code 1486) Affordable Budget Establishment (ABE) FTE 40.39 YTD Average Paid FTE 46.36 (PP22) Business Information YTD Average Paid Overtime FTE 0.19 YTD Average Paid Call Backs FTE 0.02 Business Information (s36)	19 JUNE - APPROVED*			appoint permanent ***** (Recruitment Approval Process)*****
1125454	Clinical Nurse Consultant - Dementia Persc	Primary Health North South Esk	Community Nursing	13/05/2024	Advert - perm, part time from 24/05/2024 Personal Information (s36)	Cost Centre N74443 - Community Dementia Service Affordable Budget Establishment (ABE) FTE 10.43 YTD Average Paid FTE 11.48 (PP22) Business Information YTD Average Paid Overtime FTE 0.07 YTD Average Paid Call Backs FTE - Comments Over ABE and budget YTD. This cost centre has averaged leave at 1.95 FTE per pay period whereas its casual positions on the establishment and in ABE is 1.00 FTE. The net budget for this cost centre has only increased by 5% since 2019-20 which isn't enough to keep pace with wage increases, cost of living increases etc.	19 JUNE - APPROVED*			appoint permanent ***** (Recruitment Approval Process)*****
1126443	Clinical Nurse Educator Persc	Hospitals Sth - OOT Exec Dir of N&M	EDNM - Edu & Practice Dev Unit	28/05/2024	a) Previous approved recruitment process was not able to provide an applicant for appointment b) Established position, potential industrial implications c) Nil d) Nil	NOT APPROVED - Can the Hiring Manager please escalate through other Managers/Directors as required to the Deputy Secretary HPC to provide workforce plan and structure for the units of Chief Executive Hospitals South, Hospitals South EDON, and Hospitals South EDMS.				appoint fixed-term ***** (Recruitment Approval Process)*****

112543	Associate Nurse Unit Manager - Acute Perso	Hospitals Sth - DOD Exec Dir of N&M	EDMG - Covid/Home	14/05/2024	Compliant - Request to advertise PERM hours in FTE Perso Review approve recruitment to permanently vacant FTE within exp-131124 position. This vacancy has been temporarily filled with contracts ending early August - The position requires permanent recruitment to maintain operations and provide stability to the team. We have 1.6 FTEs permanently vacant but only require 1 FTE to be filled at this time to support current activity.	.	NOT APPROVED - Can the Hiring Manager please escalate through other Managers/Directors as required to the Deputy Secretary HPC to provide workforce plan and structure for the units of Chief Executive Hospitals South, Hospitals South EDON, and Hospital South EDME	Renec contacted Jane on 21 June		appoint permanent *****Recruitment Approval Process)*****
112548	Clinical Lead Youth Health Perso	Hospitals Sth - WACS	WACS - Youth Health	21/05/2024	Compliant - request to advertise fixed term vacancy RM Personal Information (s36)					appoint fixed term *****Recruitment Approval Process)*****
112500	Clinical Nurse Consultant - Infection Prevention & Control Perso	Primary Health North West	Primary Health North West	08/05/2024	Personal Information (s36) b) If this role is not filled, we risk a detrimental lack of support in the implementation of infection control policies particularly during any infection outbreak c) There is no other option but to recruit d) No increase in paid FTE, the poos is permanently vacant due to substantive resigning & fixed term HDA ceases 28/06/24.	Commentary CLC BM PHS 10/05/24 W3423 - Primary Health Management and Administration All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 21 Latest Pay Actual Paid FTE (2024 21) 8.75 Funded FTE (effective 13-Oct-2023) 9.20 YTD Average Paid FTE 8.98 Business Informa YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE 0.01			appoint permanent *****Recruitment Approval Process)*****	
112614	Clinical Nursing Consultant Cancer Care Perso	Northern Cancer Services	Northern Cancer Services	23/05/2024	Personal Information (s36) The Cancer Care Coordinator role in Oncology is vital to providing safe and evidence based clinical care at diagnosis to treatment. In this specialised area, in depth knowledge and education are required by all nursing staff, including all aspects of providing clinical support to cancer patients from time of diagnosis to treatment and navigating through the systems. Patient support is required for the changing clinical environment, coordination of care and liaising with medical professions. If this position is not filled excessive pressure is placed on patients and will have a major impact on patient outcomes within the Cancer centre and wider general hospital. WD note: Personal Information (s36) Need to edit establishment.	N2030 - North West Cancer Centre Latest Pay Actual Paid FTE (2024 23) 44.72 Funded FTE (effective 13-Oct-2023) 61.66 YTD Average Paid FTE 47.40 Business Informa YTD Average Paid Overtime FTE 0.19 YTD Average Paid Call Backs FTE 0.04			appoint permanent *****Recruitment Approval Process)*****	
112604	Pharmacy Technician Perso	CMHW - Tasmanian Health Services	SHIP - LGH Pharmacy	30/05/2024	Beside Medication Management has been approved for permanent implementation, therefore these positions can be permanently appointed to. Current acting occupants are in place until 30 September 2024. Multiple permanent and fixed term, full time and part time positions exist (per attached spreadsheet - there will be 11.21 FTE permanently vacant and 3.01 FTE fixed term vacant as of 30 Sept)	These roles undertakes technical and administrative processes of ordering supply, administration and monitoring of medication within wards where these processes have traditionally been undertaken by nursing staff, which results in nursing hours being redirected to direct patient care.			appoint permanent *****Recruitment Approval Process)*****	
112348	Clinical Educator Breast Imaging Perso	CMHW - Tasmanian Health Services	2SCP - Breast Screening Services	13/04/2024	a) Requesting advertisement to fill 1.0 FTE fixed-term vacancy in Perso for 12 months from appointment. b) The Clinical Educator - Breast Imaging will supervise, provide training and support high quality imaging education programs for radiographers, mammographic technologists and sonographers within BreastScreen Tasmania and Tasmanian Diagnostic Breast Imaging Services. These elements being undertaken by the Chief Radiographer in addition to her normal responsibilities and is unsustainable to continue. c) No other options are feasible. d) FTE available.	21241 - Cancer Screening and Control Services All Award Classifications All Project Codes Finance Data Month Ended: February 2024 Latest Pay Period: 2023 12 Latest Pay Actual Paid FTE (2024 12) 5.05 Funded FTE (effective 13-Oct-2023) 50.29 Business Informa YTD Average Paid Overtime FTE 0.11 YTD Average Paid Call Backs FTE 0.20 Agreed Waiver for Limit MHPD Average to Last Day YTD Sick Leave Average FTE 0.03 YTD Annual Leave Average FTE 0.04 YTD Maternity Leave Average FTE 0.00 YTD LSL Average FTE 0.00	19 JUNE - APPROVED*		appoint fixed term *****Recruitment Approval Process)*****	
1125209	Clinical Nurse Consultant Paediatric Services Perso	Launceston General Hospital	Ward 4K LGH	09/05/2024	Personal Information (s36) Request to advertise position to cover secondment as follows.				appoint fixed term *****Recruitment Approval Process)*****	
1122477	Clinical Nurse Educator Perso	Hospitals Sth - DOD Exec Dir of N&M	EDNM - Edu Dev Unit		a) Substantive position holders on reduced hours and secondment b) Service continuity c) Nil appointable grade six d) Provide details if the request will cause an increase in FTE above the budget establishment as this will require higher approval from the Budget and Finance Sub Committee of the State Health Service Joint Executive Committee unless there is a legal requirement such as the application of NHPPD and service changes are not proposed.		and Hospitals Sou			
1123496	Clinical Coordinator (Facilitator) - Whole of Community PHU Perso	Hospitals Sth - SA&CS	SA&CS - Midlands Multi Purpose Centre	21/05/2024	Compliant - Request to advertise 1/1 vacancy SM a) New position b) Created to coordinate and facilitate the learning and teaching of undergraduate nursing, paramedics and allied health students within a designated rural health environment. c) No other options considered - this position funded by the university to provide support in rural areas only. d) No increase in FTE above the ABE.	Reduced level of support for undergraduates	1 JULY - APPROVED	Yes, UITAS funding has been confirmed for this position.	appoint fixed term *****Recruitment Approval Process)*****	
1123698	Clinical Nurse Educator - Transition to Practice Perso	Hospitals Sth - DOD Exec Dir of N&M	EDNM - Edu & Practice Dev Unit	17/04/2024	Compliant - Request to advertise permanent position 508386. SH Personal Information (s36) b) Service continuity key deliverable of transition to practice programs for newly registered on and in positions within Hospitals South c) Nil appointable grade six role d) Nil		NOT APPROVED - Can the Hiring Manager please escalate through other Managers/Directors as required to the Deputy Secretary HPC to provide workforce plan and structure for the units of Chief Executive Hospitals South, Hospitals South EDON, and Hospitals South EDMS.		appoint permanent *****Recruitment Approval Process)*****	
1126265	Ward Clerk - Acute Medical Unit Perso	Launceston General Hospital	Acute Medical Unit LGH	24/05/2024	Personal Information (s36) This position is currently vacant.	N2031 - Acute Medical Unit All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 53.75 Funded FTE (effective 13-Oct-2023) 47.87 YTD Average Paid FTE 53.24 Business Informa YTD Average Paid Overtime FTE 8.31 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 2.81 YTD Annual Leave Average FTE 3.50 YTD Maternity Leave Average FTE 0.84 YTD LSL Average FTE 0.17 YTD Other Leave Average FTE 0.49	19 JUNE - APPROVED*		appoint to vacancy using previous selection process *****Recruitment Approval Process)*****	

112649	Nurse Unit Manager (ANJM) - Nursing and Support Persc	Hospitals 5th - Integrated Clinical Centre	NIC - Nursing Staff - Support Units	27/04/2024	<p>Completed Personal Information (s36)</p> <p>1) Recruitment for this position is in the process. We have received an approval for 1 more permanent FTE in this space. Please use this job card to increase 1 more permanent FTE in the previous job card. teacher num 5000956.</p> <p>2) The Nurse-Manager role provides leadership, oversight, and management of the activities of the health service facility where hours supports the efficient and effective provision of care based on clinical standards and best practice principles, within a collaborative and multidisciplinary framework by coordinating RCU, ICU management within the health care facility.</p> <p>3) Workload cannot be shared amongst current staff establishment.</p> <p>4) There will not increase in FTE above the ABE.</p>	<p>Query - Can you also please confirm that in light of the ED Review recommendations, that these are the positions that are needed - APPROVED WEEK COMMENCING 1 JULY 2024</p>			<p>appoint permanent ***** (Recruitment Approval Process) *****</p>
112648	Unit Outpatient Clinics Persc	North West Regional Hospital	Specialist Clinics WWHH	29/05/2024	<p>Personal Information (s36)</p> <p>1. Why has this vacancy arisen? Personal Information (s36)</p> <p>2. What is the Clinical impact of not filling the Role? The role is integral in the day to day running of the Outpatient department. Not having this position backfilled would reduce work capacity and patient throughput and increase clinical risk for patients requiring for care.</p> <p>3. What is the corporate risk of not filling the role? Ability to retain a sustainable work force. Loss of skilled and orientated staff to the area.</p> <p>4. Does Filling the Role increase the paid FTE? No, the position is in the budgeted establishment.</p> <p>5. Is this position Critical to filling your Roster? Yes.</p>	<p>W21044 - Nursing - Outpatient Clinics</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 21.46</p> <p>Funded FTE (effective 13-Oct-2023) 20.66 YTD Average Paid FTE 21.11 Business Information YTD Average Paid Overtime FTE 0.05 YTD Average Paid Call Backs FTE 0.01</p>			<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process) *****</p>
112707	Associate Nurse Unit Manager (ANJM) Persc	Mersy Community Hospital	WHS Student Midwife MCH	05/06/2024	<p>please advertise a fixed term FTE to recruit fixed term. Why has the vacancy arisen? Personal Information (s36)</p> <p>whilst the service delivery model is being finalised and permanent recruitment is uncertain to fill all vacant positions within WMS. Clinical risk of not filling position - direct patient care and ward support. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, inability to meet NIPPV/Berthrate Plus staffing requirements. Will paid FTE increase - No Is filling this critical to the roster - Yes</p>	<p>W20951 - Nursing - Maternity Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 30.57</p> <p>Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 13.27 Business Information YTD Average Paid Overtime FTE 0.86</p>			<p>appoint fixed term ***** (Recruitment Approval Process) *****</p>
112843	Associate Nurse Unit Manager (ANJM) - Elective Surgery Coordinator Persc	Launceston General Hospital	Surgery LGH	22/05/2024	<p>Advert opens full time from 04/06/2024.</p> <p>1) The reason for the vacancy and intended action - I wish to advertise this newly created position to the public.</p> <p>2) Justification as to the clinical and/or corporate impact of the duties and the risk to the service if the position is not filled.</p> <p>Potential delays in patient preparation & poor theatre utilization.</p> <p>Potential impact upon Elective Surgery Waiting List management.</p> <p>Dependent upon Public Healthability.</p> <p>Overtime of other staff is if working understaffed.</p> <p>3) What options to cover the duties have been considered?</p> <p>Request for leave from:</p> <p>4) Provide details if the request will cause an increase in FTE above the ABE.</p>	<p>no</p> <p>QUERY - Is this budgeted 1 JULY - APPROVED</p> <p>Copy of 2024 attached.</p>			<p>appoint permanent ***** (Recruitment Approval Process) *****</p>
112635	Associate Nurse Unit Manager Persc	Launceston General Hospital	Ward 4D LGH	27/05/2024	<p>Personal Information (s36)</p> <p>1) Nil options</p> <p>2) Benchmarked position</p> <p>3) Nil options</p> <p>4) FTE neutral</p>	<p>N22011 - Medical Ward 4D</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23</p> <p>Latest Pay Actual Paid FTE (2024 23) 39.39</p> <p>Funded FTE (effective 13-Oct-2023) 47.73</p> <p>YTD Average Paid FTE 45.90 Business Information YTD Average Paid Overtime FTE 2.42 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 2.65 YTD Annual Leave Average FTE 3.52 YTD Maternity Leave Average FTE 0.13 YTD LSI Average FTE 0.35 YTD Other Leave Average FTE 0.47</p>			<p>appoint fixed term ***** (Recruitment Approval Process) *****</p>
112681	Administration Support Officer (Casual) - Patient Safety Persc	Hospitals NW - City & Pnt Safety	Hospitals NW - City & Pnt Safety	04/06/2024	<p>To assist cover shortfalls within the administration team when a member is on planned or unplanned leave. Administration is a vital role in the QPSS team and requires someone available to assist with daily task as can be time sensitive.</p>	<p>445012 - MCH QPSS 445013 - NWRH QPSS</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 15.19</p> <p>Funded FTE (effective 13-Oct-2023) 6.99</p> <p>YTD Average Paid FTE 15.42 Business Information YTD Average Paid Overtime FTE 0.02</p>			<p>appoint fixed term ***** (Recruitment Approval Process) *****</p>
112570	Social Worker Persc	Launceston General Hospital	Social Work LGH	20/05/2024	<p>1. Various fulltime and part time SW 1-2 positions are currently vacant due to usual occupants undertaking higher duties.</p> <p>2. These social positions allocated to ED, AMU, EMU, HALT, Medical, Rehabilitation, Surgical and WACS wards provide an essential client service in the management of complex cases and discharge planning.</p> <p>3. Failure to fill these positions would result in increased risk to the management of complex discharges back to the community. These risks could include longer lengths of stay, sub optimal assessment and referrals for community support, delays in discharge planning and increased readmissions. These positions also play a pivotal role in the facilitation of NDIS and TASCAT referrals that assist in discharge planning for complex patients with above average LOS.</p> <p>4. We have no other social workers on the Employment register to manage this clinical complexity and workload; failure to fill these additional hours will result in SW responsibilities referred to above not being undertaken and longer LOS.</p> <p>5. Various vacancies will become available over the next 12 months.</p> <p>6. Yes - this position is vital to the efficient functioning of social work services to LGH</p>				<p>appoint fixed term ***** (Recruitment Approval Process) *****</p>

1126331	Associate Nurse Unit Manager Perso	Launceston General Hospital	Ward 4D LGH	27/05/2024	Personal Information (s36) request to advertise. a) Benchmarked position c) nil options d) FTE neutral	N23011 - Medical Ward 4D All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 39.30 Funded FTE (effective 13-Oct-2023) 47.73 YTD Average Paid FTE 45.90 Business Informa YTD Average Paid Overtime FTE 2.42 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 2.65 YTD Annual Leave Average FTE 3.52 YTD Maternity Leave Average FTE 0.13 YTD LSL Average FTE 0.35 YTD Other Leave Average FTE 0.47			appoint permanent ***** (Recruitment Approval Process)*****	
1126349	Associate Nurse Unit Manager Perso	Launceston General Hospital	Ward 4D LGH	27/05/2024	Personal Information (s36) request to advertise position. a) Benchmarked position. c) Nil options d) FTE neutral	N23011 - Medical Ward 4D All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 39.30 Funded FTE (effective 13-Oct-2023) 47.73 YTD Average Paid FTE 45.90 Business Informa YTD Average Paid Overtime FTE 2.42 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 2.65 YTD Annual Leave Average FTE 3.52 YTD Maternity Leave Average FTE 0.13 YTD LSL Average FTE 0.35 YTD Other Leave Average FTE 0.47			appoint permanent ***** (Recruitment Approval Process)*****	
1127223	Ward Support Assistant (Relief) Perso	North West Regional Hospital	North West Regional Hospital	06/06/2024	due to upcoming sick leave and staffing shortages an EOI is required to fill casual Ward Support Assistants position in IMS.	W20951 - Nursing - Maternity Services All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 30.57 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 13.27 Business I			appoint fixed-term ***** (Recruitment Approval Process)*****	
1127082	Admissions Clerk (Casual) Perso	North West Regional Hospital	Integrated Maternity Service NWRH	06/06/2024	Why has the vacancy arisen? due to upcoming sick leave and staffing shortages an EOI is required to fill Casual Admissions Clerk position in IMS. What is the clinical impact of not filling this role? yes What is the corporate impact of not filling the role i.e. budget impact or industrial impact? the ward will not be able to admit patient, discharge patients or run effectively with no admissions clerks. Does filling the role increase the paid FTE? no Is this position critical to filling your roster? yes	W20951 - Nursing - Maternity Services All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 30.57 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 13.27 Business I			appoint fixed-term ***** (Recruitment Approval Process)*****	
1126258	Clinical Nurse Consultant - Cognitive Assessment and Pathways Service Perso	Primary Health North West	Primary Health NW Area Services	24/05/2024	Personal Information (s36) a) The Cognitive Assessment & Pathways Service (CAPS) average around 50 referrals a month for assessment of cognition and appropriate referral. They have at any one time 70-80 active clients on their books, demand for assessment is high for this service. Not replacing the CNC, which is a 0.84 position, will delay assessment and treatment for those clients living with cognitive impairment, and increased the stress and workload on other staff in the service, who are already working a capacity. If this position is not backfilled wait times for assessment will increase dramatically. d) there are no alternatives but to fill the hours in the service against this GE class. e) increase in paid FTE while paid mat leave occurs, while substantive is on LWOP (apart from the 2 weeks handover at the end of this fixed term appointment), there is no increase in paid FTE. Mat leave of staff unavoidable and out of services' control but need to continue the service.	Commentary CLC BM PHS 30/05/24 W34643 - HACCC Cognitive Assessment and Pathways Service All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 2.07 Funded FTE (effective 13-Oct-2023) 1.70 YTD Average Paid FTE 1.79 Business Infor			appoint fixed-term ***** (Recruitment Approval Process)*****	
1132494	Assistant Director of Health Services Perso	Hospitals 5th - Statewide Services	Hospitals 5th - CCCL&A	03/06/2024	Compliant - Personal Information (s36)	YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE -	QUERY - Please refer to Francine Douce in PageUp (Chief Nurse and Midwife) - Francine, do these jobs require a 1 week handover? Can the ADN manage the ADN induction? If Chief Nurse approves 1 week handover, then I can progress. If not, please come back to Vacancy Committee with Francine's comments. Referred to Executive J&E 23 after unit initially sought to withdraw the request, this changed Friday 27.6.24. Requested start date was the 31. June 2024, so the period of the period has past, request appointment to be reconsidered to appoint ASAP - Ee			appoint fixed-term ***** (Recruitment Approval Process)*****
1132023	Administrative Assistant Perso	CMHW - AMH & Statewide Services	AMH 5th - Area Management Units	06/06/2024	This position has been approved (DIVE 11/20/23) to increase from a Band 3.0 to a Band 3.0 FTE approved and combined with Band 3.0 FTE to create a new 3.0 Band 3 position. Position is substantively vacant.	This position is required for roster support, communications and credentialing support. Without this position, there is an increased risk of clinicians being employed without correct credentials. This function is currently being performed by another existing EOI and the workload is not sustainable, especially with the expansion of mental health medical workforce due to reform.	QUERY - Pls consider the Redeployment List.	Ad live from 3 July 2024	appoint permanent ***** (Recruitment Approval Process)*****	
1125404	Operations Manager Perso	Hospitals 5th - Hospital Support Servs	HSS - Cambridge Production Centre	14/05/2024	Compliant - advertise perm vacancy Operations Manager a) Personal Information (s36) b) Position Number c) The impact of not filling this role would reflect on all food production requirements for distribution, canteens and external sites, there is also the risk of negative food safety outcomes for patients. The position is ultimately responsible for the Departments Food Safety Plan and as such, risks to accreditation, council licence approvals and costs associated with potential negative food safety outcome(s) could result. In addition, possible disruptions to food supply could result in lost revenue and good will. There would be no active monitoring of the Departments Food Safety Plan, consultation with Dietetic department reduces, disruption to production planning, lack of liaison with outside clientele, no follow up of plant and equipment maintenance. C. Only minimal limited number of tasks are possible to be picked up. D. N/A.				appoint permanent ***** (Recruitment Approval Process)*****	

1126234	Administrative Assistant - Tasmanian Eating Disorder Service (TEDS) Perso	CMHW - MH & Statewide Services	CMHW - MH & Statewide Services	24/05/2024	<p>Establishment of new positions. Business Information (S38)</p> <p>in the 2023-24 state budget announcement, funding has been allocated to TEDS for staffing and operational expenditure (\$8M over 2023-24 and subsequent budget out years to 2026-27). Refer to page 67.</p>	<p>NB2150 - Tasmanian Eating Disorder Community North</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 0.50</p> <p>Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 0.27</p> <p>Business Inform</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE -</p> <p>Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 0.00 YTD Annual Leave Average FTE 0.01 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE -</p>			<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1126892	Senior Screening Services Officer Perso	CMHW - Tasmanian Health Services	PSCP - BreastScreen Screening Services	04/06/2024	<p>a) Request to advertise 0.5 FTE - 28 hpf in this position starting asap for 12 months. b) Screening Services Officers are critical to the operation of the BreastScreen Tasmania Program. Failure to completely fill this position will result in an inability to recruit women to screen and lead to worse health outcomes. There is a new Rosny service opening in September. c) It is essential that this front line position is filled to meet service demands. d) FTE available</p>	<p>There is a new Rosny screening clinic opening in September, so it's crucial we get more staff trained for this site.</p> <p>SS1041 - Cancer Screening and Control Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23</p> <p>Latest Pay Actual Paid FTE (2024 23) 50.14</p> <p>Funded FTE (effective 13-Oct-2023) 50.29 YTD Average Paid FTE 51.12</p> <p>Business Inform</p> <p>YTD Average Paid Overtime FTE 0.28 YTD Average Paid Call Backs FTE 0.30</p> <p>Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 2.10 YTD Annual Leave Average FTE 3.05 YTD Maternity Leave Average FTE 0.72 YTD LSL Average FTE 0.28 YTD Other Leave Average FTE 0.13</p>			<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1126893	Coordinating Unit Services Perso	CMHW - Tasmanian Health Services	PSCP - BreastScreen Screening Services	04/06/2024	<p>a) Request to advertise 0.5 FTE - 38 hpf in this position starting asap for 12 months. b) Screening Services Officers are critical to the operation of the BreastScreen Tasmania Program. Failure to completely fill this position will result in an inability to recruit women to screen and lead to worse health outcomes. There is a new Rosny service opening in September. c) It is essential that this front line position is filled to meet service demands. d) FTE available</p>	<p>There is a new Rosny screening clinic opening in September, so it's crucial we get more staff trained for this site.</p> <p>SS1041 - Cancer Screening and Control Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23</p> <p>Latest Pay Actual Paid FTE (2024 23) 50.14</p> <p>Funded FTE (effective 13-Oct-2023) 50.29 YTD Average Paid FTE 51.12</p> <p>Business Inform</p> <p>YTD Average Paid Overtime FTE 0.28 YTD Average Paid Call Backs FTE 0.30</p> <p>Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 2.10 YTD Annual Leave Average FTE 3.05 YTD Maternity Leave Average FTE 0.72 YTD LSL Average FTE 0.28 YTD Other Leave Average FTE 0.13</p>			<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1126889	Screening Services Officer Perso	CMHW - Tasmanian Health Services	PSCP - BreastScreen Screening Services	04/06/2024	<p>a) Request to advertise 1.0 FTE - 76 hpf in this position starting asap for 12 months. b) Screening Services Officers are critical to the operation of the BreastScreen Tasmania Program. Failure to completely fill this position will result in an inability to recruit women to screen and lead to worse health outcomes. There is a new Rosny service opening in September. c) It is essential that this front line position is filled to meet service demands. d) FTE available</p>	<p>There is a new Rosny screening clinic opening in September, so it's crucial we get more staff trained for this site.</p> <p>SS1041 - Cancer Screening and Control Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23</p> <p>Latest Pay Actual Paid FTE (2024 23) 50.14</p> <p>Funded FTE (effective 13-Oct-2023) 50.29 YTD Average Paid FTE 51.12</p> <p>Business Inform</p> <p>YTD Average Paid Overtime FTE 0.28 YTD Average Paid Call Backs FTE 0.30</p> <p>Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 2.10 YTD Annual Leave Average FTE 3.05 YTD Maternity Leave Average FTE 0.72 YTD LSL Average FTE 0.28 YTD Other Leave Average FTE 0.13</p>			<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>

1127145	Manager Emergency Management and Special Operations	Perseo	CMHW - Ambulance Tasmania	AT - State Headquarters	06/06/2024	Request to advertise permanent vacancy commencing 06/06/2024 via posters, seek, facebook and LinkedIn Personal Information (s36)				appoint permanent ***** (Recruitment Approval Process)*****	
1126396	Business Analyst	Perseo	HICT - Office of the Deputy CIO	HICT - Strategic Projects	28/05/2024	Request to fill fixed term asap until 31/08/2025.	APPROVED.			appoint fixed-term ***** (Recruitment Approval Process)*****	
1126232	Administrative Assistant - Tasmanian Eating Disorder Service (TEDS)	Perseo	CMHW - MH & Statewide Services	CMHW - MH & Statewide Services	24/05/2024	Establishment of new positions Business Information (s36) In the 2023-24 state budget announcement, funding has been allocated to TEDS for staffing and operational expenditure (\$2M over 2023-24 and subsequent budget out years to 2026-27). Refer to page 67.	572098 - Tasmanian Eating Disorder Community Sth All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 1.50 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 0.36 Business Inform YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Agreed Wip/PO for Unit Nip/PO Average to Last Pay YTD Sick Leave Average FTE - YTD Annual Leave Average FTE 0.01 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.00 YTD Other Leave Average FTE -			appoint perman ***** Rec Proc	
1126664	Admissions Clerk	Perseo	HPC - Health Information Mgmt Service	HIMS - Inpatient Services	31/05/2024	1. Fixed term vacant position requiring backfill. This role is to provide administrative and frontline support across all admission locations. 2. High - The position provides frontline administrative support across all hospital sites, when not provided, the potential severity is to nursing/clinical impact to patient care, with inpatient section and hospital revenue. 3. All options have been considered and eliminated. 4. No current FTE or establishment.					
1126322	Records Management Officer - Human Resource Services (HRS)	Perseo	P&C - People Services	P&C - Payroll Servs - Statewide	27/05/2024	Personal Information (s36)					
1126586	Administrative Assistant	Perseo	CORA - Clin Governance, Qity & Proc Sfty	CORA - Clinical Governance	30/05/2024	Personal Information (s36)				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	
0007914	Administrative Assistant - Hospital	Perseo	Launceston General Hospital	Medicine LGH	06/06/2024	Personal Information (s36)	060930 - Administration - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 1.13 Funded FTE (effective 13-Oct-2023) 7.00 YTD Average Paid FTE 0.88 Business Inform YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE 0.06 YTD Sick Leave Average FTE 0.06 YTD Annual Leave Average FTE 0.0 YTD Maternity Leave Average FTE 0 YTD LSL Average FTE 0 YTD Other Leave FTE 0.00 NIP/PO - Ad All Av A YTD Average Paid FTE 1.13 Business Inform	QUERY - please contact Redeployment Unit			
1127126	Executive Assistant	Perseo	Launceston General Hospital	Medicine LGH	06/06/2024	Personal Information (s36)					
1124518	Director of Patient Safety and Quality Improvement	Perseo	Hospitals Sth - OOT Exec Dir of MedS	EDMS - Quality & Patient Safety	01/05/2024	Compliant - request 1 Personal Information (s36)				Process)*****	

Tracker No	Job title	Approved classification	Section	SubSection	Date received Date	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Vacancy Committee Comments	Follow-up Response	Budget Clarification Required	Action required
1126712	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - CCCS&I	CCCSI - DCCM - Nursing	31/05/2024	Compliant - advertise perm vacancy - Registered Nurse - CW a) constant changes in FTC availability due to Perm staff secondment, mat leave, temp reduction in hours b) Clinical impact is patients may not be cared for by nursing staff with requisite skills to care for critically unwell patients - Corporate impact - cancellation of booked/elective surgical patients requiring postoperative ICU care due to staffing vacancies. Also increased overtime and double shifts which poses an industrial and work/health & safety issue. c) G3-4 nurses provide direct patient care; no alternatives to filling the position d) It is within NHPD.	-	Hours per fortnight is 760. Is it 1x position, or 10? There seems to be statement in the PageUp around 120 FTE. Please also make sure we're not putting multiple FTE against 1 PN. APPROVED IN PRINCIPLE but we need to see some clarification around 760 hours pfn. 1 JULY - APPROVED	120 FTE is what the position is approved for in total. This request is to fill 10 FTE (760 hours) of vacant FTE. This position has not been unravelled back to individual numbers yet.	-	appoint permanent ***** (Recruitment Approval Process)*****
1127345	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	WLC - Nursing SMHU	11/06/2024	This position has been vacant for a period of time, we are required by the award to cover each shift available with an ANUM. If this position is not recruited to, we will be unable to meet legislative requirements to fulfil the roster.	If this position is not recruited to, we will be unable to meet legislative requirements to fulfil the roster. S78270 - Wilfred Lopes Centre All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 72.72 Funded FTE (effective 13-Oct-2023) 69.83 YTD Average Paid FTE 73.66 Business Information (s38) YTD Average Paid Overtime FTE 0.99 YTD Average Paid Call Backs FTE 0.19 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 4.22 YTD Annual Leave Average FTE 5.29	APPROVED.			appoint permanent ***** (Recruitment Approval Process)*****
1127515	Registered Nurse - Aged Services Team (AST)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - SAA&CS	SAACS - Aged Services Team	13/06/2024	Compliant - request to advertise fixed term hours in this position. JF Requesting to advertise fixed term vacancy of 0.84fte commencing asap until 24/3/25. Personal Information (s 36) There is only 3 G3-4 employees currently sitting in the Aged Services Team, when Personal Information (s 36) if not filled this will leave this position only occupied 112hpf and leave 1.26fte vacant.					appoint fixed-term ***** (Recruitment Approval Process)*****
1127463	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - CCCS&I	CCCSI - ED - Nursing	12/06/2024	Fixed term vacancy on the establishment Appointing off tracker 1124186 which was raised as part of the 100 day government promise. Recruitment requested an additional job card to appoint these. please refer to the signed selection report for the appointable applicants names. Total of 3.31 FTE/251 hours to appoint.					appoint fixed-term ***** (Recruitment Approval Process)*****

1127519	Registered Nurse - Aged Services Team (AST)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - SAA&CS	SAACS - Aged Services Team	13/06/2024	Compliant - request advertising for perm hours in this position. JF Requesting to advertise this position permanently. Personal Information (s 36) If not filled this leaves the AST team permanently short staffed in G3-4.				appoint permanent ***** (Recruitment Approval Process)*****
1126429	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - Renal - Nursing	28/05/2024	Compliant - Personal Information (s 36) These permanent hours are currently available on the Renal Unit establishment				appoint permanent ***** (Recruitment Approval Process)*****
1127248	Registrar - Haematology	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Pathology LGH	07/06/2024	Approval to advertise fixed term 1.0 FTE Registrar Haematology 2025-2026 This is a rotational position funded by the RCPA N51610 - Pathology Latest Pay Actual Paid FTE (2024 24) 72.34 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.75 Business Information (s38) YTD Average Paid Overtime FTE 1.66 YTD Average Paid Call Backs FTE 1.99	APPROVED.			appoint fixed-term ***** (Recruitment Approval Process)*****
1125987	Speech Pathologist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Launceston General Hospital	Speech Pathology LGH	22/05/2024	Please advertise for AHP 1-2 to work with our Paediatric Community team. Appointment asap through to 19/07/2025 Personal Information (s 36) See attachment. Sonia Tuff will complete PTEV to transfer 0.6 FTE from into this position to fund. This vacancy will support critical need in community paediatrics.				appoint fixed-term ***** (Recruitment Approval Process)*****
1127822	Doctors in Training - Recruitment Campaign - 2025 - Emergency - Medicine Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - CCCS&I	CCCSI - ED - Medical	18/06/2024	As a teaching hospital, the annual recruitment of Registrars is necessary in order to maintain current clinical services. Registrar positions are only filled on a fixed term basis in order to support the relevant teaching program. Inability to maintain current medical service and failure to maintain status as a teaching hospital if vacancy not filled. Annual Doctors in Training Recruitment Campaign to replace positions currently filled by 12 month fixed term employees. To provide acute frontline care to patients and cover shift and rotational work. The methods used for filling this vacancy have been in accordance with State Service legislative requirements.	QUERY - these should be length of training contracts rather than 1 year (which can be up to six years)	Advertising content revised as approved by Paul Bremner to progress this to advertising.		appoint fixed-term ***** (Recruitment Approval Process)*****
1126426	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - General Medicine (Ward K-10 East)	28/05/2024	Compliant - Personal Information (s 36) These permanent hours are currently vacant on the K10East establishment				appoint permanent ***** (Recruitment Approval Process)*****

1127328	Medical Intern [REDACTED]	Medical Practitioners Agreement 2022, Medical Practitioner Level 1 (Intern)	North West Regional Hospital	Registrars, Interns NWRH	11/06/2024	<p>Personal Information (s 36)</p> <p>[REDACTED]</p> <p>The interview panel were supportive of the above and her references also supported the appointment.</p>	<p>W20770 - Medical - Medicine</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 23.93</p> <p>Funded FTE (effective 13-Oct-2023) 24.30</p> <p>YTD Average Paid FTE 26.91 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 3.34 YTD Average Paid Call Backs FTE 0.02</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.98 YTD Annual Leave Average FTE 2.09 YTD Maternity Leave Average FTE 0.01 YTD LSL Average FTE 0.03 YTD Other Leave Average FTE 0.56</p>	APPROVED - See Budget - Please refer back to Deputy Secretary HPC regarding budget expenditure.		Please refer back to Deputy Secretary HPC regarding budget expenditure.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127321	Medical Intern [REDACTED]	Medical Practitioners Agreement 2022, Medical Practitioner Level 1 (Intern)	North West Regional Hospital	Registrars, Interns NWRH	11/06/2024	<p>Personal Information (s 36)</p> <p>[REDACTED]</p> <p>The interview panel were supportive of the above and her references also supported the appointment.</p>	<p>W20770 - Medical - Medicine</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 23.93</p> <p>Funded FTE (effective 13-Oct-2023) 24.30</p> <p>YTD Average Paid FTE 26.91 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 3.34 YTD Average Paid Call Backs FTE 0.02</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.98 YTD Annual Leave Average FTE 2.09 YTD Maternity Leave Average FTE 0.01 YTD LSL Average FTE 0.03 YTD Other Leave Average FTE 0.56</p>	APPROVED - See Budget - Please refer back to Deputy Secretary HPC regarding budget expenditure.		Please refer back to Deputy Secretary HPC regarding budget expenditure.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127325	Medical Intern [REDACTED]	Medical Practitioners Agreement 2022, Medical Practitioner Level 1 (Intern)	North West Regional Hospital	Registrars, Interns NWRH	11/06/2024	<p>Personal Information (s 36)</p> <p>[REDACTED]</p> <p>The interview panel were supportive of the above and her references also supported the appointment.</p>	<p>W20880 - Medical - Orthopaedics</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 9.79</p> <p>Funded FTE (effective 13-Oct-2023) 10.84</p> <p>YTD Average Paid FTE 12.90 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 1.65 YTD Average Paid Call Backs FTE 0.26</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.70 YTD Annual Leave Average FTE 0.80 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE 0.21</p>	APPROVED - See Budget - Please refer back to Deputy Secretary HPC regarding budget expenditure.		Please refer back to Deputy Secretary HPC regarding budget expenditure.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1127738	Medical Intern	Medical Practitioners Agreement 2022, Medical Practitioner Level 1 (Intern)	North West Regional Hospital	Registrars, Interns NWRH	17/06/2024	Personal Information (s 36) The interview panel were supportive of the above and her references also supported the appointment.	W20810 - Medical - Surgery All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 18.19 Funded FTE (effective 13-Oct-2023) 10.70 YTD Average Paid FTE 14.86 Business Information (s38) YTD Average Paid Overtime FTE 1.77 YTD Average Paid Call Backs FTE 0.43 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.63 YTD Annual Leave Average FTE 0.95 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.04 YTD Other Leave Average FTE 0.22	APPROVED - See Budget - Please refer back to Deputy Secretary HPC regarding budget expenditure.	Please refer back to Deputy Secretary HPC regarding budget expenditure.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1123960	Enrolled Nurse CASUAL POOL	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Pool LGH	23/04/2024	Personal Information (s 36)	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 20) 130.35 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 21.46 Business Information (s38) YTD Average Paid Overtime FTE 2.17 YTD Average Paid Call Backs FTE -			appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1124278	Enrolled Nurse CASUAL POOL	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Pool LGH	29/04/2024	Personal Information (s 36)	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 21) 124.27 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 17.42 Business Information (s38) YTD Average Paid Overtime FTE 1.50 YTD Average Paid Call Backs FTE -			appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125150	Registered Nurse CASUAL POOL	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Pool LGH	09/05/2024	Personal Information (s 36)				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125585	Registered Nurse CASUAL POOL	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Pool LGH	15/05/2024	Personal Information (s 36)				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1127725	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Paediatrics NWRH	17/06/2024	After the recently approved NHPD process as increase of permanent 0.43 FTE is now available for recruitment. We would like to advertise to offer these hours to a suitable candidate.	W21001 - Nursing - Paediatric Ward All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 20.86 Funded FTE (effective 13-Oct-2023) 20.72 YTD Average Paid FTE 22.65 Business Information (s38)	GN&MW to review NHPD calculation. If CN&MW approves, then fill the position.	I have reviewed the current NHPD Benchmarking result (August 2023) and spoken with the NUM. The 2023 result was approved in May 2024 with an uplift of 0.4FTE - hence this job card. I have asked NUM to uplift the confirmation email. I am reassured that this position is part of the funded established in line with NHPD and can proceed. 2024 Benchmarking is scheduled for August.	appoint permanent ***** (Recruitment Approval Process)*****

1127793	Registered Nurse [REDACTED]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Emergency Department NWRH	18/06/2024	A PTV (1123974) has been actioned to create these positions, to fill staffing gaps required to ensure all rostered shifts have coverage for adequate patient care - see email note attached form Job Design Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, Will paid FTE increase - Yes Is filling this critical to the roster - Yes	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 2.63	CN&MW to review NHPD calculation. If CN&MW approves, then fill the position.			appoint permanent *****(Recruitment Approval Process)*****
1127797	Registered Nurse-Relief- [REDACTED]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Emergency Department NWRH	18/06/2024	Recent PTV actioned to recruit to cover current staffing gaps - please see emailed note attached Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, Will paid FTE increase - No Is filling this critical to the roster - Yes to fill staffing shortfalls to fill sick leave/annual leave	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 2.63	CN&MW to review NHPD calculation. If CN&MW approves, then fill the position.	NHPD benchmarking results not received. Given that this is fixed term and casual, recruitment is supported.		appoint fixed-term *****(Recruitment Approval Process)*****
1127731	Registered Nurse [REDACTED]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Paediatrics NWRH	17/06/2024	Personal Information (s 36) [REDACTED] Personal Information (s 36) [REDACTED]	W21001 - Nursing - Paediatric Ward All Award Classifications 0000 - No Project Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 20.12 Funded FTE (effective 13-Oct-2023) 19.88 YTD Average Paid FTE 22.13 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.78				appoint fixed-term *****(Recruitment Approval Process)*****
1127996	Enrolled Nurse [REDACTED]	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Mersey Community Hospital	Mersey Community Hospital	19/06/2024	Personal Information (s 36) [REDACTED] 2. Please advertise 0.42 vacancy EN for the RSU. 3. The RSU are facing significant roster deficit in the next roster period as a result of Parental leave as well as fixed term secondment to other departments. 4. This request is not above FTE and has approved funding. 5. Recent recruitment was not successful.	W11061 - Rehabilitation Services All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 23.58 Funded FTE (effective 13-Oct-2023) 22.77 YTD Average Paid FTE 24.78 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.84				appoint fixed-term *****(Recruitment Approval Process)*****

1127956	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	Department of Emergency Medicine	19/06/2024	<p>Personal Information (s 36)</p> <p>Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety Will paid FTE increase - No Is filling this critical to the roster - Yes</p>	<p>W13572 - Nursing - ED</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 50.15</p> <p>Funded FTE (effective 13-Oct-2023) 48.11</p> <p>YTD Average Paid FTE 50.06 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 1.54</p>				appoint fixed-term *****(Recruitment Approval Process)*****
1127335	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2.4 (Resident)	North West Regional Hospital	Emergency Medicine NWRH	11/06/2024	<p>Personal Information (s 36)</p>	<p>W23562 - Medical - Emergency Department</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 27.70</p> <p>Funded FTE (effective 13-Oct-2023) 35.09</p> <p>YTD Average Paid FTE 29.48 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 1.38 YTD Average Paid Call Backs FTE 0.09</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.32 YTD Annual Leave Average FTE 2.16 YTD Maternity Leave Average FTE 0.33 YTD LSL Average FTE 0.26 YTD Other Leave Average FTE 0.65</p>	APPROVED - already 6 over FTE and trying to recruit for RMOs.	Please refer back to Deputy Secretary HPC regarding budget expenditure.		appoint fixed-term *****(Recruitment Approval Process)*****
1127332	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2.4 (Resident)	North West Regional Hospital	Emergency Medicine NWRH	11/06/2024	<p>Personal Information (s 36)</p>	<p>W23562 - Medical - Emergency Department</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 27.70</p> <p>Funded FTE (effective 13-Oct-2023) 35.09</p> <p>YTD Average Paid FTE 29.48 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 1.38 YTD Average Paid Call Backs FTE 0.09</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.32 YTD Annual Leave Average FTE 2.16 YTD Maternity Leave Average FTE 0.33 YTD LSL Average FTE 0.26 YTD Other Leave Average FTE 0.65</p>	APPROVED - already 6 over FTE and trying to recruit for RMOs.	Please refer back to Deputy Secretary HPC regarding budget expenditure.		appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****

1128006	Advanced Trainee— General & Acute Care Medicine 2025	Medical Practitioners Agreement 2022, Medical Practitioner Level 5 11 (Registrar)	Hospitals 5th—Medical & Cancer Servs	MCS—Mdel Sub Spity—Gen Mdel Staff	19/06/2024	Compliant request to advertise Doctors in Training 2025—Advanced Training. General & Acute Care Medicine position as part of annual campaign. SJ—General Medicine short staffed, requires training doctors to meet service demands and create work force stability. The Royal Hobart Hospital (RHH) is the largest hospital in Tasmania with approximately 500 beds. It is the state wide referral centre for numerous tertiary services for Tasmania and an accredited Level 3 teaching hospital, as well as the community hospital for the Greater Hobart region. The Advanced Training program at the Royal Hobart Hospital has been developed for trainees to have access to subspecialties that meet all core training requirements including 12 months of core training in General Medicine and 12 months core subspecialty terms. We are accredited for 24 months core and 12 months of non-core training at our site. Trainees entering the program at year 1 or year 2 will be given the option of a 2 year contract.	QUERY—these should be length of training contracts rather than 1 year (which can be up to six years)	Approved for 3 years		appoint fixed term ***** (Recruitment Approval Process)*****
1127555	Doctors in Training 2025— Registrar—General & Acute Care Medicine— Royal Hobart Hospital	Medical Practitioners Agreement 2022, Medical Practitioner Level 5 11 (Registrar)	Hospitals 5th—Medical & Cancer Servs	MCS—Mdel Sub Spity—Gen Mdel Staff	13/06/2024	Compliant request to advertise as part of Doctors in Training Recruitment Campaign (2025). SJ General Medicine in particular is understaffed and requires doctors in training to improve and maintain work force with stability. The Royal Hobart Hospital (RHH) is the largest hospital in Tasmania with approximately 500 beds. It is the state wide referral centre for numerous tertiary services for Tasmania and an accredited Level 3 teaching hospital, as well as the community hospital for the Greater Hobart region. Medical Registrars participate in the full spectrum of acute care from admission to discharge with the support of a multi- disciplinary team. They also form a vital part of the medical emergency team (MET) for the hospital. To ensure continued service, Dept General Medicine recruit to the vacant FTE annually as part of the Doctors in Training + Recruitment Campaign. All DIT positions are fixed term appointments.	QUERY—these should be length of training contracts rather than 1 year (which can be up to six years)			appoint fixed term ***** (Recruitment Approval Process)*****
1127164	Radiographer (Medical Imaging Practitioner)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1- 2	Launceston General Hospital	Radiology LGH	06/06/2024	Personal Information (s 36) Required to fulfil shift roster	N53600 - Radiology Latest Pay Actual Paid FTE (2024 24) 38.58 Funded FTE (effective 13-Oct-2023) 40.71 YTD Average Paid FTE 38.52 Business Information (s38) YTD Average Paid Overtime FTE 0.41 YTD Average Paid Call Backs FTE 4.87	APPROVED		appoint permanent ***** (Recruitment Approval Process)*****

1127563	Registered Nurse (Relief) [Redacted]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	MHS Sth - Relief Staff - Nursing	13/06/2024	<p>Personal Information (s 36) [Redacted]</p> <p>a. Please appoint fixed term casual RN contract for the above-named applicants b. This position is required to deliver clinical services across SMHS relief pool. c. There is no other option for filling this position at this time. d. Filling this position will not remain within allocated budget, however, is much more cost effective than contracting agency staff.</p>	<p>This position is required to deliver critical clinical services across SMHS relief pool.</p> <p>S70010 - Relief Rotational Staff - South</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 7.69</p> <p>Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.04 Business Information (s38) [Redacted]</p> <p>YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE -</p>				appoint fixed-term *****(Recruitment Approval Process)*****
1127590	Consumer Peer Worker - Integration Hub [Redacted]	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - MH & Statewide Services	Mental Health Services South	14/06/2024	<p>a) This position has become vacant [Redacted]</p> <p>b) If this position is not filled, we are unable to continue to safely staff the Integration Hub at the Peacock Centre. c) This is the best option to replace the resigning substantive. d) This is within ABE.</p>	<p>If this position is not filled, we are unable to continue to safely staff the Integration Hub at the Peacock Centre.</p> <p>S74130 - Inpatient & ETS - Peacock Centre</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 39.57</p> <p>Funded FTE (effective 13-Oct-2023) 44.16</p> <p>YTD Average Paid FTE 40.82 Business Information (s38) [Redacted]</p> <p>YTD Average Paid Overtime FTE 1.09 YTD Average Paid Call Backs FTE 0.02</p>	APPROVED			appoint permanent *****(Recruitment Approval Process)*****
1127598	Consumer Peer Worker - Safe Haven [Redacted]	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - MH & Statewide Services	Mental Health Services South	14/06/2024	<p>a) This vacancy has been created due to Personal Information (s 36) [Redacted] and some unfilled FTE. b) Without this, the Safe Haven is unable to continue to be staffed sufficiently and would be unable to continue to deliver clinical services. c) This is the best option to replace the resigning substantive. d) This is within ABE.</p>	<p>Without this, the Safe Haven is unable to continue to be staffed sufficiently and would be unable to continue to deliver clinical services.</p> <p>S74130 - Inpatient & ETS - Peacock Centre</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 39.57</p> <p>Funded FTE (effective 13-Oct-2023) 44.16</p> <p>YTD Average Paid FTE 40.82 Business Information (s38) [Redacted]</p> <p>YTD Average Paid Overtime FTE 1.09 YTD Average Paid Call Backs FTE 0.02</p>	APPROVED			appoint permanent *****(Recruitment Approval Process)*****

1127641	Specialist Pharmacist ██████████	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	A&D South - Pharmacotherapy Unit	14/06/2024	The hours to be advertised are the only remaining unfilled FTE for the establishment. The vacancy has occurred due to 1. A permanent staff member of the establishment reducing their FTE permanently, 2. A permanent staff member vacating a position on the establishment and taking up another position, 3. Available FTE has been taken up by current permanent staff who were able to increase their total FTE, the exception being 22 hours which are to be advertised in this job card.	Not running at full FTE impacts staffing of the service and results in excessive use of casual staff. Latest Pay Actual Paid FTE (2024 24) 17.48 Funded FTE (effective 13-Oct-2023) 14.12 YTD Average Paid FTE 15.15 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 0.08 YTD Average Paid Call Backs FTE 0.02				appoint permanent ***** (Recruitment Approval Process)*****
1127513	Clinical Nurse Specialist - MHHITH ██████████	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	Mental Health Services South	13/06/2024	Personal Information (s 36) ██████████	Substantive is retiring leaving a 0.4 FTE vacancy in this essential CNS position in Mental Health Hospital in the Home. S70060 - Mental Health Hospital in the Home All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 17.87 Funded FTE (effective 13-Oct-2023) 17.00 YTD Average Paid FTE 15.26 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE 0.03				appoint permanent ***** (Recruitment Approval Process)*****
1127587	Carer Peer Worker - Safe Haven ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - MH & Statewide Services	Mental Health Services South	14/06/2024	a) Personal Information (s 36) ██████████ b) With this position unfilled, the organisation is at risk of being unable to Staff the Safe Haven safely, leaving both staff and clients vulnerable. c) This is the best option to replace the resigning substantive. d) This is within ABE.	With this position unfilled, the organisation is at risk of being unable to Staff the Safe Haven safely, leaving both staff and clients vulnerable. S74130 - Inpatient & ETS - Peacock Centre All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 39.57 Funded FTE (effective 13-Oct-2023) 44.16 YTD Average Paid FTE 40.82 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 1.09 YTD Average Paid Call Backs FTE 0.02	APPROVED			appoint permanent ***** (Recruitment Approval Process)*****

1127703	Cardiac Physiologist - Echocardiographer	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals Sth - Medical & Cancer Servs	MCS - Cardiac Physiology	17/06/2024	Compliant - request to advertise. JF Request to permanently fill 0.42 FTE made vacant through resignations recently. 1. No alternate options. No other permanent staff wish to take on additional hours. 2. Not filling this role would put the outpatient delivery of the Echocardiography service in jeopardy with potential flow on effects on inpatient discharge planning. 3. Not filling this role would put reduce Medicare billing income generated from cardiac diagnostic testing. 4. This does not increase paid FTE; it is fully funded. 5. This position is critical to filling our roster.	Not filling this role would put the provision of cardiac diagnostic testing at risk.				appoint permanent ***** (Recruitment Approval Process)*****
1127323	Radiographer	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Hospitals Sth - CCCS&I	CCCSI - DMI - Radiogrphrs / Sonogrphrs	11/06/2024	Compliant - request to advertise. JF a) Several resignations occurred in early 2024. Previous recruiting campaign yielded no suitable candidates. Seek approval to recruit to fill vacancy. b) This position is critical to maintaining medical imaging services (radiographer). Failure to fill this position will result in a reduced ability to cover all required shifts potentially resulting in reduced services. c) This is the only option to fill this position. d) this is within ABE. Discussions have occurred with Talent Acquisition. The advice is that this jobcard and 1126663 (AHP L4 CT), 1126662 (AHP L3 Sonographer), 1123917 (AHP L3 General) and 1123858 (AHP L3 MRI) be packaged in a cohesive recruitment campaign. TA to assist.					appoint permanent ***** (Recruitment Approval Process)*****
1126816	Medical Scientist (Microbiology)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Hospitals Sth - CCCS&I	CCCSI - Microbio & Infectious Diseases	03/06/2024	Compliant - request to advertise. JF a. Personal Information (s 36) Seek approval to fill the position permanently. See Documents for further information b. If the position is not filled, then there may be a reduction in services in the Microbiology department will occur. There will be a risk to patient care and bed blockage due to the position not being able to be filled. There is the potential for staff burnout, and there are not enough employees to cover the workload. c. There are no options to cover these duties as the department is working at full capacity. d. There will be no increase in FTE for this position (1.0FTE) is allocated and funded.	Yes - if the position is not filled there will be a reduction in services and on-call will be reduced causing bed blockage and a decrease in patient care.				appoint permanent ***** (Recruitment Approval Process)*****

1128028	Hospital Aide	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Hospitals Sth - Surgical & Periop Servs	SPS - Speclst outpts Clinic, nurg	19/06/2024	Compliant - request to advertise. JF a) Unsuccessful recruitment to all the available vacant hours (tracker 1120125) and reduction in hours by hospital aide. b) Clinical impact includes inability to manage assist specialty clinics staff and patients through stock management, linen management, as well as transfer of pathology items including specimens and biopsies, transfer of clean/dirty instruments to CSSD and assist staff as required. c) All options explored including increasing staff rostered hours and fixed term contract appointment. The utilisation of casual staff will be required to continue basic service delivery. d) No.	S12020 - Specialist Clinics All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 21.66 Funded FTE (effective 13-Oct-2023) 20.10 YTD Average Paid FTE 24.14 Business Information (s38) YTD Average Paid Overtime FTE 0.10 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.08 YTD Annual Leave Average FTE 1.14 YTD Maternity Leave Average FTE 0.68 YTD LSL Average FTE 0.57 YTD Other Leave Average FTE 0.11				appoint permanent *****(Recruitment Approval Process)*****
1126593	Pharmacy Technician	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - Tasmanian Health Services	SHP - NWRH Pharmacy	30/05/2024	Bedside Medication Management has been approved for permanent implementation, therefore these positions can be permanently appointed to. Current acting occupants are in place until 30 September 2024. Multiple permanent and fixed term, full time and part time positions exist (per attached spreadsheet - there will be 6.16FTE permanently vacant as of 30 Sept)					appoint permanent *****(Recruitment Approval Process)*****
1126247	CASUAL POOL Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Integrated Oprtns Centre	IOC - Casual Pool RHH	24/05/2024	Personal Information (s 36)					appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****
1126288	Registered Nurse - Midwife	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Integrated Oprtns Centre	IOC - Casual Pool RHH	27/05/2024	Personal Information (s 36)					appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****
1126255	CASUAL POOL Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Integrated Oprtns Centre	IOC - Casual Pool RHH	24/05/2024	Casual Contract required please **priority contract as need ready to utilise by 4/6/24** Personal Information (s 36)					appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****
1126299	CASUAL POOL Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Integrated Oprtns Centre	IOC - Casual Pool RHH	27/05/2024	Casual pool contract required please Personal Information (s 36)					appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****
1125182	CASUAL POOL Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Integrated Oprtns Centre	IOC - Casual Pool RHH	09/05/2024	Personal Information (s 36)					appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****

1126394	Oral Health Therapist/Dental Therapist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	OHST South	28/05/2024	<p>Seeking approval to appoint [REDACTED]</p> <p>a) Position is available within Oral Health establishment b) Patients need to be rescheduled when clinicians are sick or take short notice leave, this impacts OHST activity and revenue and puts strain on service delivery. c) The role of the Oral Health Therapist/Dental Therapist is highly skilled and requires a qualified Oral Health Therapist/Dental Therapist for this position. There are no other options for filling this position. d) This request will not cause an increase in paid FTE above the funded FTE.</p>	<p>S81020 - Oral Health - South Children</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23</p> <p>Latest Pay Actual Paid FTE (2024 23) 21.33</p> <p>Funded FTE (effective 13-Oct-2023) 24.50</p> <p>YTD Average Paid FTE 21.84 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE -</p> <p>Agreed NHPD for Unit N/A NHPD Average to Last Pay N/A YTD Sick Leave Average FTE 1.37 YTD Annual Leave Average FTE 1.71 YTD Maternity Leave Average FTE 1.03 YTD LSL Average FTE 0.22 YTD Other Leave Average FTE 0.06</p>			appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125756	Infection Control Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	17/05/2024	<p>Compliant Personal Information (s 36)</p> <p>Why has this vacancy occurred or been created?: a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions in vacancy are responsible for cleaning as part of the cleaning establishment. It will directly impact on regular services of Environmental Services at Royal Hobart Hospital. c) Currently covered by casual cleaners. d) Approved FTE.</p>		<p>QUERY - Please refer to Deputy Secretary HPC. Can you please state why we have Infection Control Officers still given COVID de-escalation? There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities.</p>	<p>Response from hiring manager: I have provided a return response to the query raised from the committee! It was returned to the email provided on 26/06/2024. I believe my response made it to the report on Friday 28/06/2024 to be reviewed.</p>	appoint permanent ***** (Recruitment Approval Process)*****
1126099	Multiskilled Domestic (Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	St Marys Community Health Service	23/05/2024	<p>Instrument of Appointment (SA) for [REDACTED]</p> <p>We are short of casual MSDs and have regularly been working down or nurses and been doing MSD roles particularly the evening meals and supper drink. With an increased occupancy it is necessary that we put on an extra casual Appoint from previous selection process - Tracker Number - 1118706. Personal Information (s 36)</p>	<p>Cost Centre N72081 - St Marys CHC Affordable Budget Establishment (ABE) FTE 26.69 YTD Average Paid FTE 23.92 (PP22) Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE 0.07 Comments This cost centre within ABE but over budget YTD, noting it has been using agency nurses regularly and as per Finance 1 there is a budget deficit YTD for DVA inpatient fees majority of which relates to the \$55k adjustment following the 2021-22 reconciliation and associated reduction in share of prepayment of DVA inpatient fees and the back payment for Aurora has been processed in P10 which is an unfunded budget risk. It is also noted that St Marys RMP ceased in October and it converted to a contracted medical services model that is much more expensive with no associated increase in budget.</p>			appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1126162	Pharmacy Technician	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - Tasmanian Health Services	SHP - LGH Pharmacy	23/05/2024	<p>Personal Information (s 36)</p>				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1125753	Registered Midwife ██████████	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - WACS	WACS - Maternity Unit	17/05/2024	<p>*HOLD Ad tracker 1125749* Compliant - Extend FT loA for FT employee ██████████</p> <p>Requesting approval to extend the current fixed term contract by 3 months working 0.42 FTE/32hpf.</p> <p>a) RM ██████████ has fixed term vacancy in establishment b) Position is required for effective midwifery support across Maternity Services c) Not applicable d) This request will not cause an increase in FTE above the ABE</p> <p>Personal Information (s 36) ██████████</p>					additional fixed-term appointment (renewal) ***** (Recruitment Approval Process)*****
1126984	Cleaner (Operating Room Suite) ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Launceston General Hospital	ORS ANC LGH	05/06/2024	<p>Please advertise to fill permanent position. Personal Information (s 36) ██████████</p> <p>Please advertise the following Job Cards together: Position No. ██████████ Tracker 1126984 Position No. ██████████ Tracker 1126985 Position No. ██████████ Tracker 1126990 Position No. ██████████ Tracker 1126993</p>	Risks are to the provision of cleaning services and safety in the ORS.	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities.			appoint permanent ***** (Recruitment Approval Process)*****
1127366	Senior Podiatrist - High Risk Foot ██████████	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	Launceston General Hospital	Podiatry LGH	11/06/2024	<p>Advert - perm full time. The contract to backfill position, 2 years, is ceasing on the 31st of October. We wish to start the advertisement and recruitment process to ensure it is filled in a timely fashion. Personal Information (s 36) ██████████</p> <p>The person currently in the role is a permanent employee and the filling of this role will have consequences for other positions with either contracts finishing and the person going back to their substantive or gaining the position permanently and the ability for the substantive position to be advertised.</p>	This is a patient facing role, we are at capacity in the area of high risk foot. It is a skilled podiatric role and can not be filled with a lower classification. If not filled we would need to close the high risk foot service in the NICS, cease our clinics with Endocrinology, vascular, orthopaedics and infectious diseases. It would lead to patients having to present to urgent care or DEM to gain the treatment they require, hospitalisation and limb loss. Remaining staff stress and workload would be unmanageable. The podiatry service is a very small team with only 1 position in the area of the high risk foot .				appoint permanent ***** (Recruitment Approval Process)*****
1123143	Registered Nurse - X-Ray Escort ██████████	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital		09/04/2024	<p>Verbalised interest in position by numerous NWRH RN Grade 3 /4. Requesting a 7-month fixed term at 40-hours per fortnight (0.5fte) to commence 20/05/2024. The EOI is needed to cover workload demand, support ward areas so not missing an RN or EN from ward at Radiology and ensure patient safety during transport. The clinical impact of not filling this EOI is that fixed-term staff are important to backfill roster shortfalls and ad-hoc leave, ensuring safe staffing levels and support to the wards. The corporate impact of not filling this EOI is Industrial impact due to staff missing from ward areas that can be extended up to one-hour in time resulting in unsafe staffing levels and raising concerns to industrial organisations. Filling the role does not increase the paid FTE. The position is not critical to filling the roster, however, the fixed term position is the most economical way of replacing to meet workload demand. Will reduce the amount of overtime, risk of</p>	<p>W20741 - Discharge Lounge All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 3.00 Funded FTE (effective 13-Oct-2023) 3.00 YTD Average Paid FTE 3.43 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 0.10</p>	QUERY - why is this being costed to the discharge lounge costcode? Why do we need an escort in the discharge lounge?	Query sent to Hiring Manager on 28/06 followed up 15/07		appoint fixed-term ***** (Recruitment Approval Process)*****

1127215	House Services Assistant ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Services AMU LGH	07/06/2024	<p>Personal Information (s 36)</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s38) ██████████</p> <p>YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -</p>	<p>QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.</p>			appoint permanent *****(Recruitment Approval Process)*****
1127235	House Services Assistant ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	07/06/2024	<p>Request to advertise and fill this newly created permanent position. New position attributed to the opening of new beds in SSSU.</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s38) ██████████</p> <p>YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -</p>	<p>QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.</p>			appoint permanent *****(Recruitment Approval Process)*****
1127240	House Services Assistant ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	07/06/2024	<p>Request to advertise and fill this newly created permanent position.</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s38) ██████████</p> <p>YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -</p>	<p>QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.</p>			appoint permanent *****(Recruitment Approval Process)*****

1127205	Food Services Assistant ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Food Services LGH	07/06/2024	Recruit casual employees for Cafe & Distribution operations at the LGH - 12 month appts. casual staff have resigned. Personal Information (s 36) ██████████	N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering Latest Pay Actual Paid FTE (2024 24) 112.47 Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 110.50 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 1.65 YTD Average Paid Call Backs FTE -			appoint fixed-term *****(Recruitment Approval Process)*****
1127206	Kitchen Hand (Relief) ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Food Services LGH	07/06/2024	Recruitment process for 2 fixed term casual employees for the period 24/6/2024 to 23/6/2025 = 12 month appts. Personal Information (s 36) ██████████	N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering Latest Pay Actual Paid FTE (2024 24) 112.47 Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 110.50 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 1.65 YTD Average Paid Call Backs FTE -			appoint fixed-term *****(Recruitment Approval Process)*****
1127217	Food Services Assistant ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Food Services LGH	07/06/2024	Recruitment for permanent dinner shift food services assistant working in the Cafe 36 hours part time per fortnight. Personal Information (s 36) ██████████	N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering Latest Pay Actual Paid FTE (2024 24) 112.47 Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 110.50 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 1.65 YTD Average Paid Call Backs FTE -			appoint permanent *****(Recruitment Approval Process)*****
1126071	Registered Nurse ██████████	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Specialist Clinics LGH	22/05/2024	Advert - fixed term, part time ending 19/10/2024. Please advertise 0.42 hpf Fixed Term appointment from 30.06.2024 to 19.10.2024 Personal Information (s 36) ██████████	Specialist Clinic is operating over budget and FTE due to the Transformation Project - Advised approved by senior management. N23134 - Specialist Clinics All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Pd FTE (2024 23) 22.45 Funded FTE (effective 13-Oct-2023) 16.85 YTD Average Paid FTE 27.67 Business Information (s38) ██████████ YTD Average Paid Overtime FTE 0.12 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 1.45 YTD Annual Leave Average FTE 1.77 YTD Maternity Leave Average FTE 0.47 YTD LSL Average FTE 0.36 YTD Other Leave Average FTE 0.23	APPROVED - however, needs to be funded from the Outpatients Transformation Program (clinical stream)		appoint fixed-term *****(Recruitment Approval Process)*****

1126070	Support Services Officer Personal Information (s38)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - CCCS&I	CCCSI - DCCM - Nursing	22/05/2024	Compliant - request to advertise permanent vacancies RM a) PTVE has been completed for the increase in FTE due to increase in ICU beds b) Clinical impact is decreased patient flow due to the inability to provide timely beds cleans/transfers and patient care c) SSO are required in a critical care environment as they are multi-skilled and complete all restocking, bedspace cleans and assist in manual handling tasks to ensure prompt patient care. The H50 pool will not support SSO.		QUERY - what increase? There does not appear to have been additional beds.	I have attached the SOD for your reference. A support services officer (SSO) is different to an orderly or a hospital aide- therefore is not supported by these areas. SSO's are specialised to their area of employment with the ability to decontaminate and maintain specialised equipment as well as assisting with emergency/urgent manual handling of patients. I have attached the PTVE which includes the funding approval for an increase of beds in the DCCM. This has been held up with the unions, and beds are only allowed to open when they are staffed for. In saying this- DCCM has been significantly over capacity and running above and beyond the number for some weeks now. This position is not a new one- each individual employed to this position now gets an individual position number (originally the one number which was 509199). I have also attached a spread sheet with the updated position numbers and funding.	appoint permanent ***** (Recruitment Approval Process)*****
1127667	Career Medical Officer - Psychiatry Personal Information (s38)	Medical Practitioners Agreement 2022, Career Medical Officer Level 1-7	CMHW - Tasmanian Health Services	Statewide Forensic Medical Services	14/06/2024	Vacant position currently filled with locum. Please approve advertising this position for permanent fulltime filling.	S78265 - Prison Mental Health Service All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 3.63 Funded FTE (effective 13-Oct-2023) 1.18 YTD Average Paid FTE 3.60 Business Information (s38) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.02 YTD Annual Leave Average FTE 0.21 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE -			appoint permanent ***** (Recruitment Approval Process)*****
1127118	Specialist Medical Practitioner - Psychiatrist Personal Information (s38)	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	CMHW - MH & Statewide Services	MHS Sth - Millbrook Rise - Non Nursing	06/06/2024	Request permanent advertising for vacant position due to the Personal Information (s38) Coverage required to support the DIT registrars. Consumers at Millbrook Rise will not be able to be seen.	S74170 - Inpatient & ETS-Milbrook Rise All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 58.93 Funded FTE (effective 13-Oct-2023) 55.80 YTD Average Paid FTE 58.54 Business Information (s38) YTD Average Paid Overtime FTE 1.43 YTD Average Paid Call Backs FTE 0.11	APPROVED. Noted it will be difficult to get a .5 Medical Practitioner. If there is any other vacancy in the network, pls try and make 1.0 FTE.		appoint permanent ***** (Recruitment Approval Process)*****

1123572	Senior Medical Scientist - Microbiology	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals Sth - CCCS&I	CCCSI - Microbio & Infectious Diseases	16/04/2024	Compliant - permanent ad. NW a. Personal Information (s 36) b. If the position is not filled, then there may be a reduction in services in the Microbiology department will occur. There will be a risk to patient care and bed blockage due to the position not being able to be filled. c. There are no options to cover these duties as the department is working at full capacity. d. There will be no increase in FTE for this position (1.0FTE) is allocated.	Yes - bed blockage and patient result turnaround times may increase.				appoint permanent ***** (Recruitment Approval Process)*****
1126109	Food Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals Sth - Hospital Support Servs	HSS - Food Services Distribution	23/05/2024	Compliant - extra FTE approval for tracker 1126090 - please advertise with this extra FTE - CW A. Please arrange to advertise with job card tracker 1126089. Position is currently vacant. B. Delays in delivery of meals to patients. Each staff member is assigned ward(s) to deliver and collect breakfast, morning/afternoon tea, and lunch. Increased costs associated with the employment of casual staff and increased overtime/sick leave C. Escalation plan has been devised for the shortfall of meal delivery FSO's below; Fill with casuals, if not available... Loss of 1, fill with supervisor - will result in no quality checks, delays to ordering, disruption to staff rostering and delays in ability to provide late order dietary requirements. Loss of 2, Functions will not be provided for and the closure of the store window impacting on grocery items provided to wards.					appoint permanent ***** (Recruitment Approval Process)*****
1126335	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - Medical Specialty (Ward 7A) nurg	27/05/2024	a). The reason these positions have become available are as follows - - PTVE for 1.0FTE advertised and was not successful. - Personal Information (s 36) - Previous unfilled RN hours 0.48FTE. b). If these hours are not filled, O/T, casual or agency staff will be required. c). There are no other options. d). The hours are within the agreed budget.					appoint permanent ***** (Recruitment Approval Process)*****
1126594	Pharmacy Technician	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - Tasmanian Health Services	SHP - LGH Pharmacy	30/05/2024	Bedside Medication Management has been approved for permanent implementation, therefore these positions can be permanently appointed to. Current acting occupants are in place until 30 September 2024. Multiple permanent and fixed term, full time and part time positions exist (per attached spreadsheet - there will be 11.21 FTE permanently vacant and 3.01 FTE fixed term vacant as of 30 Sept)	These roles undertakes technical and administrative processes of ordering supply, administration and monitoring of medication within wards where these processes have traditionally been undertaken by nursing staff, which results in nursing hours being redirected to direct patient care.				appoint permanent ***** (Recruitment Approval Process)*****

1127056	House Services Assistant ██████████	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	05/06/2024	<p>Personal Information (s 36) ██████████</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s38) ██████████</p> <p>YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -</p>				appoint permanent *****(Recruitment Approval Process)*****
1127150	Senior Social Worker ██████████	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	Social Work LGH	18/03/2024	<p>Additional Duties for Personal Information (s 36) ██████████</p> <p>██████████</p> <p>1. This position is currently vacant and Personal Information (s 36) ██████████</p> <p>2. This social work position (previous designated COVID) allocated to Acute services - AMU, ED EMU and ICU provides an essential client service in the management of complex cases and discharge planning .</p> <p>3. Failure to fill this position would result in increased risk to the management of complex, disabled and frail aged discharges back to the community. These risks could include longer lengths of stay, sub optimal assessment and referrals for community support, delays in discharge planning and increased readmissions.</p> <p>4. We have no other social workers in the</p>					appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1127116	Clinical Nurse Consultant - Patient Safety ██████████	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals North - Qlty & Ptnt Safety	Hospitals North - Qlty & Ptnt Safety	06/06/2024	<p>Personal Information (s 36) ██████████</p> <p>██████████</p> <p>Personal Information (s 36) ██████████</p> <p>██████████</p> <p>c) No other options d) No increase in FTE</p>	<p>445034 - North QPSS Latest Pay Actual Paid FTE (2024 24) 16.92</p> <p>Funded FTE (effective 13-Oct-2023) 12.84 YTD Average Paid FTE 15.90 Business Information (s38) ██████████</p> <p>YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE (0.00)</p>				appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1127428	Emergency Medical Dispatch Support Officer ██████████	Ambulance Tasmania Award, Emergency Medical Dispatch Officer	CMHW - Ambulance Tasmania	AT - E&MS - State Communications	12/06/2024	<p>Subsequent permanent position to be appointed from active recruitment process under Tracker #1120523. Position substantive occupant - ██████████</p>					appoint permanent *****(Recruitment Approval Process)*****
1127158	Senior Youth Forensic Clinical Psychologist ██████████	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	06/06/2024	<p>This is a new position under CAMHS reform and in the new youth mental health forensic team. Yes this is 0.8 day worker. 60.8 hours per fortnight. Risk would be inability to implement new programs for clients in youth forensic mental health.</p>	<p>Risk would be inability to implement new programs for clients in youth forensic mental health.</p>				appoint permanent *****(Recruitment Approval Process)*****

1127189	Enrolled Nurse - Transition to Practice	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Ward 5D LGH	07/06/2024	Instrument of Appointment (SA) for Personal Information (s 36)	Position temporarily filled by Not recorded under THS Position Funding 2023-24, however position created on 7 January 2024 against project code 1492. MW5D hospital Election Commitment 14 Nurses Graduate ATP N23021 - Medical Ward 5D All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 61.01 Funded FTE (effective 13-Oct-2023) 52.66 YTD Average Paid FTE 65.59 Business Information (s38) YTD Average Paid Overtime FTE 6.60 YTD Average Paid Call Backs FTE 0.00 YTD Sick Leave Average FTE 2.83 YTD Annual Leave Average FTE 4.03	APPROVED - See Budget - Please refer back to Deputy Secretary HPC regarding budget expenditure.		Please refer back to Deputy Secretary HPC regarding budget expenditure.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1126388	Enrolled Nurse	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Mersey Community Hospital	Medical Ward MCH	28/05/2024	Please subsequently appoint Approved NHPPD changes from benchmarking processing using 2022-2023 data industrially approved benchmarking calculator for general wards has returned a NHPPH of 42.09 FTE for direct care nursing. A PIVE to increase the EN FTE to 9.2 FTE inclusive of 0.84 FTE of relief using vacant RN FTE has been submitted. Once the PIVE has been actioned there will be enough vacancy plus more to cover these appointments. Personal Information (s 36)	Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, increase in Agency staff to fill gaps Will paid FTE increase - No Is filling this critical to the roster - Yes W10971 - Nursing - Medical Ward All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 59.91 Funded FTE (effective 13 Oct 2023) 47.66 YTD Average Paid FTE 60.25 Business Information (s38) business information (s38) YTD Average Paid Overtime FTE 1.41 YTD Average Paid Call Backs FTE	QUERY - this needs to go via CN&MW - if she approves then it is approved.	I have reviewed the current NHPPD Benchmarking result (August 2023) and met with the NUM - I am satisfied that the positions within this job card are covered by the funded establishment as assessed by the NHPPD benchmarking assessment. The ward is due to be benchmarked August 2024.	Please refer back to Deputy Secretary HPC regarding budget expenditure.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1125642	Domestic Services Officer (Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	North West Regional Hospital	Services NWRH	16/05/2024	Seeking approval to Appoint subsequently Personal Information (s 36) We have employees going out on maternity leave, planned sick leave due to surgeries, and UPL. If we do not appoint subsequently, we risk service delivery, No increases to FTE or Salary Budget.	W20069 - Domestic Services All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 53.23 Funded FTE (effective 13-Oct-2023) 46.38 YTD Average Paid FTE 47.58 Business Information (s38) YTD Average Paid Overtime FTE 0.21				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1127155	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	SHP - LGH Pharmacy	06/06/2024	<p>Appoint successful applicants through 'Hard to Fill' campaign to permanent AHP Level 1-2 positions - applications captured 04/03/24 to 12/05/24.</p> <p>Personal Information (s 36)</p> <p>Positions to be used depending on acceptance of positions and FTE required by appointable applicants:</p> <p>Total permanent FTE available 4.06 across these positions.</p> <p>Personal Information (s 36)</p>				appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1126940	Specialist Pharmacist - Oncology and Haematology	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmanian Health Services	Statewide Hospital Pharmacy	04/06/2024	<p>Newly created position.</p> <p>Currently acting in the role - to be appointed at current AHP3 level</p>	This position has been created to ensure patient access to cancer service and treatment including the ordering and checking of chemotherapy. Not filling this position will impact this acute patient group and prevent patient access to medication.			appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1127608	Registered Nurse - Community (Relief)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North West	Community Nursing NW Mersey Leven	14/06/2024	<p>a) Please provide Employment Register applicant</p> <p>MLCHNS has 16 RN's employed on a casual basis but all work elsewhere and only have limited availability.</p> <p>b) Mersey-Leven Community Health Nursing & Home Care Service (CHN & HCS) has a high level of service activity providing quality nursing care to clients in their homes and in the Community Nursing Clinics. This financial year the service is averaging around 100 referrals per month with care provided to around 300 clients per month. Filling the hours will ensure</p> <ul style="list-style-type: none"> - the service is able to continue to provide quality, timely nursing care in the community - that clients referred under the CoNECs (hospital avoidance) programme are contacted within 24hrs of receipt of referral - the service will be able to provide care to clients referred under the HITH 	<p>Commentary CLC BM PHS 14/06/24 W34553 - Community Nursing Mersey-Leven W34563 - HACC Community Nursing Mersey-Leven All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 27.30</p> <p>Funded FTE (effective 13-Oct-2023) 26.89</p> <p>YTD Average Paid FTE 28.51</p> <p>YTD Average Paid Overtime FTE 0.24</p> <p>YTD Average Paid Call Backs FTE - This cost centre will receive additional CHSP funding allocation in June 2024</p>			appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****
1127603	Domestic Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Mersey Community Hospital	Domestic Services MCH	14/06/2024	<p>a) Seeking approval to advertise for 6 x casual staff for recruitment alongside tracker #1127190</p> <p>b) Alongside fixed term 56 hour positions, need to increase casual pool to replace potential casuals who apply and to cover additional leave requirements and winter bed management</p> <p>c) No other options</p> <p>d) No</p>	<p>W10069 - Domestic Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 30.46</p> <p>Funded FTE (effective 13-Oct-2023) 17.80</p> <p>YTD Average Paid FTE 29.77</p> <p>YTD Average Paid Overtime FTE 0.31</p>			appoint fixed-term *****(Recruitment Approval Process)*****

1127210	Senior Occupational Therapist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	Occupational Therapy LGH	07/06/2024	<p>Ongoing vacant hours in this multiple position. Most recent recruitment against this post yielded permanent appointment at 0.26 FTE only. 1.11 FTE remains vacant. Request to advertise</p> <p>Reasons for position: - OT has 15.3 FTE Senior OT positions. - Currently we have only 8.84FTE filled with this expected to go up to 10.7 FTE in the next 6 weeks due to commencement of staff in approved contracts. This leaves us with a remaining senior OT vacancy level of 4.6FTE in the OT department. -Typical recruitment strategies are being exhausted, for example extending requests to advertise Senior positions due to nil applicants. - Locums and appointment to casual register are currently being explored as a result of ongoing vacancies and advertising not yielding suitable applicants.</p>	Direct clinical care at LGH with risks to patient flow if vacancies are not filled. National workforce shortage.				appoint permanent *****(Recruitment Approval Process)*****	
1127080	Assistant in Nursing	Nurses and Midwives (Tasmanian State Service) Award, Assistant in Nursing, Grade 1	Mersey Community Hospital	Relief Pool MCH	06/06/2024	<p>This request is for West Coast District Hospital to recruit AIN's specifically for WCDH. These appointees will need to be costed from MCH to WCDH. This is a casual position.</p> <p>The clinical risk is increased workload for nursing staff, potential for increased risk and adverse events for patients and clients at the facility. WCHD has challenges in recruiting nursing staff - AINs in the facility will enable a more stable clinical workforce.</p> <p>The corporate risk is increases risk for workload grievance, inability to meet requirements for accreditation, increased use of agency nurses.</p> <p>This position does not currently sit with WCDH but as a casual position this can be costed from the MCH pool establishment.</p> <p>This role is a new strategy by the EDONM to assist with nursing challenges at WCDH.</p>					appoint fixed-term *****(Recruitment Approval Process)*****	
1127383	Psychologist - Paediatrics	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	North West Regional Hospital	Occupational Therapy NWRH	12/06/2024	<p>Personal Information (s 36)</p> <p>intend to fill the balancing .4FTE through advertised recruitment for this fixed term period. This role is essential to fill. It is the only service in the NW to provide developmental assessments to pre-school children. It also provides intervention for children with psychology needs and carries a significant waiting list.</p>	W20600 - Allied - Occupational Therapy All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 12.99 Funded FTE (effective 13-Oct-2023) 12.50 YTD Average Paid FTE 11.23 Business Information (s36) YTD Average Paid Overtime FTE 0.00					appoint fixed-term *****(Recruitment Approval Process)*****

1127887	Hospital Aide - Perioperative	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	North West Regional Hospital	Operating Theatre Ancillary NWRH	18/06/2024	<p>Personal Information (s 36)</p> <p>What is the clinical impact of not filling this role? Not being able to back fill roster which would impact on the departments ability to provide a safe space.</p> <p>3. What is the corporate impact of not filling the role i.e. budget impact or industrial impact? Increased work on other staff members causing fatigue and risk of error.</p> <p>4. Does filling the role increase the paid FTE (i.e. because there incumbent is unwell or on workers compensation: If yes provide full details of incumbent current status: No this will not increase the FTE.</p>	<p>W23771 - Nursing - Operating Theatre</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 52.09</p> <p>Funded FTE (effective 13-Oct-2023) 40.30</p> <p>YTD Average Paid FTE 53.22 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.96 YTD Average Paid Call Backs FTE 0.88</p>				appoint permanent *****(Recruitment Approval Process)*****
1127397	Food Service Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	North West Regional Hospital	Services NWRH	12/06/2024	<p>a) Seeking approval to permanently fill vacancies currently filled by staff on long term workers compensation.</p> <p>Personal Information (s 36)</p> <p>b)</p>	<p>W20109 - Food Services</p> <p>All Award Classifications 0000 - No Project</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 26.71</p> <p>Funded FTE (effective 13-Oct-2023) 20.31</p> <p>YTD Average Paid FTE 25.83 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.66</p>				appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1127859	Specialist Medical Practitioner - General Practitioner	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - OOT Exec Dir of MedS	EDMS - Covid@Home	18/06/2024	<p>Compliant numerous Covid at Home staff require renewals, advertising to improve the number of casuals available to ensure service demands are adequately met. Risk of no medical cover if position is not filled.</p> <p>May we please request to advertise for Covid at Home casual staff to help cover sick leave and annual leave gaps as and when required. From asap until the 30.06.2025</p> <p>Funded position until the 30.06.25. Current position advertised, Tracker 1126133, but was only advertised as fixed term hours not casual.</p>	<p>Risk of no medical coverage if position not filled</p>	<p>APPROVE IN PRINCIPLE BUT MUST BE COORDINATED WITH GP NOW - We are bringing on 10 doctors through GPNOW. We want coordination between CARE@Home and GPNOW. When not doing GPNOW, the same Doctors should be doing Care@HOME</p>			appoint fixed-term *****(Recruitment Approval Process)*****
1127878	Specialist Medical Practitioner - General Practitioner	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - OOT Exec Dir of MedS	EDMS - Covid@Home	18/06/2024	<p>Compliant short staffed with Care at Home (Covid at Home). Subject to Vacancy Control approval.</p> <p>Request to appoint from employment register to meet service demands.</p> <p>May we please issue</p> <p>The Care@Home program is extremely short staffed and requires casual doctors to pick up annual leave cover. We have multiple gaps during school holidays.</p> <p>We urgently require the contract to be issued with a start date of the 01/07/24.</p>		<p>APPROVE IN PRINCIPLE BUT MUST BE COORDINATED WITH GP NOW - We are bringing on 10 doctors through GPNOW. We want coordination between CARE@Home and GPNOW. When not doing GPNOW, the same Doctors should be doing Care@HOME</p>			appoint fixed-term from Employment Register *****(Recruitment Approval Process)*****

1127504	Staff Specialist - Trauma Services	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - Surgical & Periop Servs	SPS - Trauma	13/06/2024	Request to appoint Personal Information (s 36) There has been a resignation of 0.5FTE within the unit, and this will maintain service needs within the unit. There is no addition to establishment.	S33610 - Trauma Service All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 16.41 Funded FTE (effective 13-Oct-2023) 7.20 YTD Average Paid FTE 14.80 Business Information (s38) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE 0.23 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.41 YTD Annual Leave Average FTE 0.75 YTD Maternity Leave Average FTE 0.66 YTD LSL Average FTE 0.03 YTD Other Leave Average FTE 0.40	QUERY - refer back to Deputy Secretary HPC around how we're paying for the trauma service in an ongoing/sustainable way.	See email below for VC follow up. As per your approval on 2 July - this appointment has already been processed/actioned. Could you please follow up with VC, and let them know the contract has been issued? - Medical Recruitment Team South	appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1127586	Forensic Mortuary Technician	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	CMHW - Tasmanian Health Services	Statewide Forensic Medical Services	12/06/2024	Fixed term appointment of Appointment will maintain highly specialised mortuary technician service to pathologists and Coroner. This is a fixed term Subsequent appointment from the process 1116447. Personal Information (s 36)	Adequately trained mortuary technician is essential to maintaining mortuary workflow, assisting 3 forensic pathologists, providing leave cover for other technicians and managing the increasing daily caseload in deaths reported to the Coroner. S00040 - Forensic Pathology All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 9.60 Funded FTE (effective 13-Oct-2023) 7.70 YTD Average Paid FTE 9.34 Business Information (s38) YTD Average Paid Overtime FTE 0.02 YTD Average Paid Call Backs FTE 0.01			appoint fixed-term *****(Recruitment Approval Process)*****
1127579	Nurse Manager - Statewide Smoking Cessation Program	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7a	CMHW - MH & Statewide Services	ADS - State Office	14/06/2024	Personal Information (s 36)	Yes, position is currently being covered by the Area Manager, which is impacting the Area Manager's ability to complete their role. This is not a sustainable work arrangement. Latest Pay Actual Paid FTE (2024 24) 5.50 Funded FTE (effective 13-Oct-2023) 3.70 YTD Average Paid FTE 5.10 Business Information (s38) YTD Average Paid Overtime FTE 0.02 YTD Average Paid Call Backs FTE -			appoint fixed-term *****(Recruitment Approval Process)*****
1127550	Allied Health Lead Policy and Projects	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CQRA - Allied Health Strategy & Policy	CQRA - Allied Health Strategy & Policy	13/06/2024	Personal Information (s 36) Request to fill permanent 1.0FTE. In light of acting secretary's advice willing to fill at part time, preference at 0.8FTE. This role is critical to strategic policy deliverables of Allied Health Strategy and Policy and CQRA. Work unit structure has recently been reviewed and finalised.		QUERY - Acting Secretary does not recall this conversation. Please HOLD until conversation between Dinesh and Acting Secretary.		appoint permanent *****(Recruitment Approval Process)*****

1127993	Clinical Nurse Specialist - Continence and Urology	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - Surgical & Periop Servs	SPS - Orthopaedics Unit	19/06/2024	Compliant - request to advertise perm. JF Personal Information (s 36) Additional hours have been offered to other CNS working in this role but has declined this offer. Filling of the vacant hours is essential, as the continence and urology team provide advanced expert clinical advice, education, leadership, and guidance to nursing staff, patients and families, across the hospital and outpatient clinic. It is crucial to fill these hours in order to minimise any disruption to service delivery and to ensure that high quality patient care and outcomes are maintained through effective coordination of care.	S34820 - Orthopaedic Ward All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 70.61 Funded FTE (effective 13-Oct-2023) 63.40 YTD Average Paid FTE 65.06 Business Information (s38) YTD Average Paid Overtime FTE 2.35 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 3.42 YTD Annual Leave Average FTE 4.87 YTD Maternity Leave Average FTE 0.76 YTD LSL Average FTE 0.66 YTD Other Leave Average FTE 0.88				appoint permanent *****(Recruitment Approval Process)*****
1126654	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - CCCS&I	CCCSI - DCCM - Nursing	31/05/2024	Compliant - request to add hours (sub appt) from tracker already advertised 1118694 as more hours have become available RM This role is pivotal for safe & best practice for DCCM patients. Backfill for position is essential as the role provides a clinical service for patients and is pivotal for safe and best practice which provides support to clinical staff This role assists with patient flow throughout the RHH, and the THS.					fixed-term variation of duties at level *****(Recruitment Approval Process)*****
1125886	After Hours Nurse Manager (Clinical Manager/Patient Flow Manager)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7b	Hospitals Sth - Integrated Oprtns Centre	IOC - Patient Flow	21/05/2024	Compliant - process in date. A. Personal Information (s 36) B. The After-Hours Nurse Manager role provides leadership, oversight, and management of the activities of the health service/facility after-hours. Supports the efficient and effective provision of care, based on clinical standards and best practice principles, within a collaborative and multidisciplinary framework by coordinating patient flow and management functions within the health service/facility. C. This position can only be filled by staff who have the specialised organisational wide skills and knowledge to do the role					appoint fixed-term *****(Recruitment Approval Process)*****

1127620	Registered Nurse - Clinical Coach	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 4	Hospitals Sth - Surgical & Periop Servs	SPS - Orthopaedic, SurgSpc & Hyper Mdcn	14/06/2024	Compliant - request to subsequently appoint Personal Information (s 36) This JC is to request subsequent appointment of Personal Information (s 36) This position is funded for 2.94FTE permanently, with 0.84FTE filled every 12 months on a fixed term basis to allow staff to rotate through the position. Filling this fixed term vacancy is essential to the functioning of the unit and allows junior staff, new graduates and existing staff to receive adequate support.	S34820 - Orthopaedic Ward All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 70.61 Funded FTE (effective 13-Oct-2023) 63.40 YTD Average Paid FTE 65.06 Business Information (s38) YTD Average Paid Overtime FTE 2.35 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 3.42 YTD Annual Leave Average FTE 4.87 YTD Maternity Leave Average FTE 0.76 YTD LSL Average FTE 0.66 YTD Other Leave Average FTE 0.88	APPROVED.			appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1127433	Emergency Department Triage Clerk	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	North West Regional Hospital	DEM Ancillary NWRH	12/06/2024	Personal Information (s 36)	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s38) YTD Average Paid Overtime FTE 2.63				appoint permanent *****(Recruitment Approval Process)*****
1126759	Clinical Nurse Consultant - Hospital Aged Care Liaison Team (HALT)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	LSOP/HALT LGH	03/06/2024	Please advertise permanent 76hpf. (1.00 FTE) Personal Information (s 36)	N24025 - HALT - Long Stay Older Patients All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 6.34 Funded FTE (effective 13-Oct-2023) 4.84 YTD Average Paid FTE 6.36 Business Information (s38) YTD Average Paid Overtime FTE 0.09 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 0.47 YTD Annual Leave Average FTE 0.47 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.18 YTD Other Leave Average FTE 0.11				appoint permanent *****(Recruitment Approval Process)*****
1125552	Associate Nurse Unit Manager	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	Ward 5B LGH	15/05/2024	Higher Duties Allowances for DIH form attached. Please appoint Attached is: 1) Subsequent Selection Checklist 2) Original Selection Report 3) Reference for					appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****

1127059	Clinical Nurse Consultant - Palliative Care	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Primary Health North West	Palliative Care NW	05/06/2024	<p>a) This vacancy is due to substantive occupants of the SPCS CNC role being on extended unplanned leave (workers compensation) Personal Information (s 36)</p> <p>Request advertisement for expressions of interest 1.68 FTE CNC for 6 months from 24/06/2024 to 20/09/2024</p> <p>b) Significant business operational impacts and clinical skill shortages if not filled - this is a senior role within the SPCS team. The team is unable to continue to provide care palliative clients in the community setting and the MCH Palliative in-patient beds without completely filling the vacant FTE. Support and guidance for more junior staff, as well as support to the NUM are impacted without this position.</p> <p>c) NA there are no alternatives to filling this position, these hours must be recruited to support team leadership, triage and senior skills.</p>	<p>Commentary CLC BM PHS 14/06/24 W34603 - Community Palliative Care NW</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 10.77</p> <p>Funded FTE (effective 13-Oct-2023) 9.98 YTD Average Paid FTE 11.99 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.18 YTD Average Paid Call Backs FTE 0.00</p> <p>Funded FTE for this service is not reflective & Has not been changed to take into consideration of all of the additional funding via election commitments.</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1123533	Clinical Nurse Educator - District Hospitals	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Primary Health North West	Healthwest - Wst Coast District Hospital	15/04/2024	<p>Please advertise this as a full-time, permanent position.</p> <p>a) This position has been vacant Personal Information (s 36)</p> <p>There have been multiple rounds of advertising to fill this fixed-term with no success since initial job card was created 11/10/2023.</p> <p>Follows PTVE 1112504: This position was originally created as fixed term until 30 June 2025 in line with Rural Boost Staffing Election Commitment funding for West Coast which currently funds 82% of this position.</p> <p>At the time, the same position was created permanently for the Smithton District Hospital (posn Personal Information (s 36) and King Island Hospital and Health Centre Personal Information (s 36)</p> <p>Due to the remote location of Queenstown where this position is based and the difficulty recruiting to this position, requesting that this is made permanent on-going in line with posn Personal Information (s 36) and Personal Information (s 36) to assist in recruitment to this vital position. It is a</p>	<p>Commentary CLC BM PHS 17/06/24 W34373 - West Coast District Hospital W34383 - West Coast Residential Aged Care</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 38.50</p> <p>Funded FTE (effective 13-Oct-2023) 37.43 YTD Average Paid FTE 38.35 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 2.26 YTD Average Paid Call Backs FTE 0.05</p>				appoint permanent ***** (Recruitment Approval Process)*****
1125536	Clinical Nurse Consultant - Community Nursing Liaison	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Primary Health North West	Community Nursing NW Mersey Leven	15/05/2024	<p>Request to advertise for permanent CNC - Community Nursing Liaison (CNC-CNL) position at 0.84 FTE at Mersey-Leven CHN commencing 05/08/2024. Please advertise for 4 weeks.</p> <p>a) This vacancy has arisen due to permanent CNC-CNL Personal Information (s 36)</p> <p>Therefore, request to advertise the permanent 0.84 FTE that will become vacant. Personal Information (s 36)</p> <p>b) The role of the CNC - Community Nursing Liaison (CNL) is to coordinate the communication and integration between Mersey-Leven Community Health Nursing (CHN) services, patients, hospital staff and other providers to facilitate discharge</p>	<p>Commentary CLC BM PHS 19/06/24 W34553 - Community Nursing Mersey-Leven W34563 - HACC Community Nursing Mersey-Leven</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 27.30</p> <p>Funded FTE (effective 13-Oct-2023) 26.89 YTD Average Paid FTE 28.51 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.24 YTD Average Paid Call Backs FTE - This cost centre will receive additional CHSP funding allocation in June 2024</p>				appoint permanent ***** (Recruitment Approval Process)*****

1127281	Manager Community Administration and Facilities	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	Hospitals Sth - SAA&CS	SAACS - Aged, Rehabilitation & PCS	11/06/2024	Compliant - request to advertise perm position. JF New position (PTVE tracker 1118164 - position - first advertising	This position manages the admin team for community health centres - which are used by a range of THS and other organisations and manages sites.	QUERY - is this a new job? If so, how is it being funded? 1 JULY - Recruitment, pls check that we have abolished the positions sitting behind this one. If so, APPROVED	Minute approved by CEHS attached.		appoint permanent *****(Recruitment Approval Process)*****
1125974	Administrative Assistant - Staff Health	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Launceston General Hospital	Infection Prevention Control LGH	21/05/2024	Advert - perm, part time from 03/07/2024. 1. Undertake recruitment to fill permanent position 2. Position essential to function of staff health, nil other options to backfill. 3. Loss of administrative support for staff health 4. Existing budgeted position 5. No 6. Yes	N55929 - Infection Control Latest Pay Actual Paid FTE (2024 24) 19.96 Funded FTE (effective 13-Oct-2023) 12.71 YTD Average Paid FTE 19.43 YTD Average Paid Overtime FTE 0.36 YTD Average Paid Call Backs FTE 0.01				appoint permanent *****(Recruitment Approval Process)*****
1127218	Administration and Clerical Officer - LGH Integrated Operations Centre	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Pool Office LGH	07/06/2024	Support the administration of the Pool Office as per SOD Position is now permanent - PTVE 1123655-	N01979 - Integrated Operations Centre LGH Latest Pay Actual Paid FTE (2024 24) 25.83 Funded FTE (effective 13 Oct 2023) 22.09 YTD Average Paid FTE 24.71 YTD Average Paid Overtime FTE 0.43 YTD Average Paid Call Backs FTE 0.01	QUERY - please contact People Connect to review the Redeployment List. If no one suitable, then fill job.	Checked redeployment list. No Band 3 in the North on list. Progressed to advertising as per VC request.		appoint permanent *****(Recruitment Approval Process)*****
1126735	Rostering Services Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Rostering & Information LGH	02/06/2024	Advert - fixed term, full time ending 01/06/2025. Advertise fixed term to backfill this position while substantive occupant. The Rostering & Information Office operates on minimal staffing and with limited backfill for leave. Not filling this position will potentially impact on the ability to meet the reporting timeframes for Greater than 12 Hour Shifts, SNCOS, NHPD, payroll journaling, payroll reporting as well as the ability to provide roster training.	N55959 - Nursing Information Latest Pay Actual Paid FTE (2024 23) 8.68 Funded FTE (effective 13 Oct 2023) 7.01 YTD Average Paid FTE 9.14 YTD Average Paid Overtime FTE 0.31	QUERY - please contact People Connect to review the Redeployment List. If no one suitable, then fill job.	Checked redeployment list. No Band 3 in the North on list. Progressed to advertising as per VC request.		appoint fixed-term *****(Recruitment Approval Process)*****
1127167	Policy and Project Officer - Child Safety and Wellbeing	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	CRO - Recovery & Child Safeguarding	CRO - Child Safety & Wellbeing Service	06/06/2024	Personal Information (s 36) therefore fixed term recruitment is required for the duration of her absence.					appoint fixed-term *****(Recruitment Approval Process)*****
1125609	General Manager - Mental Health, Alcohol and Drug Directorate	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 9	CMHW - Mental Health, A&D Directorate	CMHW - Mental Health, A&D Directorate	16/05/2024	Personal Information (s 36) therefore, position is vacant and needs to be filled.					appoint permanent *****(Recruitment Approval Process)*****
1127421	Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	CMHW - MH & Statewide Services	MHS NW - Older Persons	12/06/2024	current substantive This role is essential as it is the only OPMHS admin role in the NW					appoint fixed-term *****(Recruitment Approval Process)*****
1127369	Executive Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Launceston General Hospital	11/06/2024	Personal Information (s 36) Request to advertise permanent vacancy EA support to EDAH and office of EDAH critical for Allied health services in Hospitals North		QUERY - please contact People Connect to review the Redeployment List. If no one suitable, then fill job.	Checked redeployment list. No Band 3 in the North on list. Progressed to advertising as per VC request.		appoint permanent *****(Recruitment Approval Process)*****
1127069	Administrative Support Officer - Medical Staffing	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	North West Regional Hospital	North West Regional Hospital	05/06/2024	Previously occupied by High work demands require the position filling.		QUERY - please contact People Connect to review the Redeployment List. If no one suitable, then fill job.	Checked redeployment list. No Band 3 in the North West on list. Progressed to advertising as per VC request.		appoint permanent *****(Recruitment Approval Process)*****

1115522	Pharmacy Operations & Logistics Manager - SHP	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8	CMHW - Tasmanian Health Services	SHP - Operations & Logistics	11/12/2023	<p>Personal Information (s 36)</p> <p>following position re-classification from Band 7 to Band 8 - Information contained in the attached minute. Request for promotion without advertising.</p> <p>During the period between October 2015 and now, the position of SOLM has increased in complexity, responsibility and volume of workflow. This has been reflected within the current approved Statement of Duties, and the approved minute relating to the funding of the re-classified positions. During this time the substantive occupant, Liza Case, has been taking on the increased complexities, responsibilities and workload. The substantive occupant has, during this time, demonstrated their ability to undertake the role and the duties within it to a high standard and demonstrated they have the skills commensurate with the descriptors relating to the banding levels applicable to Band 8. There have been no disciplinary or</p>				appoint permanent ***** (Recruitment Approval Process)*****
1115525	Statewide Pharmacy Technician Manager	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	CMHW - Tasmanian Health Services	Statewide Hospital Pharmacy	11/12/2023	<p>Please appoint substantive (Personal Information (s 36)) into the role following position re-classification from Band 6 to Band 7 - Information contained in the attached minute. Request for promotion without advertising.</p> <p>Personal Information (s 36) Statewide Pharmacy Technician Manager, was created in 2022 to lead the implementation of the Bedside Medication Management program and undertake implementation of projects relating to the Statewide Pharmacy Technician Workforce Strategy. Following this it became apparent that the requirement for the position was for a growing level of complexity, responsibility and volume of workflow. It is necessary for this position to take on a much higher level of strategic responsibility than was envisioned prior to the positions created, including political impacts through the need to more rapidly drive changes to the pharmacy technician workforce through development of new and advanced models of care, in a challenging</p>				appoint permanent ***** (Recruitment Approval Process)*****
1127645	Administrative Assistant - Hotel Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	North West Regional Hospital	Services NWRH	14/06/2024	<p>a) Seeking approval to advertise casual Admin Assistant - Hotel Services via EOJ for 12 months</p>	W20109 - Food Services	Admin Assistant - Hotel Services		appoint fixed-term ***** (Recruitment Approval Process)*****
1128057	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Intensive Care Unit LGH	20/06/2024	<p>Please appoint an agency nurse working 76hpf 1.00FTE from 17/09/24 - 07/01/25. The agency nurse will be using hours from incumbent Personal Information (s 36) Hours totalling 76hpf 1.00FTE. Please see attached Agency Request form.</p>			<p>Response: Casual Pool don't have ICU trained staff at the moment. Even if a non ICU staff member was recruited at this time, it takes approximately 6 months to receive the required experience to manage ventilated patients and 12 months to manage patients requiring dialysis. As such, I require a specialised skill set during that period. ICU Agency nurses provide that required skill. At present we are attempting to upskill current ICU staff to manage ventilators but they are filling other positions within the unit.</p>	

1128078	Staff Specialist - Surgery	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Medical Staff Surgery LGH	20/06/2024	<p>a) advertise for Locum Specialist General Surgeon, Colorectal experience, as and when required. *Currently failing to meet statewide general surgery and colonoscopy targets and require additional recourse to achieve figures. **To reduce elective surgery, wait list (long wait patients).</p> <p>b) Required to maintain service delivery and meet statewide targets, outpatient services, endoscopy service, assist with over boundary wait list and maintain on call ratios. Support reduction in long wait outpatient appointments.</p> <p>c) AS AND WHEN REQUIRED - Currently from 19/8/24 to 23/8/24 only.</p> <p>d) no other options, current job card for locum to expire 12/08/2024 (tracker-1124628)</p>	<p>W23562 - Medical - Emergency Department</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 27.99</p> <p>Funded FTE (effective 13-Oct-2023) 35.09</p> <p>YTD Average Paid FTE 29.66 Business Information (538)</p> <p>YTD Average Paid Overtime FTE 1.44 YTD Average Paid Call Backs FTE 0.09</p> <p>For the roster period 21 July 2024 - 17 August 2024 we require 40 locum Registrar shifts. This is a result of leave and vacant positions. Locum shift rates are \$2200 - \$2400. Approved long term (May - December 2024) locum minute attached in documents tab to support request.</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.32 YTD Annual Leave Average FTE 2.14 YTD Maternity Leave Average FTE 0.36 YTD LSL Average FTE 0.24 YTD Other Leave Average FTE 0.65</p>	<p>QUERY - if this is a genuine casual, then can we please create a SMP Casual Pool, or look at whether VMOs can fill.</p>	<p>This request is for a Consultant Locum, (General Surgery), Colorectal Specialist to cover leave of existing General Surgeons in the Colorectal Unit. The LGH has only 2 Colorectal Surgeons. The workload for cancer means that other Colorectal cases are not getting done and we have a group of patients who have waited over 3 years for surgery. There is no current internal capacity to do any additional hours. We are hopeful of recruiting an additional Colorectal Surgeon, previous tracker T1125562 declined and delayed by vacancy control committee wanting VMS changed to SMP. Current tracker T1128509 in progress. There is no local casual surgeon with the skills that we could engage in casual contract. Alternate option is that long wait cases never get done and there is risk of needed to send cancer to Hobart or interstate with the current demand. Period of leave currently needing cover is August 19-13; five days only. Current rate is \$3400 per day.</p>
1128080	Registrar - Emergency Medicine	Medical Practitioners (Public Sector) Award, Medical Practitioner Level 5-11	North West Regional Hospital	Emergency Medicine NWRH	20/06/2024	<p>For the roster period 21 July 2024 - 17 August 2024 we require 40 locum Registrar shifts. This is a result of leave and vacant positions. Locum shift rates are \$2200 - \$2400. Approved long term (May - December 2024) locum minute attached in documents tab to support request.</p>	<p>W23562 - Medical - Emergency Department</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 27.99</p> <p>Funded FTE (effective 13-Oct-2023) 35.09</p> <p>YTD Average Paid FTE 29.66 Business Information (538)</p> <p>YTD Average Paid Overtime FTE 1.44 YTD Average Paid Call Backs FTE 0.09</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.32 YTD Annual Leave Average FTE 2.14 YTD Maternity Leave Average FTE 0.36 YTD LSL Average FTE 0.24 YTD Other Leave Average FTE 0.65</p>	<p>NOTED this has already progressed. APPROVED - Over budget - need advice on current recruitment strategies that seek to lower locum/agency nurse recruitment.</p>	<p>Casual Pool don't have ICU trained staff at the moment. Even if a non ICU staff member was recruited at this time, it takes approximately 6 months to receive the required experience to manage ventilated patients and 12 months to manage patients requiring dialysis. As such, I require a specialised skill set during that period. ICU Agency nurses provide that required skill.</p>
1128083	Staff Specialist - Emergency Medicine	Medical Practitioners (Public Sector) Award, Specialist Medical Practitioner Level 1-11	Mersey Community Hospital	Department of Emergency Medicine	20/06/2024	<p>For the roster period of 21 July 2024 - 17 August 2024 we require 90 specialist shifts. This is based on current rostering practice of 1x E MOIC, 1x E, 1x L and 1x L MOIC shift each day, 7 days per week, vacant FTE and leave. Locum shift rates are \$3500 - \$3600. Long term (May - December 2024) locum minute approved 23/04/2024 - see attached in documents tab.</p>	<p>W13562 - Medical - ED</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 25.21</p> <p>Funded FTE (effective 13-Oct-2023) 28.52</p> <p>YTD Average Paid FTE 24.62 Business Information (538)</p> <p>YTD Average Paid Overtime FTE 1.06 YTD Average Paid Call Backs FTE 0.01</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.10 YTD Annual Leave Average FTE 2.02 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.02 YTD Other Leave Average FTE 0.44</p>	<p>APPROVED - Over budget - need advice on current recruitment strategies that seek to lower locum/agency nurse recruitment.</p>	

1128086	Career Medical Officer - Emergency Medicine	Medical Practitioners (Public Sector) Award, Medical Practitioner Level 10-13	Mersey Community Hospital	Department of Emergency Medicine	20/06/2024	<p>W13562 - Medical - ED</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22</p> <p>Latest Pay Actual Paid FTE (2024 22) 25.21</p> <p>Funded FTE (effective 13-Oct-2023) 28.52</p> <p>YTD Average Paid FTE 24.62 Business Information (536)</p> <p>YTD Average Paid Overtime FTE 1.06 YTD Average Paid Call Backs FTE 0.01</p> <p>For the roster period 21 July 2024 - 17 August 2024 we require 65 locum CMO shifts. This is a result of leave and vacant positions. Locum shift rates are \$2200 - \$2400. Approved long term (May - December 2024) locum minute attached in documents tab to support request.</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.10 YTD Annual Leave Average FTE 2.02 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.02 YTD Other Leave Average FTE 0.44</p>	APPROVED - Over budget - need advice on current recruitment strategies that seek to lower locum/agency nurse recruitment.	At present we are attempting to upskill current ICU staff to manage ventilators but they are filling other positions within the unit.
1128088	Staff Specialist - General Medicine	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	North West Regional Hospital	Staff Specialists NWRH	20/06/2024	<p>W20770 - Medical - Medicine</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 23.93</p> <p>Funded FTE (effective 13-Oct-2023) 24.30</p> <p>YTD Average Paid FTE 26.91 Business Information (536)</p> <p>YTD Average Paid Overtime FTE 3.34 YTD Average Paid Call Backs FTE 0.02</p> <p>The locum is required to cover - 24/06/2024 - 28/06/2024 - 5 working days at a daily rate of \$2300.</p> <p>This is a vacant line, interviews have been processed, and a successful candidate had been selected, however they are yet to receive a contract leaving the department short.</p> <p>Further details can be found in the documents tab.</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.98 YTD Annual Leave Average FTE 2.09 YTD Maternity Leave Average FTE 0.01 YTD LSL Average FTE 0.03 YTD Other Leave Average FTE 0.56</p>	NOTED this has already progressed. APPROVED - Over budget - need advice on current recruitment strategies that seek to lower locum/agency nurse recruitment.	
1128112	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	St Marys Community Health Service	20/06/2024	<p>Leave cover for permanent RN - unable to cover with current pool of permanent part-time and relief RNs as they are already working to capacity backfilling the permanent and fixed term RN hours which we have been unable to recruit to. SMCHC currently have 1.37 FTE Permanent RN hours and 2.74 Fixed Term RN hours vacant.</p>	NOTED this has already progressed. QUERY - can this be used as an opportunity convert into EN and fill as a permanent EN?	Regards
1128115	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	St Marys Community Health Service	20/06/2024	<p>SMCHC currently have 1.37 FTE Permanent RN hours and 2.74 Fixed Term RN hours vacant.</p> <p>We have been unable to cover all available hours with current pool of permanent part-time and relief RNs as they are already working to capacity backfilling the permanent and fixed term RN hours which we have been unable to recruit to.</p> <p>One full-time agency contract is coming to an end on 30/6; two full-time agency contracts are coming to an end on 6/7, and a further full-time agency contract will end on 14/7.</p>	NOTED this has already progressed. QUERY - can this be used as an opportunity convert into EN and fill as a permanent EN?	Vince
1127917	Deputy Executive Director of Medical Services	Medical Practitioners (Public Sector) Award, Specialist Medical Practitioner Level 1-11	North West Regional Hospital	North West Regional Hospital	19/06/2024	<p>DEDMS position is currently vacant. During this time, to help ease workload, we wish to appoint a locum at \$3000/day.</p>	NOT APPROVED. But still please pursue the RACMA training funding, and it can be filled that way once RACMA funding obtained.	

1127821	ROSETE Registered Nurse Critical Date 28/07/2024 -	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Medical Ward NWRH	18/06/2024	<p>• Personal Information (s 36)</p> <p>• The Medical C Ward at the NWRH has recently had approval to recruit to a permanent establishment which has resulted in significant nursing staff vacancies.</p> <p>Ongoing permanent recruitment</p> <ul style="list-style-type: none"> • Ongoing recruitment has resulted in limited experienced successful candidates with ongoing recruitment continuing. • Recruitment for permanent FTE currently in progress is <p>&#9675; EN: Job No.: 1121629 388hrs &#9675; RN: Job No.: 1121837 448hrs &#9675; ANUM: Job No 1121720 148hrs</p> <ul style="list-style-type: none"> • The plan is for agency staff to fill the vacancy whilst recruitment occurs for Grade 5 ANUM, G3-4 RN and EN staff. Contracted agencies have been contacted for experienced medical nurses either EN or RN, limited EN candidates have been 		NOTED this has already progressed. QUERY - this is the same as tracker 1127826 - can't be working in both?	
1127826	DYKES Registered Nurse Critical Date 10.07.2024 -	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Medical Ward NWRH	18/06/2024	<p>• Personal Information (s 36)</p> <p>• The Medical C Ward at the NWRH has recently had approval to recruit to a permanent establishment which has resulted in significant nursing staff vacancies.</p> <p>Ongoing permanent recruitment</p> <ul style="list-style-type: none"> • Ongoing recruitment has resulted in limited experienced successful candidates with ongoing recruitment continuing. • Recruitment for permanent FTE currently in progress is <p>&#9675; EN: Job No.: 1121629 388hrs &#9675; RN: Job No.: 1121837 448hrs &#9675; ANUM: Job No 1121720 148hrs</p> <ul style="list-style-type: none"> • The plan is for agency staff to fill the vacancy whilst recruitment occurs for Grade 5 ANUM, G3-4 RN and EN staff. Contracted agencies have been contacted for experienced medical nurses either EN or RN, limited EN candidates have been 	<p>A Dowling approving the above FTE analysis (also in notes) and the financials below.</p> <p>W20971 - Nursing - Medical Ward</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 54.74</p> <p>Funded FTE (effective 13-Oct-2023) 49.12 YTD Average Paid FTE 55.30 YTD Average Paid Overtime FTE 1.76</p>	NOTED this has already progressed. QUERY - this is the same as tracker 1127821 - can't be working in both?	

Tracker No	Job title	Approved classification	Section	SubSection	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Why has this vacancy occurred or been created?	Vacancy Committee Decision	Vacancy Committee Questions	Follow-up Response	Budget Management Queries	Action required
1127017	Clinical Nurse/Midwife Specialist - Lactation Consultancy Service	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - WACS	WACS - Lactation Service	This role provides essential nutritional support to all newborns both at their due date and when then are premature. it is an essential role for mothers and babies	Compliant - request to advertise permanent vacancy RM This position relates to Personal Information (s 36) Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1127986	Enrolled Nurse - Acute Older Persons Unit	Nurses and Midwives (Tasmania State Service) Award, Enrolled Nurse, Grade 2	Hospitals Sth - SAA&CS	SAACS - Acute Older Persons Unit		Compliant - request to advertise. JF Requesting to advertise 1fte permanently in this position commencing asap. There is currently 1.06fte vacant in this position. 6.73 employable fte with only 5.67fte filled. Recent recruitment process was undertaken and unsuccessful (Tracker 1123175). Overall AOPU currently has 8.72fte nursing vacancies, it has proved difficult to fill RN vacancies over the last 18 months, with numerous unsuccessful recruitment processes. Therefore important this position is filled to ensure the ward is adequately staffed and reduce cost of casual staff filling large roster gaps.					appoint permanent ***** (Recruitment Approval Process)*****
1128042	Registered Nurse Persistent Pain	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - SAA&CS	SAACS - Persistent Pain Service	Yes Filling the 0.74 registered nurse position permanently is crucial for the effective operation of our clinics, especially given the projected increase in chronic pain prevalence among Tasmania's aging population. The nurse is essential in delivering our interdisciplinary group treatment modules, which are based on contemporary pain care principles and cognitive behavioural theory. These modules, facilitated by our skilled multidisciplinary team, are integral to the standard patient pathway and crucial for improving access to care. Without the permanent filling of this role, our ability to address the growing burden of chronic pain in Tasmania would be severely	Compliant - request to advertise. JF Currently we have a nurse working a fixed term contract, this is soon to finish there is a need to appoint to a permanent position of 0.74 Filling the 0.74 registered nurse position permanently is crucial for the effective operation of our clinics, especially given the projected increase in chronic pain prevalence among Tasmania's aging population. The nurse is essential in delivering our interdisciplinary group treatment modules, which are based on contemporary pain care principles and cognitive behavioural theory. These modules, facilitated by our skilled multidisciplinary team, are integral to the standard patient pathway and crucial for improving access to care. Without the permanent filling of this role, our ability to address the growing burden of chronic pain in Tasmania would be severely compromised, undermining our strategic efforts to enhance patient outcomes and access to care.					appoint permanent ***** (Recruitment Approval Process)*****
1126532	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - WACS	WACS - Paediatric outpts nurg Staff RHH		Complaint- appoint Personal Information (s 36) Recruiting from tracker number 1121336 as additional hours of 7.6hpf left over, additional hours of 30.4hpf are also available - hence 9 month fixed term contract.					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127384	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - RMAU (Ward 3A) - Nursing		Compliant - request to appoint from the Employment register. All documents including selection report are attached RM These fixed term hours are currently available on the 3A - RAMU establishment Please appoint Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1126131	Registered Nurse - Alcohol & Other Drug	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	A&D North - Pharmacotherapy Unit	Position is a clinical position which needs to be filled, otherwise provision of opioid replacement therapy services in the north of the state will have to be reduced. This would result in increasing risk to clients and the community. Latest Pay Actual Paid FTE (2024 22) 17.82 Funded FTE (effective 13-Oct-2023) 23.93 YTD Average Paid FTE 16.44 Business Information (s38) YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE 0.00	a) incumbent Personal Information (s 36) b) Position is critical for the provision of clinical services. If this position is not filled ADS Nth would not be able to continue to provide opioid replacement therapy treatment and case management at current levels. This would significantly increase risk to clients and the community, as well as placing current staff under considerable pressure. c) This position is a highly specialised pharmacotherapy nursing position, there are no other options to fill this position to ensure clinical continuity. d) This request will not cause an increase in FTE to ABE,					appoint permanent ***** (Recruitment Approval Process)*****
1127822	Doctors in Training Recruitment Campaign 2025 - Emergency Medicine Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - CCCS&I	CCCSI - ED - Medical		As a teaching hospital, the annual recruitment of Registrars is necessary in order to maintain current clinical services. Registrar positions are only filled on a fixed term basis in order to support the relevant teaching program. Inability to maintain current medical service and failure to maintain status as a teaching hospital if vacancy not filled. Annual Doctors in Training Recruitment Campaign to replace positions currently filled by 12-month fixed term employees. To provide acute frontline care to patients and cover shift and rotational work. The methods used for filling this vacancy have been in accordance with State Service legislative requirements.	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.			appoint fixed-term ***** (Recruitment Approval Process)*****
1127905	Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Medical Staff LGH (Medicine)	Note ID AT sits in Dept of Medicine. N21010 - Medical Staff - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 32.56 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.91 Business Information (s38) YTD Average Paid Overtime FTE 1.82 YTD Average Paid Call Backs FTE 0.74 YTD Sick Leave Average FTE 0.85 YTD Annual Leave Average FTE 2.86 YTD Maternity Leave Average FTE 0.82 YTD LSL Average FTE 0.20	End of current contract for Personal Information (s 36) Position needs to be advertised as the Launceston General Hospital is only accredited for twelve months in advanced training in Infectious Diseases Part of the Doctors in Training Campaign (DIT 2025) for 2025	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.			appoint fixed-term ***** (Recruitment Approval Process)*****

1127929	Enrolled Nurse (Relief)	Nurses and Midwives (Tasmania State Service) Award, Enrolled Nurse, Grade 2	Primary Health North	Deloraine Hospital	Cost Centre N72031 Deloraine Hospital Affordable Budget Establishment (ABE) FTE 31.30 YTD Paid FTE 32.97 (PP24) Business Information (s38) YTD Average Paid Overtime FTE 0.45 YTD Average Paid Call Backs FTE 0.27 Comments Business Information (s38)	1. Casual staff availability has diminished. This job card is to recruit to the casual pool for 2 years to ensure adequate casual staff availability to provide essential services. 2. It is not possible to reorganise permanent staff to cover all leave requirements. 3. Not filling this role would lead to an inability to deliver services to clients which would result in adverse health outcomes. 4. Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues. 5. The permanent EN position is funded under District HTS to have leave cover at a factor of 0.23 for shift workers 6. This position is critical to filling the roster, noting Deloraine's care staff levels are governed by District HTS the safe staffing model for district hospitals.			What are they doing to manage their budget noting overspend from last year.	appoint fixed-term ***** (Recruitment Approval Process)*****
1123301	Enrolled Nurse CASUAL POOL	Nurses and Midwives (Tasmania State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Pool LGH	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 19) 140.31 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 29.45 Business Information (s38) YTD Average Paid Overtime FTE 2.70 YTD Average Paid Call Backs FTE -	Personal Information (s 36)				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1127657	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 5B LGH		Personal Information (s 36) 64 hpf - empower shows this role as vacant. This is a subsequent selection from recent recruitment (TN 1121242) where				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1126388	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Paediatrics NWRH	W21001 - Nursing - Paediatric Ward All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 20.86 Funded FTE (effective 13-Oct-2023) 20.72 YTD Average Paid FTE 22.65 Business Information (s38)	After the recently approved NHPD process as increase of permanent 0.43 FTE is now available for recruitment. We would like to advertise to offer these hours to a suitable candidate.	QUERY	Refer to CN&MW for NHPD assessment. If CN&MW approves, then it can be advertised.	I have reviewed the current NHPD Benchmarking result (August 2023) and met with the NUM - I am satisfied that the positions within this job card are covered by the funded establishment as assessed by the NHPD benchmarking assessment. The ward is due to be benchmarked August 2024.	appoint permanent ***** (Recruitment Approval Process)*****
1127793	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Emergency Department NWRH	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s38) YTD Average Paid Overtime FTE 2.63	A PTV (1123974) has been actioned to create these positions, to fill staffing gaps required to ensure all rostered shifts have coverage for adequate patient care - see email note attached form Job Design Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, Will paid FTE increase - Yes Is filling this critical to the roster - Yes	QUERY	Refer to CN&MW for NHPD assessment. If CN&MW approves, then it can be advertised.	I have reviewed the NHPD Benchmarking result and sought additional clarification from the NUM and Business Manager. The 2023 result represents a significant uplift in FTE (11.48) noting that the last benchmarking was undertaken pre 2020. Previous benchmarking summary was not available to review. The Business Manager indicated that there has been a significant delay in implementation of the additional FTE and increased agency staff usage. While I am confident that the request to recruit to the FTE is valid, I would suggest consideration be given to recruiting ENs to a proportion of these positions in line with industrial agreement to	appoint permanent ***** (Recruitment Approval Process)*****
1127797	Registered Nurse-Relief	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Emergency Department NWRH	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s38) YTD Average Paid Overtime FTE 2.63	Recent PTV actioned to recruit to cover current staffing gaps - please see emailed note attached Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, Will paid FTE increase - No Is filling this critical to the roster - Yes to fill staffing shortfalls to fill sick leave/annual leave	QUERY	Refer to CN&MW for NHPD assessment. If CN&MW approves, then it can be advertised.	NHPD benchmarking results not received. Given that this is fixed-term and casual recruitment is supported.	appoint fixed-term ***** (Recruitment Approval Process)*****
1127731	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Paediatrics NWRH	W21001 - Nursing - Paediatric Ward All Award Classifications 0000 - No Project Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 20.12 Funded FTE (effective 13-Oct-2023) 19.88 YTD Average Paid FTE 22.13 Business Information (s38) YTD Average Paid Overtime FTE 0.78	Personal Information (s 36)				appoint fixed-term ***** (Recruitment Approval Process)*****
1123695	Registered Nurse CASUAL POOL	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Pool LGH	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 21) 124.27 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 17.42 Business Information (s38) YTD Average Paid Overtime FTE 1.50 YTD Average Paid Call Backs FTE -	Personal Information (s 36)				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****

1128006	Advanced Trainee - General & Acute Care Medicine 2025	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - Medical & Cancer Servs	MCS - Mdcl Sub Spity - Gen Mdcl Staff	Compliant request to advertise Doctors in Training 2025 - Advanced Training General & Acute Care Medicine position as part of annual campaign. SJ. General Medicine short staffed, requires training doctors to meet service demands and create work force stability. The Royal Hobart Hospital (RHH) is the largest hospital in Tasmania with approximately 500 beds. It is the state-wide referral centre for numerous tertiary services for Tasmania and an accredited Level 3 teaching hospital, as well as the community hospital for the Greater Hobart region. The Advanced Training program at the Royal Hobart Hospital has been developed for trainees to have access to subspecialties that meet all core training requirements including 12 months of core training in General Medicine and 12 months core subspecialty terms. We are accredited for 24 months core and 12 months of non-core training at our site. Trainees entering the program at year 1 or year 2 will be given the option of a 2-year contract. Several positions are available commencing beginning of February 2025 for trainees entering Advanced Training or continuing training from other hospitals. We are able to offer Full-Time positions in addition to one part-time (0.5FTE) position.	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.			appoint fixed-term ***** (Recruitment Approval Process)*****
1128305	Doctors in Training Recruitment Campaign 2025 Registrar - Anatomical Pathology	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - CCCS&I	CCCSI - Anatomical Pathology	Unable to continue services and unable to provide training as an Accredited training site. Compliant request to advertise as part of Doctors in Training Recruitment Campaign 2025. Campaign required to maintain recruitment of registrars and support continued and adequate delivery of services to patients. SJ The Royal Hobart Hospital is accredited for 4 years training and Hobart Pathology for 2 years, for the Fellowship of the Royal College of Pathologists of Australasia. Positions are fixed term with recruitment campaign each year to fill any vacant FTE. The Royal Hobart Hospital provides a comprehensive tertiary diagnostic and consultative Anatomical Pathology service. The trainee registrar will have excellent training opportunities and involvement in a wide range of diagnostic services in all aspects of histopathology, autopsy pathology and cytopathology. Rotations occur to Forensic Pathology and Hobart Pathology. Registrars are involved in clinical meetings, teaching and research. The Royal Hobart Hospital is accredited for 4 years training and Hobart Pathology for 2 years, for the Fellowship of the Royal College of Pathologists of Australasia	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.			appoint fixed-term ***** (Recruitment Approval Process)*****
1128474	Doctors in Training 2025 - Registrar, Senior Registrar & Transition Fellow - Intensive Care Medicine	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - CCCS&I	CCCSI - DCCM - Medical	Annual Doctors in Training Recruitment Campaign to replace positions currently filled by 12-month fixed term employees to provide acute frontline care to patients and cover shift and rotational work. The methods used for filling this vacancy have been in accordance with State Service legislative requirements. As a teaching hospital, the annual recruitment of Registrars is necessary in order to maintain current clinical services. Registrar positions are only filled on a fixed term basis in order to support the relevant teaching program. If vacancies not filled, inability to maintain current medical service and failure to maintain status as a teaching hospital.	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.			appoint fixed-term ***** (Recruitment Approval Process)*****
1127555	Doctors in Training 2025 - Registrar - General & Acute Care Medicine - Royal Hobart Hospital	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - Medical & Cancer Servs	MCS - Mdcl Sub Spity - Gen Mdcl Staff	Compliant request to advertise as part of Doctors in Training Recruitment Campaign (2025). SJ General Medicine in particular is understaffed and requires doctors in training to improve and maintain work force with stability. The Royal Hobart Hospital (RHH) is the largest hospital in Tasmania with approximately 500 beds. It is the state-wide referral centre for numerous tertiary services for Tasmania and an accredited Level 3 teaching hospital, as well as the community hospital for the Greater Hobart region. Medical Registrars participate in the full spectrum of acute care from admission to discharge with the support of a multi-disciplinary team. They also form a vital part of the medical emergency team (MET) for the hospital. To ensure continued service, Dept General Medicine recruit to the vacant FTE annually as part of the Doctors in Training Recruitment Campaign. All DT positions are fixed term appointments.	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.			appoint fixed-term ***** (Recruitment Approval Process)*****
1128441	Registrar (Psychiatry)	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	MHS Sth - MH Inpatient Unit - Medical	Essential medical training roles. \$74160 - Inpatient & ETS-Mental Health Inpatient Unit All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 76.34 Funded FTE (effective 13-Oct-2023) 83.58 YTD Average Paid FTE 84.82 Business Information (s38) YTD Average Paid Overtime FTE 6.25 YTD Average Paid Call Backs FTE 1.37	APPROVED	Please advertise as length of training contract. In December 2022, we had approval from SSMO to offer full length of training contract.	Please identify come back with plan around sustainable budget strategy, noting \$5m overspend	appoint fixed-term ***** (Recruitment Approval Process)*****	
1128538	Occupational Therapist - Mental Health	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	MHS Sth - MH Inpatient Unit - AHP	Yes: This is the only OT position within the service, without the OT in position, it is having a direct impact on Occupational Therapy for our consumers, as zero is offered, assessments, patient centred care, patient flow, NDIS referrals etc. We have an OTA in position without OT supervision, and guided by the NUM. We are seeing an increase in length of stay and seeking external OT support at a financial deficit to the service. \$74160 - Inpatient & ETS-Mental Health Inpatient Unit All Award Classifications All Project Codes Finance Data Month Ended: May 2024	APPROVED		Please identify come back with plan around sustainable budget strategy, noting overspend	appoint permanent ***** (Recruitment Approval Process)*****	

1127590	Consumer Peer Worker - Integration Hub	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - MH & Statewide Services	Mental Health Services South	If this position is not filled, we are unable to continue to safely staff the Integration Hub at the Peacock Centre. 574130 - Inpatient & ETS - Peacock Centre All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 39.57 Funded FTE (effective 13-Oct-2023) 44.16 YTD Average Paid FTE 40.82 Business Information (638) YTD Average Paid Overtime FTE 1.09 YTD Average Paid Call Backs	a) Personal Information (s 36) b) If this position is not filled, we are unable to continue to safely staff the Integration Hub at the Peacock Centre. c) This is the best option to replace the resigning substantive. d) This is within ABE.	APPROVED		Please identify come back with plan around sustainable budget strategy, noting \$5m overspend	appoint permanent ***** (Recruitment Approval Process)*****
1128391	Clinical Nurse Specialist - Continuing Care Team - Extended Hours	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	MHS Sth - A&C - Eastern Districts - CAT	Personal Information (s 36) and it is therefore imperative that we advertise this position asap so it does not place pressure on the team and provides continuity of care for consumers. Dual classified position alongside S71060 - Adult Com-Clarence & Eastern Districts All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 19.00 Funded FTE (effective 13-Oct-2023) 21.00	a) Personal Information (s 36) Dual classified position alongside c) This is the only option to maintain a sustainable caseload coverage. d) this will be within ABE.				appoint permanent ***** (Recruitment Approval Process)*****
1128002	Hospital Assistant - Older Person Unit	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - SAA&CS	SAACS - Acute Older Persons Unit	Compliant - request to advertise multi fixed term working up to 76hpf. JF Personal Information (s 36) Please advertise two 0.5fte positions commencing asap for 6 months. Not filling this vacancy will only leave 2 other employees in this position, this is not adequate staffing and support for the ward and will be unable to fill a roster.					appoint fixed-term ***** (Recruitment Approval Process)*****
1128445	Assistant in Nursing	Nurses and Midwives (Tasmania State Service) Award, Assistant in Nursing, Grade 1	Hospitals Sth - Medical & Cancer Servs	MCS - Medical Speciality (Ward 7A) nurg	Compliant - request to advertise RM A) Previous advertisement for AINs failed to employ the required number of staff to cover the required FTE. B) We have not filled the shifts identified and there is no casual pool to cover. C) There are no alternative options D) It is within our agreed FTE as per our latest PTVE.					appoint permanent ***** (Recruitment Approval Process)*****
1127460	Hospital Aide	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - WACS	WACS - Maternity Unit	Compliant - request advertising permanent hours in this position. JF The resignation of employee on K7 Maternity has warranted the request to replace and recruit to this position number. Being understaffed of an Aide on the ward then impacts the patients as supplies are not replenished.					appoint permanent ***** (Recruitment Approval Process)*****
1128363	Registered Nurse - Child and Family Health Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	CMHW - Tasmanian Health Services	CHAPS Nth	If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHaPS may not be met within appropriate timeframes. S59040 - Child Health Parenting and Admin North All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 17.64 Funded FTE (effective 13-Oct-2023) 25.30 YTD Average Paid FTE 18.60	Request to advertise 5.7 Permanent and 1.0 Temporary vacancies against position number a) The North has both vacant permanent and fixed term contracts and unfilled FTE in the establishment. Current vacancy not filled from latest recruitment. b) If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHaPS may not be met within appropriate timeframes. c) CHaPS State-wide have attempted to recruit CFHN's with minimal successful applicants in the last recruitment round. This role is essential for provision of frontline delivery of clinical services and if not filled the CHaPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is corporate risk related to operational safety and industrial risk. This role is critical to filling the roster. d) This will not cause increase in FTE over				appoint permanent ***** (Recruitment Approval Process)*****
1128364	Registered Nurse - Child and Family Health Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	CMHW - Tasmanian Health Services	CHAPS Nth	If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHaPS may not be met within appropriate timeframes. S59040 - Child Health Parenting and Admin North All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 17.64 Funded FTE (effective 13-Oct-2023) 25.30 YTD Average Paid FTE 18.60	Request to advertise 1.0 Temporary vacancies against position number due to a reduction in hours for the following employees: a) The North has both vacant permanent and fixed term contracts and unfilled FTE in the establishment. Current vacancy not filled from latest recruitment. b) If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHaPS may not be met within appropriate timeframes. c) CHaPS State-wide have attempted to recruit CFHN's with minimal successful applicants in the last recruitment round. This role is essential for provision of frontline delivery of clinical services and if not filled the CHaPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is corporate risk related to operational safety and industrial risk. This role is critical to filling the roster. d) This will not cause increase in FTE over				appoint fixed-term ***** (Recruitment Approval Process)*****

1126629	Dental Officer	Health and Human Services (Tasmania State Service) Award, Dental Officer, Level 1-3	CMHW - Tasmanian Health Services	OHST South	S80000 - Oral Health - Statewide Administration All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 20.35 Funded FTE (effective 13-Oct-2023) 20.21 YTD Average Paid FTE 20.44 Business Information (s38) YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE - Agreed NhpPD for Unit N/A NhpPD Average to Last Pay N/A YTD Sick Leave Average FTE	a) This is casual/relief position with hours offered as required. Please appoint Fraser Lyons from the Employment register tracker 1083784, Dental Officer (Relief) position. b) This position is primarily responsible for providing clinical dental services and associated administrative functions in line with Oral Health Service Tasmania's (OHST) strategies, policies, and programs. This involves the provision of dental services (at general dental practitioner level) to concession card holders and children. c) There are no other options to cover the required duties. d) This request will not cause an increase in paid FTE above the funded FTE in OHST overall.				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1127088	Registered Nurse - Instrument/Circulating Theatre Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Surgical & Periop Servs	SPS - Operating Theatre Suite	S35020 - Main Theatres - Nursing All Award Classifications All Project Codes Finance Data Month Ended: March 2024 Latest Pay Period: 2024 20 Latest Pay Actual Paid FTE (2024 20) 86.93 Funded FTE (effective 13-Oct-2023) 92.83 YTD Average Paid FTE 88.85 Business Information (s38) YTD Average Paid Overtime FTE 4.84 YTD Average Paid Call Backs FTE 0.61 Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 4.37	Personal Information (s 36) a. Direct care scrub scout nursing currently has a combination of 12.05 FTE permanent and fixed term vacancies. b. This is a compliant option to quickly fill permanent vacancy. c. scrub scout nurses are essential to ensure the continuation of elective and emergency surgery in the numbers required to meet targets. d. There is no increase in ABE as a result of this job card.				appoint permanent ***** (Recruitment Approval Process)*****
1126534	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - WACS	WACS - Paediatric outpts nurg Staff RHH	Compliant- appoint current F/T emp	Recruiting from tracker number 1121336 as additional hours of 38pf are also available - hence 9 month fixed term contract.				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127867	Radiation Therapist	Radiation Therapists Agreement, Radiation Therapist Level 1-2	Hospitals Sth - Medical & Cancer Servs	MCS - Radiation Oncology (Holman Clinic)	Compliant- perm appointment to 4th ranked applicant Personal Information (s 36) a) Personal Information (s 36) and unfilled 0.29 FTE. This had been filled previously on an ad hoc basis by a part time RT doing additional hours. That RT is now in a fulltime position and no longer able to assist. b. This appointment will mean achieve establishment FTE of 13.89 for position 514291. This level of staffing is required to ensure the delivery of safe, high quality treatment. Insufficient staffing will lead to delays in planning and treatment for patients. Linac hours were reduced due to decreased FTE and with this appointment will return to normal hours. c. Existing staff are operating at capacity with the volume and complexity of clinical requirements. No part time or casual RTs in Hobart who would be available to fill any part of the vacancy d.				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
1125749	Registered Midwife	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - WACS	WACS - Maternity Unit	Requesting approval to recruit to multiple permanent vacancies working at multiple FTEs/hrs per fortnight a) RM has permanent vacancies in establishment b) Position is required for effective midwifery support across Maternity Services c) Not applicable d) This request will not cause an increase in FTE above the ABE				appoint permanent ***** (Recruitment Approval Process)*****	
1126984	Cleaner (Operating Room Suite)	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 3	Launceston General Hospital	ORS ANC LGH	Risks are to the provision of cleaning services and safety in the ORS. Please advertise to fill permanent position. Please advertise the following Job Cards together: Position No. Tracker 1126984 Position No. Tracker 1126985 Position No. Tracker 1126990 Position No. Tracker 1126993	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities and what appropriate classifications are.			appoint permanent ***** (Recruitment Approval Process)*****
1127235	House Services Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s38) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	Request to advertise and fill this newly created permanent position. New position attributed to the opening of new beds in SSSU. Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities and what appropriate classifications are.	Cleaning services also well out of budget.	appoint permanent ***** (Recruitment Approval Process)*****

1127215	House Services Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Services AMU LGH	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s36) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	Personal Information (s 36) Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities and what appropriate classifications are.			appoint permanent ***** (Recruitment Approval Process)*****
1127240	House Services Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (s36) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	Request to advertise and fill this newly created permanent position Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities and what appropriate classifications are.			appoint permanent ***** (Recruitment Approval Process)*****
1125667	Senior Community Podiatrist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals Sth - Allied Health Services	AHS - Community Podiatry South	e) Risks for not filling this position- Podiatry Service delivery will be impacted at New Norfolk District Hospital. The NNDH Inpatient Podiatrist provides treatment and management of patients admitted for foot disease, by consulting with the medical & nursing teams to reduce length of stay and early discharge where possible. The team also liaises, and coordinates follow up care post discharge through the high risk foot and community ulcer clinic services and community nursing in preventing readmission.	Compliant - Request to advertise Fixed-term hours in PN ***** KK b) This position is funded under Allied Health, Podiatry South, Tracker 11256xx g) Personal Information (s 36) d) The vacancy is in line with current approved establishment.					appoint fixed-term ***** (Recruitment Approval Process)*****
1126070	Support Services Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - CC&S&I	CCCSI - DCCM - Nursing		Compliant - request to advertise permanent vacancies - RM a) RTVE has been completed for the increase in FTE due to increase in ICU beds b) Clinical impact is decreased patient flow due to the inability to provide timely beds/clean/transfers and patient care c) SSO are required in a critical care environment as they are multi-skilled and complete all restocking, bedside cleans and assist in manual handling tasks to ensure prompt patient care. The HSO pool will not support SSO.	QUERY	What are the new ICU beds? Is this the same as an order? How have the new beds been funded (as it's a new job)?	Response on report of 24 June -		appoint permanent ***** (Recruitment Approval Process)*****
1126987	Food Services Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals Sth - Hospital Support Servs	HSS - Cambridge Production Centre		Compliant - request to advertise permanent vacancy RM A. Substantive occupant Personal Information (s 36) B. Disruption of food production facility cleaning, compliance with Food Safety Standards jeopardised, risk to the Food Services accreditation, Council accreditation and Hospital wide accreditation. Possible closure of facility. Each staff member is assigned tasks ranging from food safety cleaning to preparation of salads and sandwiches. Increased costs associated with the employment of casual staff and increased overtime / sick leave. C. An escalation plan has been devised for the shortfall of Production FSO's described below; Fill with casuals - if available, if not... Loss of 1 position, re-allocation of FSO cleaner's line resulting in non-compliance with the Department's Food Safety Plan and associated risk to accreditation as described in (B) above. Loss of 2 positions - As above, plus removal of staff member from the Tray-line area with flow on effects for that service. Loss of 3 positions - As Above, plus reduction in ability to provide salads and sandwiches to the tray-line and associated flow through effects for					appoint permanent ***** (Recruitment Approval Process)*****
1127004	Food Services Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals Sth - Hospital Support Servs	HSS - Cambridge Production Centre		Compliant - request to advertise permanent vacancy, additional FTE to go with tracker 1126987 RM A. Please arrange for position to be advertised. Personal Information (s 36) Please advertise with job card 1126987 B. Disruption of food production facility cleaning, compliance with Food Safety Standards jeopardised, risk to the Food Services accreditation, Council accreditation and Hospital wide accreditation. Possible closure of facility. Each staff member is assigned tasks ranging from food safety cleaning to preparation of salads and sandwiches. Increased costs associated with the employment of casual staff and increased overtime / sick leave. C. An escalation plan has been devised for the shortfall of Production FSO's described below; Fill with casuals - if available, if not... Loss of 1 position, re-allocation of FSO cleaner's line resulting in non-compliance with the Department's Food Safety Plan and associated risk to accreditation as described in (B) above. Loss of 2 positions - As above, plus removal of staff member from the Tray-line area with flow on effects for that service.					appoint permanent ***** (Recruitment Approval Process)*****
1127020	Food Services Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals Sth - Hospital Support Servs	HSS - Cambridge Production Centre		Compliant - request to advertise permanent vacancy, additional FTE and trackers on 1126987 RM A. Please arrange to Personal Information (s 36) form in documents) B. Disruption of food production facility cleaning, compliance with Food Safety Standards jeopardised, risk to the Food Services accreditation, Council accreditation and Hospital wide accreditation. Possible closure of facility. Each staff member is assigned tasks ranging from food safety cleaning to preparation of salads and sandwiches. Increased costs associated with the employment of casual staff and increased overtime / sick leave. C. An escalation plan has been devised for the shortfall of Production FSO's described below; Fill with casuals - if available, if not... Loss of 1 position, re-allocation of FSO cleaner's line resulting in non-compliance with the Department's Food Safety Plan and associated risk to accreditation as described in (B) above. Loss of 2 positions - As above, plus removal of staff member from the Tray-line area with flow on effects for that service.					appoint permanent ***** (Recruitment Approval Process)*****

1127043	Food Services Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals Sth - Hospital Support Servs	HSS - Cambridge Production Centre	Compliant - request to advertise permanent vacancy, other FTE and trackers listed on 1126987 RM A. Please arrange to advertise position. [REDACTED] Advertise with job card tracker 1126987. B. Disruption of food production facility cleaning, compliance with Food Safety Standards jeopardised, risk to the Food Services accreditation, Council accreditation and Hospital wide accreditation. Possible closure of facility. Each staff member is assigned tasks ranging from food safety cleaning to preparation of salads and sandwiches. Increased costs associated with the employment of casual staff and increased overtime / sick leave. C. An escalation plan has been devised for the shortfall of Production FSO's described below; Fill with casuals - if available, if not... Loss of 1 position, re-allocation of FSO cleaner's line resulting in non-compliance with the Department's Food Safety Plan and associated risk to accreditation as described in (B) above. Loss of 2 positions - As above, plus removal of staff member from the Tray-line area with flow on effects for that service.					appoint permanent ***** (Recruitment Approval Process)*****
1128103	Registered Nurse	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	MHS Sth - Roy Fagan Centre - Nursing	There are several identifiable risks should the request not be approved, including increased financial implications due to reliance on agency nurses; severe impacts upon service delivery and patient care; and negative consequences for staff morale and mental health from increased work pressure, which in turn can lead to more frequent leave and/or staff resignations, and perpetuate the cycle of increased reliance upon agency staff.	Roy Fagan Centre has 6.0 FTE permanent vacancies, and 4.32 FTE fixed term vacancies. Please advertise 6 FTE as permanent, and 4 FTE as 6 month fixed term positions - both as full time and part time.				appoint permanent ***** (Recruitment Approval Process)*****
1127118	Specialist Medical Practitioner - Psychiatrist	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	CMHW - MH & Statewide Services	MHS Sth - Millbrook Rise - Non Nursing	Coverage required to support the Doctors in Training (DIT) registrars. Consumers at Millbrook Rise will not be able to be seen. 574170 - Inpatient & ETS-Milbrook Rise All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 58.93 Funded FTE (effective 13-Oct-2023) 55.80 YTD Average Paid FTE 58.54 Business Information (s36) [REDACTED] YTD Average Paid Overtime FTE 1.43	Request permanent advertising for vacant position due to the registration of Dr [REDACTED] (Personal Information (s 36)) Coverage required to support the DIT registrars. Consumers at Millbrook Rise will not be able to be seen.	APPROVED	Advertise for a 1.0 FTE between two people/positions		appoint permanent ***** (Recruitment Approval Process)*****
1127556	Clinical Nurse Consultant - Clinical Lead	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 6	CMHW - MH & Statewide Services	MHS Nth - Crisis Assessment Team	If not approved there will be implications for the CAT team as the person acting in the role is unable to continue past 29 August 2024. Latest Pay Actual Paid FTE (2024 24) 11.66 Funded FTE (effective 13-Oct-2023) 12.02 YTD Average Paid FTE 10.56 Business Information (s36) [REDACTED] YTD Average Paid Overtime FTE 0.76 YTD Average Paid Call Backs FTE 0.15	This position has been vacated [REDACTED] (Personal Information (s 36))	APPROVED			appoint permanent ***** (Recruitment Approval Process)*****
1127245	Clinical Lead	Allied Health Professionals Public Sector Unions Agreement, Allied Health Professional, Level 4	CMHW - MH & Statewide Services	MHS Nth - Crisis Assessment Team	No filling the position will mean service does not have appropriate management and supervision thus impairing its ability to operate. This covers all manner of clinical and high level administrative operations (eg roster management) as well as leadership. Latest Pay Actual Paid FTE (2024 24) 11.66 Funded FTE (effective 13-Oct-2023) 12.02 YTD Average Paid FTE 10.56 Business Information (s36) [REDACTED] YTD Average Paid Overtime FTE 0.76 YTD Average Paid Call Backs FTE 0.15	Personal Information (s 36) [REDACTED] (Personal Information (s 36))	APPROVED			appoint permanent ***** (Recruitment Approval Process)*****
1127124	Clinical Nurse Consultant - Lactation Consultancy Service	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - WACS	WACS - Lactation Service	Complaint- advertise permanent part time (64hpf). SN Personal Information (s 36) [REDACTED] This position is the lead of the Lactation Service - who coordinated staff, education and provides an expert clinical service to all babies requiring breastfeeding nutritional support from premature babies in NPICU through to toddlers on the Children's ward. While it is a WACS role it support breastfeeding babies & children in an inpatient and outpatient capacity. They are also a resource for staff returning to work they can provide advice regarding all lactational needs of working women.					appoint permanent ***** (Recruitment Approval Process)*****
1128236	Clinical Nurse Specialist - Y-HIT	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	MHS NW - Child & Adolescent	Yes. These are clinical positions an essential to delivering safe and effective care in a young person's home. Not filling the position impacts on service capacity and inability to achieve full model of care as well as not being able to fulfill election commitments.	a. This is a new position as part of a new initiative funded by the state government. This job card is seeking to advertise and fill the role permanently. 6x permanent positions to be filled - See notes for the break down. Dual classified role with tracker 1128259 b. This was an election budget commitment from the state government to establish the Youth Mental Health Hospital in the Home program. These are clinical positions and essential to delivering safe and effective care in a young person's home. Not filling the position impacts on service capacity and inability to achieve full model of care. c. Other options to manage without the positions have been considered but service would be unviable and unsafe. d. Not over ABE.				appoint permanent ***** (Recruitment Approval Process)*****

1127788	Senior Youth Forensic Clinical Psychologist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	Risk would be inability to implement new programs for clients in youth forensic mental health.	New position in CAMHS youth forensic mental health services as part of CAMHS reform and the closure of Ashleigh. This is a new CAMHS position as a recommendation from the commission of inquiry.					appoint permanent ***** (Recruitment Approval Process)*****
1127766	Clinical Nurse Specialist - Out of Home Care Mental Health Team	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	The Out of Home Care program will not be able to implement the model of care for young people with complex mental health issues. The clients in the OOH program have multi agencies involved in their care and are at risk of developing long term disability if the specialist OOH program is not delivered in a timely manner. Risks to clients are adverse events, increased presentations at ED, missed opportunities to provide services and improve client mental health outcomes and quality of life.	Part of new out of home care, CAMHS reform. Dual classified position. State govt commitment to extended services for youth mental health.					appoint permanent ***** (Recruitment Approval Process)*****
1127763	Allied Health Professional - Out of Home Care Mental Health Team	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	The Out of Home Care program will not be able to implement the model of care for young people with complex mental health issues. The clients in the OOH program have multi agencies involved in their care and are at risk of developing long term disability if the specialist OOH program is not delivered in a timely manner. Risks to clients are adverse events, increased presentations at ED, missed opportunities to provide services and improve client mental health outcomes and quality of life.	Part of new out of home care, CAMHS reform. Dual classified position. State govt commitment to extended services for youth mental health.					appoint permanent ***** (Recruitment Approval Process)*****
1127633	Visiting Medical Specialist	Tasmania Visiting Medical Practitioners Agreement, Visiting Medical Specialist Level 1	Hospitals Sth - WACS	WACS - Children's & Youth Medical		Personal Information (s 36)	APPROVED	Pls ensure this is advertised as an SMP			appoint fixed-term ***** (Recruitment Approval Process)*****
1128272	Career Medical Officer	Medical Practitioners Agreement 2022, Career Medical Officer Level 1-7	Hospitals Sth - Surgical & Periop Servs	SPS - Vascular Medical Staff	S33600 - Medical Staff - Vascular Services All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 5.84 Funded FTE (effective 13-Oct-2023) 5.72 YTD Average Paid FTE 5.76 Business Information (s38) YTD Average Paid Overtime FTE 1.04 YTD Average Paid Call Backs FTE 0.40 Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 0.03	Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1126348	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOS LGH	N54640 - Junior Medical Staffing Latest Pay Actual Paid FTE (2024 23) 100.64 Funded FTE (effective 13-Oct-2023) 97.58 YTD Average Paid FTE 106.71 Business Information (s38) YTD Average Paid Overtime FTE 10.88 YTD Average Paid Call Backs FTE 0.19	Personal Information (s 36)			Need to see a budget strategy		appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125591	Registrar/Senior Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Primary Health North	Palliative Care North	Cost Centre N78133 - Palliative Care Affordable Budget Establishment (ABE) FTE 19.11 YTD Average Paid FTE 19.27 Business Information (s38) Business Information (s38) YTD Average Paid Overtime FTE 0.07 YTD Average Paid Call Backs FTE 0.23 Comments Only slightly over ABE but under budget despite a number of the new positions being excluded from Funded FTE (reflecting vacancies and reliance on medical locums). Positive budget variance also reflective of there being at least 4 months less Calvary costs to be incurred this financial year due to 5 quarters incurred last financial year	Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125199	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOS LGH		Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125200	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOS LGH		Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****

1125201	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOs LGH		Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1126350	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOs LGH	N54640 - Junior Medical Staffing Latest Pay Actual Paid FTE (2024 23) 100.64 Funded FTE (effective 13-Oct-2023) 97.58 YTD Average Paid FTE 105.71 Business Information (s38)	Personal Information (s 36)			Need to see a budget strategy		appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1123505	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOs LGH	N54640 - Junior Medical Staffing Latest Pay Actual Paid FTE (2024 20) 96.40 Funded FTE (effective 13-Oct-2023) 97.58 YTD Average Paid FTE 107.59 Business Information (s38)	Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1123501	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOs LGH	N54640 - Junior Medical Staffing Latest Pay Actual Paid FTE (2024 20) 96.40 Funded FTE (effective 13-Oct-2023) 97.58 YTD Average Paid FTE 107.59 Business Information (s38)	Personal Information (s 36)			Need to see a budget strategy		appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1127508	Resident Medical Officer	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	Launceston General Hospital	RMOs LGH	N54640 - Junior Medical Staffing Latest Pay Actual Paid FTE (2024 24) 104.71 Funded FTE (effective 13-Oct-2023) 97.58 YTD Average Paid FTE 106.63 Business Information (s38)	Personal Information (s 36)			Need to see a budget strategy.		appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1127983	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	SHP - LGH Pharmacy	Pharmacy services to the LGH are currently retracted due to the high vacancy rate (>50%) among HP1-2 pharmacists - having new staff join the service will ease some of the burden on current staff and build capacity	Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1128194	Registrar (Non Accredited) Surgical	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Surgery LGH		Appoint second appointable applicant from DIT 2025 Plastics Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124916.	APPROVED	This does need to be a 1 year appointment			appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1128218	Dental Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - Tasmanian Health Services	OHST NW - Burnie Dental Centre	S83020 - Oral Health - North West Children All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 15.97 Funded FTE (effective 13-Oct-2023) 20.20 YTD Average Paid FTE 17.67 Business Information (s38)	a) Personal Information (s 36)					appoint fixed-term ***** (Recruitment Approval Process)*****
1126935	Health Care Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North	NESM Hospital Scottsdale & CHS	Cost Centre N72061 - NESM Hospital Scottsdale Affordable Budget Establishment (ABE) FTE 35.33 YTD Average Paid FTE 31.14 Business Information (s38)	I am seeking approval to advertise a casual temporary contact for a Health Care Assistant (HCA) ***** This position has been created as the NESMH has nil casual HCA's on the Establishment to backfill unexpected leave of permanent HCA staff. The HCA works under the direct supervision of the registered nurse as part of the NESMH multidisciplinary team. The role is essential for inpatient care and patient safety. This position is provided for within the NESMH cost centre's Funded FTE and HCAs are part of the direct care team with their staffing levels governed by District HITS the safe staffing model for district hospitals.					appoint fixed-term ***** (Recruitment Approval Process)*****

1127818	Home Help Personal Carer	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	Home Help & Personal Care South Esk	Cost Centre N76103 – Home Help Launceston Affordable Budget Establishment (ABE) FTE 16.87 YTD Average Paid FTE 13.07 (PP24) Business Information (s38) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments This HACCC/CHSP funded service is within ABE and budget YTD noting that the Commonwealth has paid 12 months of CHSP funding YTD but only 11 months of costs incurred (would still be within budget after adjusting for that, ie Period 12 / June 2024 actuals in Finance 1 as at 20/6/2024 were \$69k with only one pay period outstanding and some	Fixed term recruitment to cover Personal Information (s 36) a) Personal Information (s 36) b) Service reduction is not possible as patient hours tied to KPIs required by the Commonwealth under the funding agreement (actual outputs are reported to the Commonwealth and State monthly via the MDS with performance against output targets monitored by the funding bodies). c) Risk of non compliance with funding agreement if role not filled, resulting in loss of funding. Full FTE required to cover the rostered hours to ensure current clients continue to receive the service as per their care plan / accepted referral. d) Service already operating on skeleton staff with some staff picking up extra hours to cover short-term leave and vacancies. No ability to increase existing part-time staff further. e) Service entirely funded by Commonwealth Home Support Program (CHSP) and Home and Community Care (HACC) with associated requirements around compliance and service delivery.					appoint fixed-term ***** (Recruitment Approval Process)*****
1127854	Multiskilled Domestic	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	Flinders Island Multi-purpose Centre	Cost Centre N72041 – Flinders Island MPC Affordable Budget Establishment (ABE) FTE 28.43 YTD Average Paid FTE 24.27 (PP24) Business Information (s38) YTD Average Paid Overtime FTE 0.27 YTD Average Paid Call Backs L FTE 0.15 Comments Within budget and ABE YTD, noting this site has a high reliance on agency nurses, changes to Commonwealth residential aged care funding have been to the benefit of Flinders Island with the utilisation of some of that increased funding being delayed due to lead time to get positions created and minor capital works	Advertise these hours permanently to ensure Flinders Island has its required level of Multi-skilled domestics to undertake hotel services functions at this site. Hours became vacant due to Personal Information (s 36) Filling this role enables a fully functioning service across hotel services including kitchen hand, cleaning and where required laundry (noting Flinders Island is required to do its own laundry including aged care resident clothing). If they aren't filled, we risk not being able to provide a fully functioning service which could look like not having a kitchen hand to prepare breakfast for patients and residents each day or not having a cleaner to perform the required cleaning duties.					appoint permanent ***** (Recruitment Approval Process)*****
1127932	Health Care Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North	Deloraine Hospital	Cost Centre N72031 Deloraine Hospital Affordable Budget Establishment (ABE) FTE 31.30 YTD Paid FTE 32.97 (PP24) Business Information (s38) Business Information (s38) YTD Average Paid Overtime FTE 0.45 YTD Average Paid Call Backs FTE 0.27 Comments Cost centre over ABE and also over budget, noting budget for Deloraine has decreased from prior year by around \$123k but no reduction in staffing / services rather costs have gone up due to industrial wage increases, staff moving upwards through their salary increment levels, cost of living increases for operational	1. Casual staff availability has diminished. This job card is to recruit to the casual pool for 2 years to ensure adequate casual staff availability to provide essential services. 2. It is not possible to reorganise permanent staff to cover all leave requirements. 3. Not filling this role would lead to an inability to deliver services to clients which would result in adverse health outcomes. 4. Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues. 5. The permanent HCA position that this casual role backfills is funded for leave cover under District HITS at a relief factor of 0.23 for shift work. 6. This position is critical to filling the roster, noting Deloraine's clinical/patient care staffing is governed by District HITS the safe staffing model for district hospitals.					appoint fixed-term ***** (Recruitment Approval Process)*****
1128121	Hospital Aide - DPU	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 4	Launceston General Hospital	Day Procedure Unit LGH	Service provision in DPU	Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1128181	DIT 2025 - General Surgery Registrar (Non Accredited) Surgical	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Surgery LGH		DIT campaign: General Surgery x 6. Contract to be issued up to 24 months, so does not impact their specialist pathway. If require a longer contract this can be negotiated. • By altering the position in any way would reduce our ability to provide the required level of training set by the colleges; • Which in turn would jeopardise our standing as being a training hospital; • With the consequence of losing college funding for those training positions. 2. • Will not be able to provide adequate surgical service provision. • Will not be able to provide on call roster. • Will be no Out Patient service provision. • Potential impact on emergency services. 3. • Not filling the role will have a massive impact on our ability to provide surgical services which will have a substantial impact on our ability to meet Elective Case targets set for this financial year. 4. No as this is a rotational change of registrars only. 5. Yes to: • Maintain hospital wide surgical services • Maintain registrar on call roster ratios • Cover annual leave and/or sick leave					appoint fixed-term ***** (Recruitment Approval Process)*****
1128293	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	Statewide Hospital Pharmacy		Personal Information (s 36) Current fixed term vacancies are high across the AHP1-2 pool, impacting on service delivery. This process may be used to fill other fixed term vacancies. The position is rotational between clinical areas and the pharmacy dispensary. Not filling it will prevent a safe level of pharmacist staffing across the RHH impacting on clinical pharmacy service provided to inpatients and outpatients, delaying discharges and increasing patients risk of medication errors. Not filling the position would directly impact on number of patient related activities, including admission histories, discharge reconciliations, inpatient chart reviews and delay discharges. Staff are already stretched beyond capacity due to the number of vacancies. This is a funded position and as per above provides critical front line services.					appoint fixed-term ***** (Recruitment Approval Process)*****
1127336	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	SHP - RHH Pharmacy	Pharmacy statewide has significant vacancies which impacts on hospital service delivery. FTE occupied for this position is 3 FTE below establishment of 14 FTE.	Personal Information (s 36)					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****

1127755	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	SHP - RHH Pharmacy		Please appoint Olivia Kaczorek from the Allied Health (Pharmacy) register as per the attached selection report to cover Claudia Scroope who is on LWOP until Feb 2025 Please appoint at AHP 2 Year 6 The position is rotational between clinical areas and the pharmacy dispensary. Not filling it will prevent a safe level of pharmacist staffing across the RHH impacting on clinical pharmacy service provided to inpatients and outpatients, delaying discharges and increasing patients risk of medication errors. Not filling the position would directly impact on number of patient related activities, including admission histories, discharge reconciliations, inpatient chart reviews and delay discharges. Staff are already stretched beyond capacity due to the number of vacancies.					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1127747	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	SHP - RHH Pharmacy		Personal Information (s 36) The position is rotational between clinical areas and the pharmacy dispensary. Not filling it will prevent a safe level of pharmacist staffing across the RHH impacting on clinical pharmacy service provided to inpatients and outpatients, delaying discharges and increasing patients risk of medication errors. Not filling the position would directly impact on number of patient related activities, including admission histories, discharge reconciliations, inpatient chart reviews and delay discharges. Staff are already stretched beyond capacity due to the number of fixed term vacancies. This position is funded for 17.37 FTE and currently occupied to 10.92 FTE due to staff leave, staff acting in other roles and current temporary reduction in hours.					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1126631	Staff Specialist - Obstetrician and Gynaecologist	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Mersey Community Hospital	Division of WHS MCH	W10780 - Medical - Obstetrics and Gynaecology All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 4.55 Funded FTE (effective 13-Oct-2023) 5.75 YTD Average Paid FTE 4.24 Business Information (s36) business information (s36) YTD Average Paid Overtime FTE 0.16 YTD Average Paid Call Backs FTE 0.27 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.31	Personal Information (s 36) Propose to appoint at 0.25 FTE for a fixed term of 12 months pending recruitment to 2 FTE Staff Specialist vacancies (one current vacancy and one up and coming new vacancy due to [redacted] and present CL vacancy. While only fractional availability, its a small reduction in locum reliance and he is a known quantity and credentialed until 2026.					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1128320	Emergency Department Support Officer (Relief)	Health and Human Services (Tasmania State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	DEM Ancillary NWRH	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s36) YTD Average Paid Overtime FTE 2.63	Needed to fill leave gaps as required on a casual as required basis to ensure all shifts are covered to maintain appropriate level of patient care Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, Will paid FTE increase - No Is filling this critical to the roster - Yes			Budget comment		appoint fixed-term ***** (Recruitment Approval Process)*****
1127604	Staff Specialist	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - WACS	WACS - Children's & Youth Medical		Request to appoint permanently at 0.2 FTE To cover Personal Information (s 36) staff specialist Paediatrics (Adolescent) Children's and Youth Medical. Children's and Youth medical services is crucial within the Department of Health and maintaining service needs are essential.					appoint permanent ***** (Recruitment Approval Process)*****
1127504	Staff Specialist - Trauma Services	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - Surgical & Periop Servs	SPS - Trauma	S33610 - Trauma Service All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 16.41 Funded FTE (effective 13-Oct-2023) 7.20 YTD Average Paid FTE 14.80 Business Information (s36) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE 0.23 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.41 YTD Annual Leave Average	Request to appoint existing employee as a subsequent appointment Personal Information (s 36) [redacted] and this will maintain service needs within the unit. There is no addition to establishment.	APPROVED	Please escalate to Deputy Secretary HPC about how is trauma services going to be funded in a sustainable way?	Approved by Recruitment.		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1128140	Deployment Supervisor - Communications	Ambulance Tasmania Award, Manager Level 1	CMHW - Ambulance Tasmania	AT - E&MS - State Communications		Seeking to offer subsequent appointment to permanent position from previous recruitment process under tracker #1109711. Appointment is within 12 months of previous process which was advertised on 21/09/2023. Rankings for appointable were: Personal Information (s 36) Seeking to appoint/offer 2x 0.5FTE permanent positions to cover this 1.0FTE vacancy, to staff ranked 2 & 3, in line with process being advertised as 0.5FTE. Previous substantive occupant Personal Information (s 36) [redacted]					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127816	Operations Supervisor	Ambulance Tasmania Award, Manager Level 1	CMHW - Ambulance Tasmania	AT - E&MS - Rgnal Oprtns NW - Brne		Request to advertise permanent vacancy commencing asap. Personal Information (s 36) confirmation to back from HR attached, fixed term occupant is being moved to pm [redacted] via tracker 1127810					appoint permanent ***** (Recruitment Approval Process)*****

1127550	Allied Health Lead Policy and Projects	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CQRA - Allied Health Strategy & Policy	CQRA - Allied Health Strategy & Policy		Personal Information (s 36) [redacted] is permanently funded. Request to fill permanent 1.0FTE. In light of acting secretary's advice willing to fill at part time, preference at 0.8FTE. This role is critical to strategic policy deliverables of Allied Health Strategy and Policy and CQRA. Work unit structure has recently been reviewed and finalised.	ON HOLD	Subject to CQRA budget for 24/25			appoint permanent ***** (Recruitment Approval Process)*****
1127802	Clinical Nurse Specialist - AST ACAT Assessor	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SAA&CS	SAACS - Aged Services Team		Compliant - request to advertise. Combine with 1126558. JF Requesting to advertise permanent vacancy of 0.32fte (24hpf) commencing asap. This vacancy is a result of unoccupied fte sitting in this position number following single fte split recently. If not filled will added increased workload to the other staff member in this position. Increased length of stay for patients in the hospital awaiting services for discharge home or delays in getting patients to permanent residential aged care facilities.					appoint permanent ***** (Recruitment Approval Process)*****
1128008	Clinical Nurse Specialist - Adult and Community Mental Health	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	MHS Nth - Adult & Community		There is high risk if this position is not filled as the position has responsibility for oversight of the depot clinic and 3 T1P nurses. There are only 2 other RN's in the team and they are only level 3 RN. One of these has indicated they may resign in August due to seeking other employment interstate Latest Pay Actual Paid FTE (2024 24) 23.88 Funded FTE (effective 13-Oct-2023) 30.83 YTD Average Paid FTE 24.34 Business Information (s38) YTD Average Paid Overtime FTE 0.26 YTD Average Paid Call Backs FTE 0.05					appoint fixed-term ***** (Recruitment Approval Process)*****
1128483	Nurse Unit Manager (NUM) - Ward K10 West	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 7b	Hospitals Sth - Medical & Cancer Servs	MCS - Respiratory Mdcn (Ward K-10 West)	Yes- No leadership/ manager support on K10West	Compliant - request to advertise permanent vacancy RM a) Personal Information (s 36) [redacted] seek to fill vacancy permanently. b) Service risks if position remains unfilled at a permanent capacity include instability at a ward level due to lack of leadership and management, staffing deficits if ANUMs required to backfill NUM position ongoing. c) Continue fixed term contracts, with potential to cause instability to the ward. d) This request will not cause an increase in FTE above the ABE.					appoint permanent ***** (Recruitment Approval Process)*****
1125740	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SAA&CS	SAACS - Acute Rehab Unit - Peacock 2		Compliant - request to advertise. JF Requesting to advertise permanent vacant fte. This position is completely vacant (1fte) recent single position split of position number [redacted]					appoint permanent ***** (Recruitment Approval Process)*****
1126558	Clinical Nurse Specialist - AST ACAT Assessor	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SAA&CS	SAACS - Aged Services Team		Compliant - request to advertise. JF Requesting to advertise permanent vacancy of 0.21fte (16 hours per fortnight). This vacancy is a result of this 16 hours per fortnight which was previously [redacted] Personal Information (s 36) If not filled will added increased workload to the other staff member in this position. Increased length of stay for patients in the hospital awaiting services for discharge home or delays in getting patients to permanent residential aged care facilities.					appoint permanent ***** (Recruitment Approval Process)*****
1128650	Associate Nurse Unit Manager	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - Surgical & Periop Servs	SPS - Neurosurgical Unit	S34810 - Neurosurgery Unit All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.56 Funded FTE (effective 13-Oct-2023) 42.68 YTD Average Paid FTE 60.81 Business Information (s38) YTD Average Paid Overtime FTE 1.95 YTD Average Paid Call Backs FTE 0.00 Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 3.61 YTD Annual Leave Average	The purpose of this JC is to advertise 2 x.84FTE permanent ANUM positions. This vacancy has occurred due to unfilled ANUM hours in our establishment and a decrease in hours. The last time this position was advertised was around June 2022.			Budget comment		appoint permanent ***** (Recruitment Approval Process)*****
1125782	Associate Nurse Unit Manager	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - WACS	WACS - Neonatal Paediatric ICU		Complaint: permanent ad, total required 60hpf. SN Request to recruit to permanent ANUM position 0.78FTE Business Case. a) Permanent vacancy of 0.78FTE in NPICU ANUM position [redacted] request to recruit 0.78FTE ASAP. b) Positions required for effective nursing support in NPICU c) Not applicable d) This request will not cause an increase in FTE above the ABE.					appoint permanent ***** (Recruitment Approval Process)*****
1126469	Adult Program Team Leader	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	Mental Health Services South	The EHS in FVCS provides an essential service to victim survivors of FV. The team leader is crucial to supporting the operations of EHS and supporting staff within EHS. FVCS is significantly understaffed currently and has received media attention and political attention recently due to their inability to meet demand, and in one instance not being able to operate the extended hours service.	The FVCS Adult Program team leader was increased from 0.5 FTE to 1.0 FTE in PTVE approval TN 1121701. This position covers the extended hours service. This request is to fill the increase in the position.					appoint permanent ***** (Recruitment Approval Process)*****

1126479	Family Violence Worker - Adult Program, FVCS - South	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	CMHW - Tasmanian Health Services	FVC&SS Sth		Post COVID-19 FVCS received x2 FTE permanent positions for the Extended Hours Service recognising the workload of this aspect of the service which completes work from 4pm-midnight 7 days a week state-wide. This funding purpose is to ensure there are x2 workers rostered on every night the previous establishment was 1 worker on every night with occasional second worker for 5 hours.					appoint permanent ***** (Recruitment Approval Process)*****
1127353	Clerk (Outpatient Clinics - Casual)	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	North West Regional Hospital	Specialist Clinics NWRH	W21044 - Nursing - Outpatient Clinics All Award Classifications 0000 - No Project Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 19.67 Funded FTE (effective 13-Oct-2023) 19.82 YTD Average Paid FTE 20.86 Business Information (s36)	Personal Information (s 36) 1. Why has this vacancy arisen? This is a casual vacancy, used to backfill leave ad hoc for annual and sick leave. With 3 clerks currently studying (Nursing) we have a lot of ad hoc leave requiring backfill. Orientated casuals to this space assist with maintaining workflow. 2. What is the Clinical impact of not filling the Role? The role is integral in the day to day running of the Outpatient department. Not having this casual position would result in ability to backfill which would reduce work capacity and patient throughput and increase clinical risk for patients requiring for care. 3. What is the corporate risk of not filling the role? Inability to retain a sustainable work force. Loss of skilled and orientated staff to the area. 4. Does Filling the Role increase the paid FTE? No, the position is in the budgeted establishment. 5. Is this position Critical to filling your Roster? Yes.				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	
1127284	Clinical Coordinator	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - OOT Exec Dir of N&M	EDNM - Infection Prvntn & Control Unit		Compliant Personal Information (s 36) Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1127357	Project Officer - Tasmanian Eating Disorder Service	Health and Human Services (Tasmania State Service) Award, General Stream, Band 5	CMHW - Mental Health, A&D Directorate	CMHW - Mental Health, A&D Directorate	The risks if this position is not filled include potential delays in the establishment of the TEDS CBIT program statewide and preparation and planning for the Residential Recovery Program. this role will play an active role in: -the design and development of the expansion of the suite of TEDS CBIT programs including -specifically the statewide referral hub, group and day program -lead the recruitment of key workforce for the TEDS Residential Recovery Program -support the design and development of the residential program.	Establishment to support the implementation of Tasmanian Eating Disorder Service Position required to establish the new service under Mental Health Reform				appoint fixed-term ***** (Recruitment Approval Process)*****	
1125811	Customer Service Officer - Outpatient Central	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	PPPR - Health Planning	PPPR - Acute Service Devt & Enhancement		Contract due to expire creating 1x Vacant FTE					additional fixed-term appointment (renewal) ***** (Recruitment Approval Process)*****
1128075	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	North West Regional Hospital	Emergency Department NWRH	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 62.22 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.00 Business Information (s36) YTD Average Paid Overtime FTE 2.63	to cover Personal Information (s 36) Risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, Will paid FTE increase - No Is filling this critical to the roster - Yes			Budget comment	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
1128040	Associate Nurse Unit Manager	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	Acute Medical Unit LGH		Please advertise permanent 36hpf 0.47fte.					appoint permanent ***** (Recruitment Approval Process)*****
1126780	Team Leader - Virtual Care	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmanian Health Services	SHP - RHH Pharmacy		Seeking to recruit via EOJ 0.6 FTE to support the COVID@Home and Hospital in the H@Home services on a fixed term basis. Existing funded position to support expanded at home services. Justification as to the clinical and/or corporate impact of the duties and the risk to the service if it is not filled. This position supports the Virtual Care Pharmacy Manager by providing day to day oversight of Virtual Care pharmacy services in the South, including Care@Home and Hospital@Home. This includes rostering, support of the @Home multidisciplinary teams and oversight of work. The Virtual Care Pharmacy Manager provides high level leadership of these services statewide is required to support HITH work in the North and North-West. Not filling the Team Leader position will require the Virtual Care Pharmacy Manager to focus only on the South, with significant impacts on the ability to support the recommendations of the Independent Review of Tasmania's Major Hospital Emergency Departments What options to cover the duties have been considered.				appoint fixed-term ***** (Recruitment Approval Process)*****	

1127071	Team Leader - Medical Staffing	Health and Human Services (Tasmania State Service) Award, General Stream, Band 5	North West Regional Hospital	North West Regional Hospital		Previously occupied by [redacted] high work demands require the position filling via internal process (EOI)					appoint fixed-term ***** (Recruitment Approval Process)*****
1127390	Ward Clerk	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards		Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1127380	Ward Clerk	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards		Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1127377	Ward Clerk	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards		Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1127387	Ward Clerk	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards		Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1128193	Executive Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Band 3	Launceston General Hospital	Medicine LGH	<p>THS Position Funding 2023-24 - Hospitals North reports pn is funded at 1.00FTE band 3.</p> <p>Fundamental to the support of Nursing Director N20919 - Administration - Department of Medicine All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024</p> <p>Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 13.32</p> <p>Funded FTE (effective 13-Oct-2023) 7.00</p> <p>YTD Average Paid FTE 13.91</p> <p>Business Information (s33)</p> <p>YTD Average Paid Overtime FTE 0.16</p> <p>YTD Average Paid Call Backs FTE 0.06</p> <p>YTD Sick Leave Average FTE 0.56</p> <p>YTD Annual Leave Average</p>	<p>Please advertise position for Permanent full-time 76 hpf from 19/08/2024</p> <p>Substantive position holder [redacted]</p> <p>This role has been backfilled temporarily from 03/07/2024-30/08/2024 to cover the lengthy recruitment process and hand over period. Please refer to job card: 1128223.</p> <p>This position is deemed essential to the day-to-day support for the Nursing Director role and considered urgent for filling, previous attempts to fill the position using previous recruitment processes have been unsuccessful.</p>		Budget comment		appoint permanent ***** (Recruitment Approval Process)*****	
1128467	Executive Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Band 3	COQA - Nursing and Midwifery	COQA - Nursing and Midwifery		The substantive occupant of [redacted] is on long term sick leave.	QUERY	Refer back to CNM&MW. Why is it reducing to a Band 3. Please confirm discussion has occurred with the individual. Please also consider this as a Redeployment Opportunity.	The incumbent is on long term sick leave (WC) and medical recommendation is for same job, different business unit. Position must be held for the incumbent for a minimum 12 months hence the fixed term period. Currently utilising agency staff to backfill. Previous recruitment attempt to backfill at Band 4 classification has been unsuccessful. Consider recruitment at Band 3 may generate a wider pool of suitable candidates.		appoint fixed-term ***** (Recruitment Approval Process)*****
6	Principal Legal Adviser	Health and Human Services (Tasmania State Service) Award, General Stream, Band 7	OTS - DoH - Legal Services	OTS - DoH - Legal Services	<p>Yes, not filling the position risks Legal Services' ability to meet the Agency's statutory obligations under the Right to Information Act 2009, responses to actions brought against the Agency under the Anti-Discrimination Act 1998, and compliance with demands for information from Ahpra under the Health Practitioner Regulation National Law (Tasmania), such as during its investigations of allegations of professional misconduct.</p>	<p>Personal Information (s 36)</p> <p>The position has key administrative law responsibilities in coordinating the meeting of the agency's statutory obligations under the Right to Information Act 2009, responses to actions brought against the agency under the Anti-Discrimination Act 1998, and compliance with demands for information from Ahpra under the Health Practitioner Regulation National Law (Tasmania), such as during its investigations of allegations of professional misconduct. There are no other suitably qualified staff available to fulfill the duties and volume of work required. This is compounded by an existing band 6 vacancy and another band 7 unavailable on unplanned long-term leave. The request does not cause an increase in FTE above establishment.</p>	ON HOLD	Dale to chat to Laura about this one and the other position in Legal Services		appoint permanent ***** (Recruitment Approval Process)*****	
1127804	Workforce Planning Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Band 5	CMHW - Ambulance Tasmania	AT - E&MS - Rgnal Oprtns Nth - Lton		Request to advertise permanent vacancy commencing asap via jobs tas and seek. substantive occupant has resigned effective 29Jun24. exit form attached.					appoint permanent ***** (Recruitment Approval Process)*****
1128215	Principal Policy Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Band 7	CMHW - Mental Health, A&D Directorate	CMHW - Mental Health, A&D Directorate	Impact on funding & commissioning outcomes and team workload. Impact on stakeholder engagement.	Request to advertise permanent role. Funding for this position previously sat underneath title of [redacted] - Commissioning and Monitoring [redacted] This position title is no longer needed as [redacted] - Funding & Commissioning already exits, thus a PTV was completed to request a changeover of the funds to a Principal Policy Officer position within the Commissioning team. This position is a vital role within the team to navigate monitoring of ongoing and new funding commitments, continued stakeholder engagement and efficient workflow.					appoint permanent ***** (Recruitment Approval Process)*****
1127820	Manager, Strategy and Reform	Health and Human Services (Tasmania State Service) Award, General Stream, Band 8	Clin Quality, Rgtn & Accred	Clin Quality, Rgtn & Accred	Yes. Please see additional information above. Failure to fill this role compromises delivery of work programs.	<p>Personal Information (s 36)</p> <p>Seeking to fill this position for 6-months while the Director position is reclassified and filled permanently.</p>	QUERY	CPO to call Dinesh			appoint fixed-term ***** (Recruitment Approval Process)*****

1128138	Customer Service Officer - Neurology Outpatients	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	Hospitals Sth - Medical & Cancer Servs	MCS - Neurology/Stroke Unit - Admin Sup	Compliant - request to advertise vacancy RM a) The vacancy of 0.8 permanent FTE has occurred due to Personal Information (s 36) b) This is a permanent role in Administration for Acute Medical and this role is crucial to the unit for efficiency of administration support to the Neurology Department. Without this support the critical administrative work for the Unit will not be completed. c) No other option to fill this role d) No additional impact on the budget					appoint permanent ***** (Recruitment Approval Process)*****
1127281	Manager Community Administration and Facilities	Health and Human Services (Tasmania State Service) Award, General Stream, Band 5	Hospitals Sth - SAA&CS	SAACS - Aged, Rehabilitation & PCS	This position manages the admin team for community health centres - which are used by a range of THS and other organisations and manages sites. Compliant - request to advertise perm position. JF New position (PTVE tracker 1118164 - position - first advertising	QUERY	Recruitment, pls check that we have abolished the positions sitting behind this one (refer to the Minute referenced in 24 June row 114 and added to the Files tab)	I have attached an updated SAACS workforce tracking document which outlines where we are at with the position changes. The position of Area Service Coordinator cannot be abolished until the creation of the Allied Health Stream Director position. Also the role of the Principal Consultant - Community Care & Coordination to be revised on the retirement of the substantive occupant and cannot be abolished until the appointment of the Manager Home Care South is approved. **SAACS workforce tracking document uploaded to Vacancy Control Files with tracker number 1127281 as reference	appoint permanent ***** (Recruitment Approval Process)*****	
1128253	Senior Environmental Health Officer	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CMHW - Public Health Services	PHS - HP - Environmental Health	The position is vacant due to Personal Information (s 36) retiring. Please note Tracker #1128245 SoD update.				appoint permanent ***** (Recruitment Approval Process)*****	
1127632	Case Manager - Transition Care Program	Health and Human Services (Tasmania State Service) Award, General Stream, Band 4	Hospitals Sth - SAA&CS	SAACS - Aged Care - Assessment Team (ACAT)	Personal Information (s 36) Personal Information (s 36) This vacancy is a result of recently approved PTVE 1120739 which increased this position to 5.5fte permanently. Personal Information (s 36) The CTCP service is expanding and requires adequate staffing to be filled to ensure the service can meet demands.	QUERY	Pls make sure funding is coming from TCP Program, Case Manager - federally funded. 8 JULY - APPROVED	I can confirm the funding for Jo Sly's Case Management role is coming from the Commonwealth Transition Care Program. Please contact me if further information is required. Regards, Amanda	appoint to vacancy using previous selection process - ***** (Recruitment Approval Process)*****	
1128562	Administrative Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Band 3	Hospitals Sth - WACS	WACS - Administration	Compliant Personal Information (s 36) Personal Information (s 36)				appoint fixed-term ***** (Recruitment Approval Process)*****	
1127224	Business Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Band 4	HICT - Office of the CIO	HICT - Office of the CIO	Compliant Personal Information (s 36) The current incumbent Personal Information (s 36) This recruitment process yielded a second appointable applicant Personal Information (s 36) Personal Information (s 36) This position is crucial to supporting the immediate strategic priorities of the Chief Information Officer, wider department and commitment to the government.	QUERY	Pls provide org chart within OCIO	OCIO org chart has been uploaded to this PageUp as requested, in response to the query from the Vacancy Committee.	appoint fixed-term ***** (Recruitment Approval Process)*****	
1128242	Perioperative Precinct Clerk	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	Hospitals Sth - Surgical & Periop Servs	SPS - Support Unit	We are unable to provide a 7 day week service and maintain service delivery within a patient facing area. S36540 - Perioperative Services Support Staff All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 45.08 Funded FTE (effective 13-Oct-2023) 39.56 YTD Average Paid FTE 47.46 Business Information (s 36) YTD Average Paid Overtime FTE 2.63 YTD Average Paid Call Backs FTE -				appoint permanent ***** (Recruitment Approval Process)*****	
1126273	Recruitment Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Band 3	P&C - People Services	P&C - Recruitment Services	Personal Information (s 36)				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
1127777	Senior Consultant - Outpatient Transformation Program	Health and Human Services (Tasmania State Service) Award, General Stream, Band 7	HPC - Outpatient Transformation Project	HPC - Outpatient Transformation Project	EOI process to recruit position as contract of current incumbent expired. Job card raised to extend current incumbent whilst this process is completed.				appoint fixed-term ***** (Recruitment Approval Process)*****	

1128220	Administrative Officer - H2HK CAMHS	Health and Human Services (Tasmania State Service) Award, General Stream, Band 3	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	<ul style="list-style-type: none"> Administrative support has been identified as necessary for operations of the new H2HK services as part of a complex, existing child and family service system Not establishing the administration positions puts at risk the effectiveness of the H2HK services, and therefore the commitments of the Tasmanian Government under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding. 	<p>a. Seek approval to advertise new position to newly created Head to Health Kids Tasmania service.</p> <p>b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania.</p> <p>c. There are no other options.</p> <p>d. This is within establishment.</p>	QUERY	Pls consider redeployment.	Sitting with Case Management who have sent suitability assessment to Hiring Manager.		appoint fixed-term ***** (Recruitment Approval Process)*****
1125696	Principal Business Advisor	Health and Human Services (Tasmania State Service) Award, General Stream, Band 7	HICT - Office of the CIO	HICT - Office of the CIO		<p>This position has been funded fixed term by OCIO's permanently funded Band 7 position. The substantive incumbent of permanently funded Band 7 position is [redacted] Personal Information (s 36)</p> <p>This leaves OCIO position permanently vacant. It is proposed (in TN 1125310) to fund position [redacted] ongoing, using funding from position [redacted] It is then planned to run a recruitment process, advertising to fill position [redacted] ongoing. (Concurrently via TN 1125322, it is proposed to offer an HDA temporarily to [redacted] Personal Information (s 36) to cover the duties of this crucial role within OCIO whilst the ongoing recruitment process is being run)</p>	QUERY	Pls provide org chart within OCIO	OCIO org chart has been uploaded to this PageUp as requested, in response to the query from the Vacancy Committee.		appoint permanent ***** (Recruitment Approval Process)*****
1128151	Administrative Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Band 3	CMHW - MH & Statewide Services	MHS Sth - Roy Fagan Centre - Non-Nursing		Personal Information (s 36)					appoint fixed-term ***** (Recruitment Approval Process)*****
1127582	Director of Nursing - Flinders Island	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 8, Level 3	Primary Health North	Flinders Island Multi-purpose Centre	<p>Cost Centre N72041 - Flinders Island MPC Affordable Budget Establishment (ABE) FTE 28.43</p> <p>YTD Average Paid FTE 24.27 (P224) Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.27</p> <p>YTD Average Paid Call Backs L FTE 0.15</p> <p>Comments Within budget and ABE YTD, noting this site has a high reliance on agency nurses, changes to Commonwealth residential aged care funding have been to the benefit of Flinders Island with the utilisation of some of that increased funding being delayed due to lead time to get positions created and minor capital works</p>	<p>Personal Information (s 36)</p> <p>It is essential that this position is filled and given the challenges recruiting to this remote location the position is to be advertised well in advance of the current occupants end date to ensure multiple recruitment processes can be undertaken if required and there is sufficient lead time to provide for a comprehensive handover.</p> <p>The current NUM is relatively new so is still learning and developing in that position and doesn't have the depth of experience or knowledge for the DoN role, hence not considered a feasible alternative to advertising the DoN position.</p> <p>Additional information provided in Notes in support of this job card.</p>					appoint permanent ***** (Recruitment Approval Process)*****
1127928	Administrative Assistant	Health and Human Services (Tasmania State Service) Award, General Stream, Band 2	Primary Health North	Beaconsfield District Health Service	<p>Cost Centre N72011 - Beaconsfield MPS Affordable Budget Establishment (ABE) FTE 39.83</p> <p>YTD Average Paid FTE 39.30 (P224) Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.64</p> <p>YTD Average Paid Call Backs FTE 0.00</p> <p>Comments Cost centre is within ABE and budget YTD</p>	<p>Personal Information (s 36)</p> <p>Recent recruitment attended for Administration Assistant [redacted] Administrative Assistant [redacted] Job No.: 1123334.</p> <p>Both applicants were deemed appointable so we would like to offer the second applicant Administration Assistant [redacted] on a contract to cover the sick leave.</p> <p>The vacancy is currently being covered by a casual staff member who is not available full time, can only work part days and is extremely unreliable (we have attempted to manage this with little success to date).</p> <p>The role is not currently adequately backfilled and is causing issues with the day to day running of the facility, ordering, management of finance 1 and no coverage for our administration if our current contracted administration assistant calls in sick. Currently the DON, and other adhoc staff are relieving meal breaks, leave for banking and admin is not open for the advertised hours of 0800-1700. We are unable to facilitate leave for the staff who</p>					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1127414	Clinical Nurse Educator	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 6	North West Regional Hospital	Education & Research NWRH	<p>W20269 - Nursing - Administration</p> <p>All Award Classifications 0000 - No Project</p> <p>Finance Data Month Ended: May 2024</p> <p>Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 18.00</p> <p>Funded FTE (effective 13-Oct-2023) 15.23</p> <p>YTD Average Paid FTE 18.08 Business Information (s38) Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.70</p>	Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
LOCUMS											
1128685	Registered Nurse - Community Mental Health	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	MHS Sth - A&C - Ginchy & Northern Dist		<p>Personal Information (s 36)</p> <p>a) The service is down 4.5 clinicians until at least November and there is a waitlist of 14 unallocated consumers.</p> <p>b) If we cannot get an agency staff member we will have at least 34 unallocated clients by the end of this week and our service is already under a lot of pressure. We also had another nurse resign last week! If we cannot fill these roles I will have more staff leave due to stress and there will be very poor outcomes for our consumers.</p> <p>c) no luck sourcing from casual pool, recruitment is underway.</p>	QUERY	Pls confirm we are actively trying to recruit. If so, APPROVED	Yes there is a recruitment process underway as we speak.		
1128689	Registered Nurse - Transition to Practice	Nurses and Midwives (Tasmania State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	CMHW - MH & Statewide Services		<p>Seeking extension of [redacted] whilst recruitment is underway.</p> <p>a) The service is down 4.5 clinicians until at least November and there is a waitlist of 14 unallocated consumers.</p> <p>b) If we cannot fill these roles I will have more staff leave due to stress and there will be very poor outcomes for our consumers.</p> <p>c) tried sourcing from casual pool with no luck, recruitment process is underway but not likely to be any successful candidates on this drive</p>	QUERY	Pls confirm we are actively trying to recruit. Query, how are TTP nurses being filled with agency nurses?	Job approval declined by James Emmerton (BM) - Note: This is not an acute care position and there is no funding.		

1128536	Registrar - Psychiatry (PWD)	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	Personal Information (s 36) Locum coverage required Risks not filling this position is critical to the service and provides essential medical support. Backfill is therefore required. The on-call roster requires coverage which includes weekends and evenings. There will be a total of 12 registrars requiring exam leave at the same time, so there is not option to increase hours of existing staff or to increase their participation in the on-call roster.	QUERY	Same as below. Approved subject to clarification whether this is the same or if this is a copy and paste error?	Job approval process cancelled. COMMENTS: Declined not required		
1128540	Registrar/Senior Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	Personal Information (s 36) Locum coverage required Risks not filling this position is critical to the service and provides essential medical support. Backfill is therefore required. The on-call roster requires coverage which includes weekends and evenings. There will be a total of 12 registrars requiring exam leave at the same time, so there is not option to increase hours of existing staff or to increase their participation in the on-call roster.	QUERY	Same as below. Approved subject to clarification whether this is the same or if this is a copy and paste error?	Job approval process cancelled. COMMENTS: Not required		
1128546	Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	MHS Sth - MH Inpatient Unit - Medical	Personal Information (s 36) Risks not filling this position is critical to the service and provides essential medical support. Backfill is therefore required. The on-call roster requires coverage which includes weekends and evenings. There will be a total of 12 registrars requiring exam leave at the same time, so there is not option to increase hours of existing staff or to increase their participation in the on-call roster.		Same as below. Approved subject to clarification whether this is the same or if this is a copy and paste error?			
1128595	Registrar - Advanced Trainee (Addiction Psychiatry)	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	Mental Health Services South	Personal Information (s 36) Risks not filling this position is critical to the service and provides essential medical support. Backfill is therefore required. The on-call roster requires coverage which includes weekends and evenings. There will be a total of 12 registrars requiring exam leave at the same time, so there is not option to increase hours of existing staff or to increase their participation in the on-call roster.		Same as above			
1128087	Registrar - Psychiatry	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	MHS Nth - Adult & Community	Substantive Personal Information (s 36) Requesting cover for this period. supports a job card being created for this vacancy. Total additional cost to service is at least \$10,682. SBSO Note: this is contrary to previous unwritten policy of not approving locums under 2 weeks due to short term locums providing only limited value in terms of client service delivery. In this instance, in 5 days locum will have not had time to properly orientate into service let alone provide effective work.	NOT APPROVED	VC endorses the note in Column G by the SBSO. Could People Connect also pls obtain a copy of that policy?			
1126538	Executive Support Officer	Health and Human Services (Tasmania State Service) Award, General Stream, Band 4	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	The two permanent staff that held these positions in the South supporting the Group Director and Statewide Speciality Director for CAMHS have relocated to other positions, either within the agency or externally within the private sector. An internal EOJ process was undertaken to fill the two positions, which come to an end on 14/06/2024. A second EOJ process has been undertaken, however there have not been any suitably qualified candidates apply. Work is currently underway to reclassify the two Band 4 positions: to one Band 5 and one Band 3. Until this reclassification occurs, there is an urgent need to fill the two Band 4 positions. Should an employee be identified prior to 30/08/2024 that is suitable to fill the role, the contract to engage the executive support officer with the labour hire company will terminate the contract.	NOT APPROVED	Please take someone off redeployment list.			

Tracker No	Job title	Section	SubSection	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Vacancy Committee Decision	Vacancy Committee Comment	Follow-up Response	Budget Comment	Action required	Status
1127507	Enrolled Nurse	Launceston General Hospital	Pathology LGH		N51610 - Pathology Latest Pay Actual Paid FTE (2024-25) 72.54 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.80 Business Information (S38) YTD Average Paid Overtime FTE 1.66 YTD Average Paid Call Backs FTE 1.99	APPROVE			Query around ongoing sustainable funding arrangements	appoint permanent ***** (Recruitment Approval Process) *****	Part Time
1126545	Registered Nurse	Hospitals Sth - Medical & Cancer Servs	MCS - Outpatients Specialist Clinic	Complaint- multiple fixed-term advertising for approx. 12 months. SN 2x Current Fixed-Term Contracts ending on the 29/5/24 (Personal Information (S 38)) and 1x current fixed-term contract ending mid-June 2024 (Personal Information (S 38)) will leave a substantial gap in our workforce. Recruitment is necessary to meet the establishment needs, thus, backfill is required. We are currently in the process of benchmarking to increase establishment. Backfill 1.47 FTE.	1128457 Clinical risk without appropriate staffing for outpatient establishment and service delivery.	QUERY	Purpose of benchmarking is to benchmark, not to necessarily increase FTE. So please benchmark on NHPPD first, and get it cleared by CN&MW, and if the benchmarking suggests an increase in resources is needed, then re-submit for approval.	Sent to Francine and Hiring Manager on 09/07, followed up 12/07 I am happy to provide feedback. Amber Norris is going on maternity leave in August 2024 and the job card reflects the backfilling process for her permanent substantive role. It is my understanding this is a standard process. Gurleen Padda's substantive position is currently not backfilled as she remains on maternity leave. To decrease the casual pool engagement and increase productivity and workflow within the outpatient service it would be suitable to backfill her current vacant role.		appoint fixed-term ***** (Recruitment Approval Process) *****	Multiple FTE - F/T & P/Tpos
1128700	Registered Nurse	Hospitals Sth - SAA&CS	SAACS - Whittle Ward	Compliant - request to advertise fixed term via Jobs Tas. JF Request to fill fixed term planned maternity leave (Personal Information (S 38)) (Personal Information (S 38)) From 18/8/24 to 16/8/25. Essential RN role contributing to the safe quality care provided on the PCU and available to the clinical roster. Was previously advertised via tracker 1124401 however vacancy was not filled.						appoint fixed-term ***** (Recruitment Approval Process) *****	Part Time
1128390	Specialist Pharmacist - Critical Care	CMHW - Tasmanian Health Services	SHP - RHH Pharmacy	Seeking to advertise new position to support Critical Care services as per recent FTE increase due to bed number increases within the RHH ICU. The position is responsible for providing direct clinical care to the Critical Care unit, as well as developing and implementing procedures for the smooth and provision of pharmacy services to the area. Not covering this position would put high acuity patients at an even higher level of risk.		QUERY	Where is the increase in beds, and are they funded? Where is the funding coming from?	I've attached the email that came back from Bronwen Pinkard assuring us the position was funded. Critical Care increased by 12 beds - and the funding details are contained within the minute. The increase in FTE was put through in November 2023 but it has taken us this long to get confirmation of the funding to be moved from ICU to Pharmacy - as the funding was provided to them direction with the increase in FTE. The FTE increase was completed by ICU on our behalf (PVE in email to Ed - attached)		appoint permanent ***** (Recruitment Approval Process) *****	Full Time
1127930	Registered Nurse (POOL LGH)	Launceston General Hospital	Pool LGH	Advert - Multiple perm positions working up to 76hpf. Advertise for 4 weeks This vacancy has occurred as we have no cap on permanent pool positions	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 25) 18.09 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.54 Business Information (S38) YTD Average Paid Overtime FTE 0.13 YTD Average Paid Call Backs FTE -					appoint permanent ***** (Recruitment Approval Process) *****	Multiple FTE - F/T & P/Tpos
1128907	Doctors in Training Recruitment Campaign 2025 - Unaccredited Registrar - ENT	Hospitals Sth - Surgical & Periop Servs	SPS - ENT Medical Staff	This position is not an accredited training position with the College (It is an unaccredited Registrar - as per the SMP Award) Unaccredited Registrars are appointed for 12 months only, as applicants undertake additional training in order to support their application to the college for an accredited position. These Registrars undertake key service delivery activities while training. Not filling this vacancy will result in inability to maintain current medical service and failure to maintain status as a teaching hospital & require locum engagement for the 12 months period to maintain this service.	S33510 - Medical Staff - ENT Services All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 5.76 Funded FTE (effective 13-Oct-2023) 4.75 YTD Average Paid FTE 4.45 Business Information (S38) YTD Average Paid Overtime FTE 0.63 YTD Average Paid Call Backs FTE 0.78 Agreed NHpPD for Unit NHpPD Average to Last Pay YTD Sick Leave Average FTE - YTD Annual Leave Average FTE 0.16 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.26 YTD Other Leave Average FTE 0.00	QUERY	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Sent to business unit on 09/07		appoint fixed-term ***** (Recruitment Approval Process) *****	Full Time
1128819	Enrolled Nurse CASUAL POOL	Launceston General Hospital	Pool LGH	Instrument of Appointment for (Personal Information (S 38))	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 25) 18.09 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.54 Business Information (S38) Business Information (S38) YTD Average Paid Overtime FTE 0.13 YTD Average Paid Call Backs FTE -					appoint fixed-term from Employment Register ***** (Recruitment Approval Process) *****	Casual
1128816	Enrolled Nurse CASUAL POOL	Launceston General Hospital	Pool LGH	Instrument of Appointment for (Personal Information (S 38))	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 25) 18.09 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.54 Business Information (S38) YTD Average Paid Overtime FTE 0.13 YTD Average Paid Call Backs FTE -					appoint fixed-term from Employment Register ***** (Recruitment Approval Process) *****	Casual
1128999	Oral Health Therapist/Dental Therapist	CMHW - Tasmanian Health Services	OHST South	Please add 1FTE fixed term in position # [redacted] to the New Graduate New Zealand campaign a) Hours are available due to Stephanie Gray maternity leave. b) Patients need to be rescheduled when clinicians are sick or take short notice leave, this impacts OHST activity and revenue and puts strain on service delivery. c) The role of the Oral Health Therapist/Dental Therapist is highly skilled and requires a qualified Oral Health Therapist/Dental Therapist for this position. There are no other options for filling this position. d) This request will not cause an increase in paid FTE above the funded FTE.	S81020 - Oral Health - South Children All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 21.62 Funded FTE (effective 13-Oct-2023) 24.50 YTD Average Paid FTE 21.84 Business Information (S38) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Agreed NHpPD for Unit N/A NHpPD Average to Last Pay N/A YTD Sick Leave Average FTE 1.39 YTD Annual Leave Average FTE 1.66 YTD Maternity Leave Average FTE 1.04 YTD LSL Average FTE 0.26 YTD Other Leave Average FTE 0.06					appoint fixed-term ***** (Recruitment Approval Process) *****	Full Time

112858	Enrolled Nurse	North West Regional Hospital	North West Regional Hospital	To fill current vacancy not filled since business case approved for permanent vacancy FTE 1) Not filled from previous approved business case approval 2) The clinical impact of not filling this position is I will not be able to provide a complete roster of nursing staff to meet patient requirements leading to a reduction in service delivery, decreased patient safety and care 3) The corporate impact is increased workload for nursing staff, increased double shifts and overtime as well as staff burnout/absenteeism. 4) This does not increase the paid FTE because it is fulfilment of existing approved FTE within the current ward establishments and approved business case for MED C 5) This role is critical to	W20941 - Nursing - Medical C All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 21.67 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 18.70 YTD Average Paid Overtime FTE 0.14 YTD Average Paid Call Backs FTE - Agreed NHpPD for Unit					appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
112856	Registered Nurse	North West Regional Hospital	Medical Ward NWRH	1) Vacancy has occurred due to the resignation of the following RN's (exit forms attached) - Personal Information (s 36) permanent transfer to the Emergency Department leaving a gap of 0.42 FTE This a total vacancy of 3.52 FTE to fill 2) Is not be able to provide a complete roster of nursing staff to meet patient requirements leading to a reduction in service delivery and decreased patient safety and care 3) The corporate impact is	W20971 - Nursing - Medical Ward All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 54.29 Funded FTE (effective 13-Oct-2023) 49.12 YTD Average Paid FTE 55.28 Business Information (s38)	QUERY	How many ENs are on the ward/ what is the ratio of EN to RN? If able, please consider advertising as EN.	I don't believe I can safely look at advertising these as EN positions. We are struggling to safely staff the medical units with limited experienced staff currently filling positions. As we advertise for 3 medical units the EN positions are difficult to get suitable applicants. the last 3 recruitments have resulted in limited applicants with most successful applicants having less than 12 months experience. Tracker No = 1112163 advertised for 8 weeks in total first AD no applicant's 2nd AD 15 applicants 4 successful with positions. 1 declined offer 2 new graduates. Tracker no = 1119145 candidate withdrew Tracker No – 1119142 subsequent appointment 1 FTE new graduate Tracker No – 1121629 only 2 applicants 1 withdrew successful applicant new graduate Tracker no = 1124136 1 x 0.84 FTE transfer from another THS facility	Please find ongoing budget management strategies	appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128668	Doctors in Training 2025 - Palliative Care Registrar	Hospitals Sth - SAA&CS	SAACS - Palliative Care Medical Staff	As a teaching hospital, the annual recruitment of Senior Registrar/Registrar is necessary in order to maintain current clinical services. Position is only filled on a fixed term basis in order to support the relevant teaching program. If position not filled, inability to maintain current medical service and failure to maintain status as a teaching hospital. Filling this vacancy is within the approved Palliative Care establishment The role will be filled up to 3 years.						appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1127636	Registered Nurse - Clinical Coach	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	Compliant - next ranked candidate, process in date RM a) unfilled vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128307	Technical Officer	Launceston General Hospital	Pathology LGH	Personal Information (s 36)	N51610 - Pathology Latest Pay Actual Paid FTE (2024 25) 72.54 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.80 Business Information (s38) YTD Average Paid Overtime FTE 1.66 YTD Average Paid Call Backs FTE 1.99 Personal Information (s 36)	QUERY	Similar Technical Officer role has been queried before. Why are they being re-class'd to a 3, rather than a 2? Same query was raised about Tracker 1117737 in an earlier spreadsheet - that query is still outstanding too.	1117737: Initially the Pathology Team at the LGH requested a classification review of the Band 1 technical positions with the view to reclassifying these positions to a Band 2. Note on spreadsheet tab dated 3/06: Please refer to Simone Treloar for more information. There is history regarding looking at the Band 1 roles, no ability to reclass as Band 2 in the Award and the Band 1 Technical Officer were "Trainee" positions in preparation to be able to fulfil the Band 3 roles. After discussion the Trainees doing very similar roles to the Band 3's. Job Design advised that a Band 2 classification wasn't possible as the Technical Officer require a qualification or to be work towards one. Therefore the advice form Job Design after reviewing the classifications at the RHH and	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Part Time	
1127290	Medical Scientist	Launceston General Hospital	Pathology LGH	Approval to appoint 0.8FTE fulltime permanent due to the resignation of Brianna Atto (714798) (see attached). From this position 0.2FTE will be allocated to Sarah Papp (782845) who currently holds 0.6FTE perm scientist position to bring to 0.8FTE and separate job card to be completed	N51610 - Pathology Latest Pay Actual Paid FTE (2024 25) 72.54 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.80 Business Information (s38) YTD Average Paid Overtime FTE 1.66 YTD Average Paid Call Backs FTE 1.99					appoint permanent ***** (Recruitment Approval Process)*****	Part Time

1128364	Registered Nurse - Child and Family Health Nurse	CMHW - Tasmanian Health Services	CHAPS Nth	Request to advertise 1.0 Temporary vacancies against position number [REDACTED] due to a reduction in hours for the following employees - [REDACTED] a) The North has both vacant permanent and fixed term contracts and unfilled FTE in the establishment, Current vacancy not filled from latest recruitment. b) If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHaPS may not be met within appropriate timeframes. c) CHaPS State-wide have attempted to recruit CFHN's	If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHaPS may not be met within appropriate timeframes. S59040 - Child Health Parenting and Admin North All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 17.64 Funded FTE (effective 13-Oct-2023) 25.30 YTD Average Paid FTE 18.60 Business Information (s33) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1126740	Hospital Aide	Hospitals Sth - CCCS&I	CCCSI - ED - Clinical Admtn & Support	Compliant - next on merit list, process in date RM a) unfilled vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.					appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128707	Cleaner	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - request to subsequently appoint to fixed term vacancies (total FTE and work conditions were not approved in original job card) RM Fixed term till 02/11/24 as Personal Information (s 36) Raising job card to add to tracker 1119972 that was raised in error as 76hrs - multiple vacancies require filling - Advertising was conducted and Interviews and Selection Report have been completed.						appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128709	Cleaner	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - request to subsequently appoint to fixed term vacancies (total FTE and work conditions were not approved in original job card) RM Fixed term till 12/05/25 as Personal Information (s 36) Raising job card to add to tracker 1119972 that was raised in error as 76hrs - multiple vacancies require filling - Advertising was conducted and Interviews and Selection Report have been completed.						appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128457	Registered Nurse - Clinical Coach	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	Compliant - next ranked candidate, process in date RM a) unfilled vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Part Time
1128705	Cleaner	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - request to subsequently appoint to permanent vacancies (total FTE was not approved in original job card) RM a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions is vacancy are responsible for cleaning as	QUERY It appears this Job Card is for 4 jobs, is that the case? Can they tell us the total number of jobs across the jobs above as well (see rows 18 and 19), as there appears to be overlap?	Each job card has been raised for differing work conditions such as fixed term, permanent, day work and shift work. Confirming this tracker is for 4 full time positions across: [REDACTED] = Shiftwork 1FTE (76hrs) - Permanent [REDACTED] = Shiftwork 1FTE (76hrs) - Permanent [REDACTED] = Shiftwork 1FTE (76hrs) - Permanent [REDACTED] = Shiftwork 1FTE (76hrs) - Permanent [REDACTED] = Shiftwork 1FTE (76hrs) - Permanent Additionally the other 2 trackers referenced in lines relate to further fixed term vacancy due to leave of substantive occupants: 1128707 (position [REDACTED]) 30.4 hours until 2/11/24 1128709 (Position [REDACTED]) 60.8 hours until 12/05/25			appoint permanent ***** (Recruitment Approval Process)*****	Full Time	

1128713	Cleaner	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - request to subsequently appoint to permanent vacancies (total FTE was not approved in original job card) RM a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions is vacancy are responsible for cleaning as						appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1123674	Registered Nurse	Primary Health North	Beaconsfield District Health Service	SA from 1119783 Personal Information (s38) [REDACTED] hours of 40 hours per fortnight, I currently have a permanent position advertised and would like to appoint a subsequent appointment from that tracker number 1119783. Exit form is in documents.	Cost Centre N72011 – Beaconsfield MPS Affordable Budget Establishment (ABE) FTE 39.83 YTD Average Paid FTE 39.09 (PP19) Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.66 YTD Average Paid Call Backs FTE - Comments Cost centre is within ABE but slightly over budget YTD. YTD result is negatively impacted by 2021-22 DVA inpatient fees reconciliation adjustment that saw a reduction in revenue of \$152k be processed against N72011/BDHS which had not been incurred this cost centre would be within budget YTD.					appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128913	Allied Health Professional	CMHW - MH & Statewide Services	MHS NW - ACMHS Burnie	Substantive [REDACTED] the service wish to back fill this leave with a fixed term contract . The role is needing to be back filled as it holds a 15 patient case load and is a vital case management role in the BACMHS service. If the role is not back filled the current consumers on Lyndon's case load will need to be placed on a wait list until other clinicians can take over the care which is not a supportive case management model for both the consumer and staff .	If the role is not back filled the current consumers on [REDACTED]s case load will need to be placed on a wait list until other clinicians can take over the care which is not a supportive case management model for both the consumer and staff . Latest Pay Actual Paid FTE (2024 25) 44.24 Funded FTE (effective 13-Oct-2023) 44.58 YTD Average Paid FTE 46.90 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 3.52 YTD Average Paid Call Backs FTE 0.22					appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1129101	Registered Nurse - Clinical Coach	Hospitals Sth - Medical & Cancer Servs	MCS - Respiratory Mdcn (Ward K-10 West)	Compliant - request to advertise fixed term vacancy RM A) Request to advertise fixed-term clinical coach position for 12 months. Fixed-term contract of incumbent due to expire 24 September 2024. B) Vacant FTE affects ability to fill K10West roster, leading to frequent shift staffing shortfalls. Clinical Coach role essential during this time of onboarding and developing graduate nurses and new staff. Position must be filled to enable ongoing workforce development to deliver essential services and improve patient flow. C) All options considered within the NHPPD. D) Within agreed ABE						appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1124635	Registered Nurse - HITH	Primary Health North	Primary Health North	Advert - perm, full time. This is a newly created position relating to the new Hospital in the Home service that is to commence in the North in April 2024.						appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1128169	Clinical Nurse Specialist - Head to Health Kids CAMHS	CMHW - MH & Statewide Services	CMHW - MH & Statewide Services	a. Seek approval to advertise new positions to newly established Head to Health Kids Tasmania Service. There are 3x dual classified positions to be filled from this advertisement, see notes for a breakdown. b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania. A KPI is recruitment to these positions. c. There are no other options. d. This is within establishment.	• Breach of Tasmanian Government requirements under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding • Significant Government/DOH/THS reputational risk given the services have been announced by the Tasmanian and Commonwealth Ministers, and there is a widespread community and sector expectation of the new H2HK services	APPROVED	Please make sure their applying the Cwth government funding to these positions			appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128145	Allied Health Professional - Head to Health Kids CAMHS	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	a. Seek approval to advertise new position to newly established Head to Health Kids Tasmania service. There are 3x dual classified positions to be filled from this advertisement, see notes for a breakdown. b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania. A KPI is recruitment to these positions. c. There are no other options. d. This is within establishment.	• Breach of Tasmanian Government requirements under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding • Significant Government/DOH/THS reputational risk given the services have been announced by the Tasmanian and Commonwealth Ministers, and there is a widespread community and sector expectation of the new H2HK services					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time

1127239	Staff Specialist			Current 0.6 FTE fixed term contract will expire on October 23,2024. Request to appoint to this position utilising available FTE. Permanently filling the 0.6 FTE Pain Specialist position is essential for the effective operation of our clinic. As the only pain service in Tasmania, maintaining adequate staff levels is vital for the Tasmanian public. The FPM expects the THS/PPS to provide stability in staffing to ensure minimal disruption in delivering education to trainees. Without this FTE, the PPS will not meet FPM requirements and risks losing accreditation. Failing to permanently fill this role would severely compromise our ability to address the growing burden of chronic pain in Tasmania,					appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1125833	Senior Occupational Therapist	Launceston General Hospital	Occupational Therapy LGH	Application received from local OT who is available to work casually for OT, to cover some vacancies for periods of time, working around her existing work commitments. In response to the request for additional information received 14/06/24: Reasons for position: - OT has 15.3 FTE Senior OT positions. - Currently we have only 8.84FTE filled with this expected to go up to 10.7 FTE in the next 6 weeks due to commencement of staff in approved contracts. This leaves us with a remaining senior OT vacancy level of 4.6FTE in the OT department. -Typical recruitment strategies are being exhausted, for example extending requests to advertise Senior positions due to nil applicants.	Direct clinical care at LGH with risks to patient flow if OT vacancies are not filled. National workforce shortage. Costs of locums versus casual if unable to fill Senior vacancies				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	Casual
1129127	Multisystemic Therapy Practitioner			CAMHS Reform: The MST Program is a statewide program. We are re-advertising this position - this is now a dual classified position. Readvertised from 1120528 to fill remaining FTE (2x permanent dual classified positions). Multi-D on 1129125. a.) This is a new vacancy to lead delivery of a new licenced mental health program - Multi Systemic Therapy (MST), being implemented as part of the CAMHS Reform project. The position aligns with the structure and functions prescribed by the MST model. b.) New service as above c.) No other options - new service d.) Fully funded by CAMHS Reform funding	We are contractually obliged to recruit to this position under our licence to deliver the MST program. Not filling this position will also have a significant impact on the implementation of the statewide CAMHS reform. N82140 - Multi Systemic Therapy North All Award Classifications All Project Codes Finance Data Month Ended: February 2024 Latest Pay Period: 2024 16 Latest Pay Actual Paid FTE (2024 16) 1.00 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.68 YTD Average Paid Overtime FTE 0.02 YTD Average Paid Call Backs FTE - Agreed NHpPD for Unit NHpPD Average to Last Pay YTD Sick Leave Average FTE 0.04 YTD Annual Leave Average FTE -				appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1129125	Clinical Nurse Specialist Multisystemic Therapy Practitioner	CMHW - MH & Statewide Services	MHS Nth - Child & Adolescent	CAMHS Reform: The MST Program is a statewide program. We are re-advertising this position - this is a dual classified position. Readvertised from 1121716 to fill remaining FTE. Multi-D on 1129127 a.) This is a new vacancy to lead delivery of a new licenced mental health program - Multi Systemic Therapy (MST), being implemented as part of the CAMHS Reform project. The position aligns with the structure and functions prescribed by the MST model. b.) New service as above c.) No other options - new service d.) Fully funded by CAMHS Reform funding	We are contractually obliged to recruit to this position under our licence to deliver the MST program. Not filling this position will also have a significant impact on the implementation of the statewide CAMHS reform. N82140 - Multi Systemic Therapy North All Award Classifications All Project Codes Finance Data Month Ended: February 2024 Latest Pay Period: 2024 16 Latest Pay Actual Paid FTE (2024 16) 1.00 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.68 YTD Average Paid Overtime FTE 0.02 YTD Average Paid Call Backs FTE - Agreed NHpPD for Unit NHpPD Average to Last Pay YTD Sick Leave Average FTE 0.04				appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1128196	Registrar (Non Accredited) Surgical	Launceston General Hospital	Surgery LGH	This position is not an accredited training position with the College (it is an unaccredited Registrar - as per the SMP Award) Unaccredited Registrars are appointed for 12 months only, as applicants undertake additional training in order to support their application to the college for an accredited position. These Registrars undertake key service delivery activities while training. Not filling this vacancy will result in inability to service & require locum engagement for the 12 months period to maintain this service. This request is to subsequently appoint an applicant from DIT 2025 Plastics Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124916.	QUERY	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Sent to business unit 10/07		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Full Time

1128197	Registrar (Non Accredited Surgical)	Launceston General Hospital	Surgery LGH	This position is not an accredited training position with the College (it is an unaccredited Registrar - as per the SMP Award) Unaccredited Registrars are appointed for 12 months only, as applicants undertake additional training in order to support their application to the college for an accredited position. These Registrars undertake key service delivery activities while training. This request is to appoint second appointable applicant from DIT 2025 Urology Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124586.		QUERY	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Sent to business unit 10/07		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Full Time
1124630	Attendant	North West Regional Hospital	Attendant Services NWRH	Please appoint						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Full Time
					W20249 - Medical Orderlies All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 21 Latest Pay Actual Paid FTE (2024 21) 24.11 Funded FTE (effective 13-Oct-2023) 21.75 YTD Average Paid FTE 25.79 Business Information (S38) YTD Average Paid Overtime FTE 1.69						
1128780	Dental Assistant	CMHW - Tasmanian Health Services	OHST South	Seeking approval to appoint Personal Information (s 36) a) Hours are available due to Personal Information (s 36) b) DAs are vital to service delivery as they work closely with Dental Officers and Dental Therapists delivery clinical services to the eligible population. OHST cannot provide clinical services without DAs. The Dental Assistant is crucial to the dental team to deliver treatment, support clinicians, maintain infection control and provide administrative support as required. c) No other options available. Dental Assistants have specific skills which makes alternate options for filling positions impossible. Filling the position is more cost effective than	S81010 - Oral Health - South Adult All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 56.49 Funded FTE (effective 13-Oct-2023) 51.71 YTD Average Paid FTE 55.39 Business Information (S38) YTD Average Paid Overtime FTE 0.02 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit N/A NHPD Average to Last Pay N/A YTD Sick Leave Average FTE 4.01 YTD Annual Leave Average FTE 4.22 YTD Maternity Leave Average FTE 1.23 YTD LSL Average FTE 0.86 YTD Other Leave Average FTE 0.55	APPROVED			Budget query - how will this be funded in an ongoing and sustainable way. Need to find sustainable strategies.	appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128745	Cleaner	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - additional FTE for recent recruitment - not enough FTE was requested RM Raising job card to add to tracker 1119972 that was raised in error as 76hrs - multiple vacancies require filling - Advertising was conducted and Interviews and Selection Report have been completed. PT Shift work Mon-Fri 1730-2100						appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128748	Cleaner	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - additional FTE for recent recruitment - not enough FTE was requested RM Raising job card to add to tracker 1119972 that was raised in error as 76hrs - multiple vacancies require filling - Advertising was conducted and Interviews and Selection Report have been completed. Day work Mon-Fri 0700-1436 a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards,						appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1127649	Registered Nurse - Clinical Coach	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	Compliant - next ranked candidate, process in date RM a) unfilled vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted FTE on the establishment						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128646	Theatre Attendant (Outside Transfer/Transport)	Launceston General Hospital	ORS ANC LGH	Advert - perm, full time from 13/07/2024 Personal Information (s 36) Outside attendant integral to support elective surgery waiting list. please advertise						appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1128568	Home Help Personal Carer	Primary Health North	St Marys Community Health Service	Advertise Current incumbent there is also no casual Home Help personal carer so there will be no relief person to act in the position. Copy of resignation attached in documents	Cost Centre N76083 - Home Help St Marys Affordable Budget Establishment (ABE) FTE 0.22 YTD Average Paid FTE 0.31 (PP25) Business Information (S38) YTD Average Paid Overtime - YTD Average Paid Call Backs - Comments Over ABE but within budget YTD. ABE of 0.22 FTE equals employed Home Help FTE / establishment FTE for permanent HH position, but these permanent positions are backfilled for leave to ensure continuity of front facing client care.					appoint permanent ***** (Recruitment Approval Process)*****	Part Time

1128569	Home Help Personal Carer (Relief)	Primary Health North	St Marys Community Health Service	This role has not been filled and as we are currently needing to recruit to a new permanent home help worker it would be good to try and fill this casual one also so we can have leave relief in the position	Cost Centre N76083 – Home Help St Marys Affordable Budget Establishment (ABE) FTE 0.22 YTD Average Paid FTE 0.31 (PP25) Business Information (s38) YTD Average Paid Overtime - YTD Average Paid Call Backs - Comments Over ABE but within budget YTD. ABE of 0.22 FTE equals employed Home Help FTE / establishment FTE for permanent HH position, but these permanent positions are backfilled for leave to ensure continuity of front facing client care.					appoint fixed-term ***** (Recruitment Approval Process)*****	Casual
1128833	Hospital Aide CASUAL POOL	Launceston General Hospital	Pool LGH	Please advertise for casual Hospital Aide for Pool Advertise for two weeks	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 25) 18.09 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.54 Business Information (s38) YTD Average Paid Overtime FTE 0.13 YTD Average Paid Call Backs FTE -					appoint fixed-term ***** (Recruitment Approval Process)*****	Casual
1127231	Senior Staff Specialist	Launceston General Hospital	Surgery LGH	Advertise to recruit fixed term, full time Urologist due to state wide staff shortage. We are not able to reduce hours as this would impact further on the Elective Surgery Waiting List Targets and increase patient elective surgery access times due to reduced surgeon capacity. All surgical Consultants are "Day Workers – (with on-call)" • Consultants work their on-call shifts after hours and over the weekend. • There is no lower classification available, and an reduction in classification would only further reduce our ability to recruit good quality Surgeons. As this is a clinical position there is no scope for additional workload for the current surgical staff members within the Dept. All our specialists are currently						appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1127881	Registrar - Retrieval	Launceston General Hospital	Medicine LGH	Please advertise 1x Aeromedical Retrieval Registrar working 1.00FTE from the 03/02/25 - 01/02/28	DIT2025. THS Position Funding 2023-24 - Hospitals North reports is funded at 1.00FTE. YTD FTE 0.91FTE N25929 - Medical Retrieval All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 4.67 Funded FTE (effective 13-Oct-2023) 4.40 YTD Average Paid FTE 4.25 Business Information (s38) YTD Average Paid Overtime FTE 0.22 YTD Average Paid Call Backs FTE 0.11 YTD Sick Leave Average FTE 0.02 YTD Annual Leave Average FTE 0.43 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE 0.05					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1127985	Transitional Fellow/Senior Registrar	Launceston General Hospital	Intensive Care Unit LGH	Please advertise for 1x ICU Transitional Fellow working 1.00FTE from the 03/02/25 - 01/02/26	DIT2025. THS Position Funding 2023-24 - Hospitals North records this position is funded at 1.0FTE. YTD position has reported an average FTE occupied as 1.00FTE. N22011 - Intensive Care Unit All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 92.92 Funded FTE (effective 13-Oct-2023) 100.95 YTD Average Paid FTE 95.11 Business Information (s38) YTD Average Paid Overtime FTE 5.86 YTD Average Paid Call Backs FTE 0.43 YTD Sick Leave Average FTE 6.07 YTD Annual Leave Average FTE 8.45 YTD Maternity Leave Average FTE 1.81 YTD LSL Average FTE 1.52 YTD Other Leave Average FTE 1.33					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1127879	Registrar - Retrieval	Launceston General Hospital	Medicine LGH	Please advertise 1x Aeromedical Retrieval Registrar working 1.00FTE from the 03/02/25 - 01/02/28	DIT2025. THS Position Funding 2023-24 - Hospitals North reports is funded at 1.00FTE. YTD FTE 0.91FTE N25929 - Medical Retrieval All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 4.67 Funded FTE (effective 13-Oct-2023) 4.40 YTD Average Paid FTE 4.25 Business Information (s38) YTD Average Paid Overtime FTE 0.22 YTD Average Paid Call Backs FTE 0.11 YTD Sick Leave Average FTE 0.02 YTD Annual Leave Average FTE 0.43 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE 0.05					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128510	Registrar	Launceston General Hospital	Medicine LGH	Doctors in Training 2025 - Basic Physician Trainees as per spreadsheet this is where the hours for each position will be coming from. Total of 36 positions.	The attached documentation supports advertising 36FTE for BPT RMOs and BPT Registrars for the 2025DIT campaign. Note the THS Position Funding document omits the BPT RMO and BPT Registrar for Neurology as funded. Following a strong community campaign to increase and secure permanent neurologists (exiting neurologist cited workload) for the N/NW a PIVE for a BPT RMO and BPT Registrar was submitted to ensure retention of neurologists. This was approved by the CEO at the time. (attachment - Health Minister media release re Neurologists, PIVE approved by CEO, and spreadsheet supporting the recruitment numbers). N21010 - Medical Staff - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 30.56 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.74 Business Information (s38)	APPROVED	Are they funded for 36 FTE?. Can Deputy Secretary pls call CPO about this.	Budget query - how will this be funded in an ongoing and sustainable way. Need to find sustainable strategies.	appoint fixed-term ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos	

1128526	Registrar [Redacted]	Launceston General Hospital	Medical Staff LGH (Medicine)	Doctors in Training 2025 Advanced Trainees General Medicine. Advertise 6.0FTE across multiply positions within the department with contracts to be extended for future dates.	Note THS Position Funding 2023-24 - Hospitals North reports four of the six positions are funded. In July 2022 PTVES were submitted following recommendations from the RACP (see attached). Verbal approval was given by the delegate to recruit and double up against the positions at the same time. Records indicate the positions have subsequently been filled. N21010 - Medical Staff - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 30.56 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.74 Business Information (s38) [Redacted] YTD Average Paid Overtime FTE 1.80 YTD Average Paid Call Backs FTE 0.76 YTD Sick Leave Average FTE 0.90 YTD Annual Leave Average FTE 2.81 YTD Maternity Leave Average FTE 0.79 YTD LSL Average FTE 0.20 YTD Other Leave Average FTE 0.87				appoint fixed-term ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1127874	Registrar (Accredited) ICU [Redacted]	Launceston General Hospital	Intensive Care Unit LGH	Please advertise to recruit 2 x 1.00FTE ICU registrars for the period of 03/02/25 - 01/02/26 LGH is classified as a Rural Training location, which is only suitable for a 12 month rotation for those undertaking specialisation as an Intensivist. The training program for this field primarily needs to be undertaken in larger facilities. Thomas Haskell will not be continuing his fixed term contract in 2025.	DIT2025. THS Position Funding 2023-24 - Hospitals North records this position is funded at 5.0FTE. YTD position [Redacted] has reported an average FTE occupied as 4.76FTE. N22011 - Intensive Care Unit All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 92.92 Funded FTE (effective 13-Oct-2023) 100.95 YTD Average Paid FTE 95.11 Business Information (s38) [Redacted] YTD Average Paid Overtime FTE 5.86 YTD Average Paid Call Backs FTE 0.43 YTD Sick Leave Average FTE 6.07 YTD Annual Leave Average FTE 8.45 YTD Maternity Leave Average FTE 1.81 YTD LSL Average FTE 1.52 YTD Other Leave Average FTE 1.33				appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128306	Visiting Staff Specialist (Immunology) [Redacted]	Launceston General Hospital	Medical Staff LGH (Medicine)	Personal Information (s 38) [Redacted] Immunology is extremely hard to fill and also the position is only 0.2 FTE which also adds to the urgency of trying to recruit into such a niche position.	THS Position Funding 2023-24 - Hospitals North reports pn [Redacted] 0.22FTE at a WS03. Sole practitioner - if unable to fill then no service will be provided. N21010 - Medical Staff - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 32.56 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.91 Business Information (s38) [Redacted] YTD Average Paid Overtime FTE 1.82 YTD Average Paid Call Backs FTE 0.74 YTD Sick Leave Average FTE 0.85 YTD Annual Leave Average FTE 2.86 YTD Maternity Leave Average FTE 0.82 YTD LSL Average FTE 0.20 YTD Other Leave Average FTE 0.84				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128944	Allied Health and Hydrother apy Assistant [Redacted]	North West Regional Hospital	Physiotherapy NWRH	The incumbent, [Redacted] [Redacted] The NWRH physiotherapy department would like to backfill her position, in a fixed term contract until her planned return on 21/07/2025. The clinical impact of not filling this role: The clinical impact of not filling the allied health assistant role to its full FTE would be reduced capacity to support physiotherapy services in clinical activity on the wards of NWRH, delivery of exercise programs to inpatients, and reduced capacity to run group therapy including delivery of Cardiac Rehabilitation, Falls and Balance exercise group, and Early Intervention exercise	W10620 - Allied - Physiotherapy W20620 - Allied - Physiotherapy All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 33.23 Funded FTE (effective 13-Oct-2023) 27.51 YTD Average Paid FTE 28.95 Business Information (s38) [Redacted] YTD Average Paid Overtime FTE 0.07				appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1127186	Allied Health Assistant [Redacted]	North West Regional Hospital	North West Regional Hospital	a) Briefly state the reason for the vacancy and intended action. Personal Information (s 38) [Redacted] Personal Information (s 38) [Redacted] Personal Information (s 38) [Redacted] b) What is the clinical and/or corporate impact and risks to the service of not filling this position? If this position is not filled it will impact on the Paediatric Speech Pathology OP waitlist which is currently well outside	W20620 - Allied - Physiotherapy W20660 - Allied - Speech Pathology All Award Classifications 0000 - No Project Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 31.27 Funded FTE (effective 13-Oct-2023) 25.96 YTD Average Paid FTE 27.66 Business Information (s38) [Redacted]				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1127287	Central Specimen Area and Point of Care Coordinator [Redacted]	Launceston General Hospital	Pathology LGH	Approval to appoint permanent 1.0FTE to Central Separating Area and Point of Care Coordinator due to the resignation of [Redacted] [Redacted] This role is currently being filled as a fixed term [Redacted] Personal Information (s 38) [Redacted]	N51610 - Pathology Latest Pay Actual Paid FTE (2024 25) 72.54 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.80 Business Information (s38) [Redacted] YTD Average Paid Overtime FTE 1.66 YTD Average Paid Call Backs FTE 1.99				appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1128647	Patient Transport Officer [Redacted]	CMHW - Ambulance Tasmania	AT - E&MS - Rgnal Oprtns NW - Brne	Request to advertise permanent vacancy commencing asap. This position is substantively vacant and fixed term occupant is being moved to pn [Redacted] via tracker 1124968					appoint permanent ***** (Recruitment Approval Process)*****	Full Time

1128857	Senior Occupational Therapist	Hospitals Sth - Allied Health Services	AHS - Occupational Therapy	<p>Compliant - request to advertise fixed term backfill RM</p> <p>Seeking to appoint to 12-month fixed term, senior contract to cover Hospital@Home maternity leave.</p> <p>This is a fully patient facing, shift work, community-based role in an expanding service which facilitates hospital discharge and prevents unnecessary admissions. It is graded at the appropriate level. There are no options to provide backfill from existing staff and not filling the position will impact on the capacity of Hospital@Home to deliver a multi-disciplinary service,</p>				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128752	Clinical Nurse Consultant (CNC)	Hospitals Sth - CCCS&I	CCCSI - ED - Nursing	<p>Compliant - request to advertise fixed term vacancy RM</p> <p>a) vacancy on the CNC establishment recruitment required to fill vacancy b) vacant FTE in the CNC space impacts service delivery and outputs within the clinical space. CNC is pivotal in supporting performance measures and staff progression. c) there are no other option available to fill vacant FTE d) this recruitment will not exceed the budgeted 2.0 FTE of CNC on the establishment</p>				appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1129060	Associate Nurse Unit Manager (ANUM)	Hospitals Sth - Medical & Cancer Servs	MCS - Renal - Nursing	<p>a) Due to multiple movements within the renal unit with</p> <p>b) This role is specific to Renal Vascular Access and is therefore a specialised position within a specialised service. It is critical that staff are moved into these positions in a timely manner to prevent any lag time between contracts and to ensure patient safety and ongoing management is maintained. c) Not filling this role will negatively impact on the Renal Unit's ability to provide efficient and safe patient care particularly to our dialysis cohort. Vascular access is an important area within the Renal Unit to ensure patients lifeline is functioning.</p>				appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128397	Associate Nurse Unit Manager (ANUM)	Hospitals Sth - SAA&CS	SAACS - Transitional Care Peacock 1	<p>Compliant - request to advertise fixed term vacancy RM</p> <p>Requesting to advertise internal Eol at 64hpf commencing 11/8/24 until Feb 2024.</p> <p>This vacancy is a result of who is in a fixed term contract in this position, which will then leave these hours vacant.</p>				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128375	Associate Nurse Unit Manager (ANUM)	Hospitals Sth - OOT Exec Dir of Meds	EDMS - Covid@Home	<p>Please approve fixed-term recruitment to vacant FTE. from this position following return to work post maternity leave and only working in her CNC position leaving 0.31FTE temp vacant. There is 1.64FTE permanently vacant in this position leaving 1.95FTE vacant. As a nurse led service and a program which will undergo significant transformation in the upcoming months the incorporate the ED Review Recommendations nursing leadership will be vital to support all activities. Those temporarily filling vacant ANUM hours at present</p> <p>have their contracts ending 10th August. At a minimum to ensure adequate nursing escalation and support of the NUM 1.27FTE needs to be</p>				appoint fixed-term ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1127429	Registered Nurse - Clinical Coach	Hospitals Sth - Integrated Optns Centre	IOC - Nursing Staff & Support Unit	<p>Compliant - additional hours for advertising on tracker 1120138. JF</p> <p>Ongoing permanent vacancy to be recruited to.</p> <p>How did these hours become available?</p> <ul style="list-style-type: none"> • Job Card (Tracker 1120138) for recruitment to permanent vacancy for the Staffing and Support Unit, Clinical Coach hours was raised on 21 Feb 2024. Advertising opened 19th April 2024 and closed 5th May 2024 for 1.16FTE. • An additional 0.34FTE Clinical Coach became available during the advertising period, when a staff member holding these hours accepted a permanent appointment to position number ANUM Transit 				appoint permanent ***** (Recruitment Approval Process)*****	Part Time

1127141	Clinical Nurse Consultant - Patient Safety	Hospitals North Qlty & Ptnt Safety	Hospitals North - Qlty & Ptnt Safety	Please advertise as 7 positions at 0.84 FTE per position As part of GAP funding, QPSS has been approved to create a number of new positions across CNCs and Senior Advisors totalling 12.57 FTE (collectively positions [REDACTED] through [REDACTED] PTVE Tracker 1115379. The structure that was developed by QPSS had a large number of these positions projected to be filled at 0.84 FTE	445034 - North QPSS Latest Pay Actual Paid FTE (2024 25) 16.72 Funded FTE (effective 13-Oct-2023) 12.84 YTD Average Paid FTE 16.05 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE (0.00)				appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1124470	Clinical Nurse/Midwifery Educator	Hospitals Sth - OOT Exec Dir of N&M	EDNM - Edu & Practice Devt Unit	Compliant - request to advertise RM a) Personal Information (s 38) [REDACTED] b) Service continuity c) Nil appointable grade six role d) Nil					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1126116	Administrative Assistant	CMHW - MH & Statewide Services	MHS Nth - Child & Adolescent	a. PTVE approved to create Band 2 Administration Officer position for new CAMHS teams being established in the Northern region. This new position needs to be advertised for recruitment to occur. b. Administration staff are integral to ensuring efficient clinical service delivery, provide the first line contact with young people and their families and ensure the administrative functions of the service are completed to a high standard. c. This position has not been advertised before, Recruitment is preferred - availability of casual admin staff is limited in the North region. d. This is part of approved CAMHS FTE	Administration staff are integral to ensuring efficient clinical service delivery, provide the first line contact with young people and their families and ensure the administrative functions of the service are completed to a high standard,				appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1128892	Associate Nurse Unit Manager (ANUM) - Pre-operative Assessment Unit	Launceston General Hospital	PERIOP LGH	a) The reason for the vacancy and intended action: Permanent substantive Isabel Paterson has resigned - appointed to TN 1126336. I wish to advertise the position to fill permanently (0.26 FTE). b) Justification as to the clinical and/or corporate impact of the duties and the risk to the service if it is not filled. Inefficient pre-assessment of patients. Potential delays in patient preparation & poor theatre utilization. Potential impact upon Elective Surgery Waiting List management. Dependence upon Pool to backfill shifts Overtime of other staff in POAU if working understaffed. c) What options to cover the duties have been considered. Request staff from Pool. Option to work 6-8hr shifts					appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128834	Ward Clerk CASUAL POOL	Launceston General Hospital	Pool LGH	Please advertise for casual ward clerk for pool Please advertise for two weeks To backfill annual leave and sick leave.	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 25) 18.09 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.54 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.13 YTD Average Paid Call Backs FTE -				appoint fixed-term ***** (Recruitment Approval Process)*****	Casual
1128369	Clinical Nurse Consultant - Perinatal Mental Health	CMHW - MH & Statewide Services	MHS NW - ACMHS Burnie	THIS POSITION IS A FIXED TERM FUNDED POSITION THROUGH A PROJECT FOR PERINATAL MENTAL HEALTH N NW. the service wishes to recruit into this role as it is currently the case management role for 36 women who attend the service and is a vital role in the perinatal NW service. We wish to advertise this position to be covered from the 30th June 2024 until the 30th June 2025.	Latest Pay Actual Paid FTE (2024 25) 16.83 Funded FTE (effective 13-Oct-2023) 18.53 YTD Average Paid FTE 16.38 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE 0.16				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128069	Perinatal Mental Health Clinician	CMHW - MH & Statewide Services	MHS NW - ACMHS Burnie	THIS POSITION IS A FIXED TERM FUNDED POSITION THROUGH A PROJECT FOR PERINATAL MENTAL HEALTH N NW. the service wishes to recruit into this role as it is currently the case management role for 36 women who attend the service and is a vital role in the perinatal NW service. We wish to advertise this position to be covered from the 30th June 2024 until the 30th June 2025.	Latest Pay Actual Paid FTE (2024 25) 16.83 Funded FTE (effective 13-Oct-2023) 18.53 YTD Average Paid FTE 16.38 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE 0.16				appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128213	Clinical Nurse Consultant - Patient Safety	Hospitals North Qlty & Ptnt Safety	Hospitals North - Qlty & Ptnt Safety	a) Personal Information (s 38) [REDACTED] Seeking to advertise the remaining 0.5 FTE b) Back filling this position will ensure that QPSS team can continue to provide support to areas. c) only available option at this time d) no increase to FTE	445034 - North QPSS Latest Pay Actual Paid FTE (2024 25) 16.72 Funded FTE (effective 13-Oct-2023) 12.84 YTD Average Paid FTE 16.05 Business Information (s38) [REDACTED] YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE (0.00)				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time

1128317	Clinical Nurse Consultant - Aged Care	Primary Health North West	Primary Health North West	<p>a) Please recruit permanently to this new vacant position.</p> <p>b) The Aged Care Reforms has increased the mandatory requirements within the aged care space, it has been identified that a dedicated clinical care lead who will oversee all requirements and support improvements in effective and efficient management of the ward is essential. This position will provide expert clinical advice and clinical leadership to carers and nursing staff within the multidisciplinary team in relation to the care provided to Residents, and appropriate engagement with their family members / person responsible. In addition to developing and maintaining effective relationships with internal and external service providers to achieve positive healthcare outcomes for</p>	<p>Commentary CLC BM PHS 28/06/24 W34373 - West Coast District Hospital W34383 - West Coast Residential Aged Care All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 38.50</p> <p>Funded FTE (effective 13-Oct-2023) 37.43 YTD Average Paid FTE 38.35 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 2.26 YTD Average Paid Call Backs FTE 0.05</p>				appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1127151	Clinical Coordinator	Northern Cancer Services	Northern Cancer Services	<p>Personal Information (s 38)</p> <p>Recruiting to this position will ensure continuity and continuation of patient care which is essential service. This will ensure ongoing services are provided. his position forms part of the establishment and imperative to maintaining workforce.</p>	<p>N23080 - North-West Cancer Centre Latest Pay Actual Paid FTE (2024 25) 46.57</p> <p>Funded FTE (effective 13-Oct-2023) 61.66 YTD Average Paid FTE 47.70 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.19 YTD Average Paid Call Backs FTE 0.04</p>				appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128670	Manager - Psychology Services	North West Regional Hospital	Rehabilitation Unit NWRH	<p>Please see attached approved minute</p>	<p>W20600 - Allied - Occupational Therapy All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25</p> <p>Latest Pay Actual Paid FTE (2024 25) 12.86</p> <p>Funded FTE (effective 13-Oct-2023) 12.50 YTD Average Paid FTE 11.30 Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.00</p>				appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128234	Clinical Nurse Specialist - Community Continence	Hospitals Sth - SAA&CS	SAACS - Continence Service	<p>Compliant - request to advertise permanent vacancy RM</p> <p>Requesting to advertise permanent vacancy up to 1fte commencing asap.</p> <p>There is currently 5fte employable in this position with only 3.1fte filled, leaving vacancy in this position. Requesting to fill up to the suggested and available fte to ensure continence service is adequately staffed and able to keep up with service demands.</p>					appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1127836	Executive Assistant	Hospitals Sth - SAA&CS	Hospitals Sth - SAA&CS	<p>Compliant - request to advertise permanent vacancy RM</p> <p>To be advertised for a full time Band 3 Executive Assistant. There have been recent changes to the Director roles within SAACS. This has significantly increased the workload and the complexity of the work required by Admin staff which includes additional medical recruitment and reporting. The Directors and ADONs within SAACS require this Band 3 level support.</p>					appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1128728	Pharmacy Manager - Operations and Logistics	CMHW - Tasmanian Health Services	SHP - Operations & Logistics	<p>Seeking to advertise current vacancy as EOJ given recent reclassification of position and being unable to extend current fixed term staff.</p> <p>Personal Information (s 38)</p> <p>This position was created to support pharmacy logistics management across statewide hospital pharmacy whilst redevelopment undertaken at RHH Pharmacy. This position is responsible for the oversight, management and approval of medication supply to Tasmanian Hospitals, storage of medications and management of shortages.</p>					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128229	Administrative Assistant	Hospitals Sth - SAA&CS	SAACS - Eastern Shore Community Nursing	<p>Compliant - request to advertise casual vacancies RM</p> <p>Requesting to advertise casual vacancies in this position, commencing asap. Currently there is only one casual staff member in this position, by having more casual staff employed this will ensure that there is better coverage for planned and unplanned leave. This will ensure that the community nursing service is not effected when staff are on leave and there is the adequate admin support for the team.</p>					appoint fixed-term ***** (Recruitment Approval Process)*****	Casual

1128226	Administrative Assistant	Hospitals Sth - SAA&CS	SAACS - Eastern Shore Community Nursing	Compliant - request to advertise permanent vacancy RM Requesting to advertise 24hpf permanent in this position, commencing as soon as possible. This vacancy is a result of substantive occupant [redacted] Not filling these hours will leave limited admin support for the community nursing service and therefore nursing and clinical staff occupied with admin duties.					appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128233	Internal Audit Consultant	CRO - Internal Audit	CRO - Internal Audit	Personal Information (s 36) [redacted] This is a permanent, funded position.	Without this position filled, the Strategic Audit Plan, approved by the Health Executive would not be adhered to due to reduced resources.				appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128706	Business Support Officer	Hospitals Sth - CCCS&I	CCCSI - Pathology Services	Compliant - request to advertise perm. JF Personal Information (s 36) [redacted] [redacted] role needs to be filled to meet the operational needs of Pathology Administration.	Business Support Officer is a critical role in Pathology Administration. BSO is provides administrative, operation and business management support to the Director and Business Manager, Pathology Services. BSO liaises with Pathology staff and other RHH departments and agencies. The role is required to filled full time for smooth running of the department.				appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128041	Policy and Project Support Officer	HICT - Strategy, Info Mgmt & Govnce Offc	HICT - Strategy and Policy	Funded to support delivery of a Health ICT strategic policy uplift program (created against an existing funded permanent position where the incumbent has been seconded to another work program until end 2026).	Yes - potential inability to deliver planned information policy program uplift.	QUERY	For discussion between Secretary and CIO. Can we look at [redacted] from Redeployment List?	[redacted] has been placed with Recruitment.	appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128379	Clinical Nurse Consultant - Complex Virtual Care Programs	Hospitals Sth - OOT Exec Dir of MedS	EDMS - Covid@Home	Compliant - request to advertise fixed term vacancy via Eoi RM This position is newly created from existing temporarily funded FTE and will support the planning and implementation of the ED Review Recommendations noting that the permanent existing CNC hours provide direct care and are shift workers leaving limited capacity and lack of continuity to support new initiatives. This role will also be key to support the transition of Post COVID Navigation service to an RN model instead of CNC and Cardihab integration along with chronic disease management integration.					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1128937	Administrative Officer - Anatomical Pathology	Hospitals Sth - CCCS&I	CCCSI - Anatomical Pathology	Compliant - new employee, deemed appointable through recent process, within 12 months, appointment length is less than the first appointee. Will require conviction check RM a) The hours have become available as the substantive employee - [redacted] elsewhere in the Royal Hobart Hospital (see note). b) The work performed by the persons in this position comprises specialised and time-consuming duties. There is no scope for these types of duties and the amount of work undertaken by the persons employed in this position to be efficiently performed by other staff members. Not filling this role will cause delays in many					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Full Time
1126676	Ward Clerk	Launceston General Hospital	Ward 4D LGH	Vacant hours a) 0.21 FTE remains permanently vacant following incumbent Leanne Brewers permanent appointment in ICU following industrial action of support staff employed during covid. Permission to advertise and fill. b) Operational position funded c) nil options d) FTE neutral	N23011 - Medical Ward 4D All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 43.13 Funded FTE (effective 13-Oct-2023) 47.73 YTD Average Paid FTE 46.20 Business Information (s38) [redacted] YTD Average Paid Overtime FTE 2.39 YTD Average Paid Call Backs FTE - YTD Sick Leave Average FTE 2.67 YTD Annual Leave Average FTE 3.50 YTD Maternity Leave Average FTE 0.15 YTD LSL Average FTE 0.33 YTD Other Leave Average FTE 0.44				appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1126250	Business Support Officer	Finance and Business Support	Finance and Business Support	This role has created out of the need to keep up with the volume of locum, agency nurse and agency allied health, as well as providing business support for invoices to SMHS and CMHW. Since April 2023, the functions of this role have been undertaken by overfilling a role in Finance Operations and doing salary journals.	This role is critical to keeping invoices up to date for locum and agency nurse engagements, and also checking invoices for accuracy against the contracts.				appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1125790	Manager - Statewide Supply	FBS - Statewide Supply	FBS - Statewide Supply	The substantive occupant has given formal notice of retirement (attached). Approval provided by CFO for early recruitment as this position will be challenging to fill and a reasonable handover period will be required.	This position leads the supply chain for the Department which is critical for operations.				appoint permanent ***** (Recruitment Approval Process)*****	Full Time

1128971	Health Information Quality Officer	HPC - Health Information Mgmt Service	HIMS - Health Information Serv Sth	<p>a) Substantive occupant. Personal Information (s 36)</p> <p>b) This vacancy is required to support the coordination and completion of more complex work, auditing, training and quality functions within Health Information Services (HIS) which minimises potential clinical and administrative risks with improved accuracy of patient information processes in Medical Records.</p> <p>c) Advertising is required for filling the role permanently. A minimum of 3 years' experience working in a health records environment is also desirable to be able to perform the required duties.</p> <p>d) Funded position within HIS establishment.</p>	Risks identified in vacancy control summary above.					appoint permanent ***** (Recruitment Approval Process)*****	Full Time
1127393	Senior Advisor - Patient Safety	Hospitals North Qlty & Ptnt Safety	Hospitals North - Qlty & Ptnt Safety	<p>a) As part of GAP funding, QPSS has been approved to create a number of new positions across CNCs and Senior Advisors totalling 12.57 FTE (collectively positions through PTV Tracker 1115379. The structure that was developed by QPSS had a large number of these positions projected to be filled at 0.84 FTE</p> <p>b) Seeking to advertise this position as a policy coordination position within QPSS at 0.84FTE</p> <p>c) Only option is to advertise</p> <p>d) no increase to funded FTE</p>	<p>445034 - North QPSS Latest Pay Actual Paid FTE (2024 25) 16.72</p> <p>Funded FTE (effective 13-Oct-2023) 12.84</p> <p>YTD Average Paid FTE 16.05</p> <p>Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.03</p> <p>YTD Average Paid Call Backs FTE (0.00)</p>					appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1127392	Senior Advisor - Patient Safety	Hospitals North Qlty & Ptnt Safety	Hospitals North - Qlty & Ptnt Safety	<p>Please advertise as 2 positions at 0.84 FTE per position</p> <p>a) As part of GAP funding, QPSS has been approved to create a number of new positions across CNCs and Senior Advisors totalling 12.57 FTE (collectively positions through PTV Tracker 1115379. The structure that was developed by QPSS had a large number of these positions projected to be filled at 0.84 FTE</p> <p>b) This is the host position for this advertisement of 2 positions at 0.84 FTE each total of 1.68 FTE, there is sufficient FTE across the establishment.</p> <p>c) Only option is to advertise</p> <p>d) no increase to unfunded FTE</p>	<p>445034 - North QPSS Latest Pay Actual Paid FTE (2024 25) 16.72</p> <p>Funded FTE (effective 13-Oct-2023) 12.84</p> <p>YTD Average Paid FTE 16.05</p> <p>Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.03</p> <p>YTD Average Paid Call Backs FTE (0.00)</p>					appoint permanent ***** (Recruitment Approval Process)*****	Part Time
1128899	Administrative Assistant	CMHW - Tasmanian Health Services	CHAPS - Programme Support	<p>a) Request to advertise temp vacancy for this position from 4th September through until 8th November 2024 (might be a slight extension of 1-2 weeks), due to the substantive employee</p> <p>b) This is a key front line customer service position for CHaPS. This role is responsible for answering calls made to CHaPS through a public 1300 number, booking and re-scheduling client appointments, provision of an efficient and effective receptionist service, and the scanning and maintenance of clinical documentation for CHaPS.</p> <p>c) This role is integral to CHaPS and the service cannot continue to run successfully without the position being</p>	<p>This is a key front line customer service position for CHaPS. This role is responsible for answering calls made to CHaPS through a public 1300 number, booking and re-scheduling client appointments, provision of an efficient and effective receptionist service, and the scanning and maintenance of clinical documentation for CHaPS.</p> <p>559000 - Director Early Years Child Health Parenting</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25</p> <p>Latest Pay Actual Paid FTE (2024 25) 22.78</p> <p>Funded FTE (effective 13-Oct-2023) 30.60</p> <p>YTD Average Paid FTE 21.36</p> <p>Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.01</p> <p>YTD Average Paid Call Backs FTE -</p> <p>Agreed NHPPD for Unit</p>					appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time
1126546	Project Officer, Outreach Administration	PPPR - Strategic Purchasing & Funding	PPPR - Purchasing & Performance	<p>Previous contract to October 31st 2024, vacated early. Project extended to October 2026 so this position required to be extended.</p>	<p>QUERY</p> <p>What is the outreach project? What will be its deliverables to October 2026?</p>					appoint fixed-term ***** (Recruitment Approval Process)*****	Part Time
1128328	Senior Manager - Clinical Applications Services	HICT - Digital Technology Services Group	HICT - Clinical Application Services	<p>Substantive occupant has vacated, and we wish to fill the role permanently asap.</p>						appoint permanent ***** (Recruitment Approval Process)*****	Full Time

1127862	Screening Services Officer	CMHW - Tasmanian Health Services	PSCP - BreastScreen Screening Services	<p>a) Request to fill vacant permanent 1.8 FTE by advertising.</p> <p>b) The vacancy has arisen due to staff retirement and staff promotion.</p> <p>c) Not filling this frontline service position will significantly impact on service delivery. Screening Service Officers work at BreastScreen reception screening and assessment clinics together with staffing the call-centre. Not filling this position will impact on BreastScreen's ability to meet State and Australian Government screening targets and accreditation standards.</p> <p>d) There is no increase in FTE.</p>	<p>Yes, there will be insufficient staff to provide reception services, staff the client call-centre and to undertake administrative duties.</p> <p>S51041 - Cancer Screening and Control Services</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: May 2024</p> <p>Latest Pay Period: 2024 25</p> <p>Latest Pay Actual Paid FTE (2024 25) 51.02</p> <p>Funded FTE (effective 13-Oct-2023) 50.29</p> <p>YTD Average Paid FTE 51.17</p> <p>Business Information (s38)</p> <p>business information (s38)</p> <p>YTD Average Paid Overtime FTE 0.27</p> <p>YTD Average Paid Call Backs FTE 0.28</p> <p>Agreed NHPD for Unit</p> <p>NHPD Average to Last Pay</p> <p>YTD Sick Leave Average FTE 2.11</p> <p>YTD Annual Leave Average FTE 3.06</p> <p>YTD Maternity Leave Average FTE 0.81</p>	APPROVE			Please consider ongoing budget management strategies to get within budget.	appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128061	Administrative Assistant	Primary Health North	Palliative Care North	<p>Permanent Appointment (SA) for [redacted] (Personal Information (s 36))</p> <p>Appoint [redacted] (Personal Information (s 36)) permanently to position using previous selection process as per tracker 1112862 in which [redacted] (Personal Information (s 36)) [redacted] (Personal Information (s 36)) (see documents). [redacted] (Personal Information (s 36)) was interviewed during that process and deemed appointable and [redacted] (Personal Information (s 36))</p> <p>a) We wish to appoint permanently to 15.2hpf/0.2FTE vacated by [redacted] (Personal Information (s 36)) who has resigned from the position as of 21st June 2024.</p> <p>b) This position is integral to the efficient functioning of our</p>	<p>Cost Centre N78133 – Palliative Care Affordable Budget Establishment (ABE) FTE 19.11</p> <p>YTD Average Paid FTE 19.36 (PP25)</p> <p>Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.10</p> <p>YTD Average Paid Call Backs FTE 0.23</p> <p>Comments Only slightly over ABE but under budget despite a number of the new positions being excluded from Funded FTE (reflecting vacancies and reliance on medical locums). Positive budget variance also reflective of there being at least 4 months less Calvary costs to be incurred this financial year due to timing variances / the current arrangement is payable 3 weekly compared to quarterly in advance which is having a positive impact on 2023-24 YTD actuals.</p>				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Part Time	
1125151	Administrative Assistant - Pathology	Launceston General Hospital	Pathology LGH	<p>Approval to appoint fixed term due to the secondment of [redacted] (Personal Information (s 36)) Revenue under Tracker 1121438 position [redacted] (Personal Information (s 36)) for 12 months. This position has lost FTE in the changeover from Multi fte position. Once all the employees are split in to relevant position numbers, the appointment will be transferred to the relevant position number of [redacted] (Personal Information (s 36))</p>	<p>N51610 - Pathology</p> <p>Latest Pay Actual Paid FTE (2024 25) 72.54</p> <p>Funded FTE (effective 13-Oct-2023) 64.36</p> <p>YTD Average Paid FTE 71.80</p> <p>Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 1.66</p> <p>YTD Average Paid Call Backs FTE 1.99</p>				appoint fixed-term ***** (Recruitment Approval Process)*****	Full Time	

Tracker No	Job title	Approved classification	Section	SubSection	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Vacancy Committee Decision	Vacancy Committee Comment	Follow-up Response	Budget Comment	Action required
1125579	Registered Nurse - Acute Older Persons Unit	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - SAA&CS	SAACS - Acute Older Persons Unit	Compliant - request to advertise .JF Requesting to advertise multiple permanent vacancies commencing asap. There is currently 4.07 permanent fte available in this position number. The last few recruitment processes have been unsuccessful, with no applications.						appoint permanent ***** (Recruitment Approval Process)*****
1129564	Assistant in Nursing	Nurses and Midwives (Tasmanian State Service) Award, Assistant in Nursing, Grade 1	North West Regional Hospital	Relief Pool NWRH	Please advertise to fill casual vacancies. (2 weeks advertising) 1. Why has the vacancy arisen? NWRH through consultation with the ANMF and HACSU at the JCC has had approval to implement AINs casually for the specific purpose of using as patient observers (sitters). NWRH is currently using a significant number of Registered and Enrolled nursing shifts to do these duties when access to casual Attendants is depleted. This is a costly model and it is expected that the implementation of AIN's will enable us to make our sitter program more cost effective. 2. What is the clinical impact of not filling the role? Use of sitters in the hospital over the past 12 months as a strategy for managing confused and wandering patients - has resulted in the NWRH hospital falls rate dropping to within best practice numbers from often 12-17 falls per month previously. If this job card is not approved - it will not result in less sitter hours being used - it will result in ongoing use of a higher paid staff member and nursing double shifts to maintain safe patient care. 3. What is the corporate impact of not filling the role? impact on sustainability of nursing workforce that results in overtime, double shifts and agency use from diverting nursing resources into patient sitting duties						appoint fixed-term ***** (Recruitment Approval Process)*****
1129415	Clinical Nurse Consultant	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Medical Staff Surgery LGH	Please advertise 1FTE (76 pf) permanent position. This is a newly created position. Advertise with JC 1129418 for 12 FTE = 12 hrs pf Please advertise at 1.16FTE = 88 pf on this HOST JC (with Tracker 1129418 for 12 hrs pf)	Risks are to the provision of services and safety in Dept Surgery.					appoint permanent ***** (Recruitment Approval Process)*****
1129395	Dental Officer	Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1-3	CMHW - Tasmania Health Services	OHST NW - Devonport Dental Centre	a) This position is vacant DO position that has been unable to be filled by recent recruitment processes. This position will be advertised as apart of the statewide new graduate recruitment. b) This position is primarily responsible for providing clinical dental services and associated administrative functions in line with Oral Health Service Tasmania's (OHST) strategies, policies, and programs. This involves the provision of dental services (at general dental practitioner level) to concession card holders and children. c) There are no other options to cover the required duties. This position is important to be able to maintain service delivery. d) This request will not cause an increase in paid FTE above the funded FTE in OHST overall.	583010 - Oral Health - North West Adult All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 29.01 Funded FTE (effective 13-Oct-2023) 29.60 YTD Average Paid FTE 31.42 Business Information (S36) ***** YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit N/A NHPD Average to Last Pay N/A YTD Sick Leave Average FTE 1.96 YTD Annual Leave Average FTE 2.09 YTD Maternity Leave Average FTE 0.80				appoint fixed-term ***** (Recruitment Approval Process)*****	
1128935	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - Outpatients Specialist Clinic	Compliant - request to advertise fixed term role RM Current permanent employee has moved into a variation of duties role. Will need to fill the gap until employee returns to substantive position. please advertise	Clinical risk without appropriate staffing for outpatient establishment and service delivery.					appoint fixed-term ***** (Recruitment Approval Process)*****
1129253	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Integrated Maternity Service NWRH	Please advertise 2.95FTE (224.2hrs) Perm Special Care Nursery Registered Nurse Positions. With the updated NW Maternity Inpatient Ward Staffing Model there is a vacancy of 2.95FTE. Vacant Positions Numbers 0.84 0.84 0.63 0.64 Clinical risk of not filling position - direct patient care and ward support. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, inability to meet NHPD/Birthrate Plus staffing requirements. Will paid FTE increase - No Is filling this critical to the roster - Yes	W20951 - Nursing - Maternity Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 28.36 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 15.86 ***** YTD Average Paid Overtime FTE 0.86				appoint permanent ***** (Recruitment Approval Process)*****	
1129433	Doctors in Training 2025 - Unaccredited Registrar - Ophthalmology	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - Surgical & Periop Servs	SPS - Ophthalmology Medical Staff	This position is not an accredited training position with the College (It is an unaccredited Registrar - as per the SMP Award) Unaccredited Registrars are appointed for 12 months only, as applicants undertake additional training in order to support their application to the college for an accredited position. These Registrars undertake key service delivery activities while training. Not filling this vacancy will result in inability to maintain current medical service and failure to maintain status as a teaching hospital & require locum engagement for the 12 months period to maintain this service. As a teaching hospital, the annual recruitment of Registrars is necessary in order to maintain current clinical services. Registrar positions are only filled on a fixed term basis in order to support the relevant teaching program. Failure to fill fixed term vacancy on an annual basis would result in inability to maintain current medical service and failure to maintain status as a teaching hospital for Unaccredited registrars to train to suitable level to be selected for the College accredited training pathway.	S33550 - Medical Staff - Ophthalmology All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 5.33 Funded FTE (effective 13-Oct-2023) 5.32 YTD Average Paid FTE 5.63 ***** YTD Average Paid Overtime FTE 0.15 YTD Average Paid Call Backs FTE 0.40 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.03 YTD Annual Leave Average FTE 0.27 YTD Maternity Leave Average FTE - YTD LSL Average FTE -				appoint fixed-term ***** (Recruitment Approval Process)*****	
1128989	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1 2	CMHW - Tasmania Health Services	SHP - RHH Pharmacy	Seeking to appoint Personal Information (s 36) to fixed term vacancy from August to January to cover ***** The position is rotational between clinical areas and the pharmacy dispensary. Not filling it will prevent a safe level of pharmacist staffing across the RHH impacting on clinical pharmacy service provided to inpatients and outpatients, delaying discharges and increasing patients risk of medication errors. Not filling the position would directly impact on number of patient related activities, including admission histories, discharge reconciliations, inpatient chart reviews and delay discharges. This is a funded front line position.						appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1129392	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Public Health Services	PHS - HP - Pharmaceutical Servs Brch	Personal Information (s 36) *****						additional fixed-term appointment (renewal) ***** (Recruitment Approval Process)*****
1129471	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	North West Regional Hospital	1. This vacancy is a permanent benchmark vacancy of 64 hours 2. The clinical impact of not filling this position is I will not be able to provide a complete roster of nursing staff to meet patient requirements, leading to a reduction in service delivery. There will be increased risk to patients and the level of care decreased patient safety and increased risk of adverse events. 3. The corporate impact is potential extended use of agency & locum staff which is unsustainable + potential inability to recruit to full benchmarked FTE which may escalate industrial concerns, increased double shifts and overtime and staff burnout/absenteeism. 4. Filling this role does not increase the paid FTE as it is a fulfillment of the current establishment. 5. This position is critical to maintain service delivery and provide patient care	W23640 - Acute Medical Unit All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 18.93 Funded FTE (effective 13-Oct-2023) 13.68 YTD Average Paid FTE 15.17 Business Information (S36) ***** YTD Average Paid Overtime FTE 0.44				appoint permanent ***** (Recruitment Approval Process)*****	
1129475	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	North West Regional Hospital	1) This vacancy was created due to Personal Information (s 36) total of 1 FTE to fill ***** 2) The clinical impact of not filling this position is I will not be able to provide a complete roster of nursing staff to meet patient requirements leading to a reduction in service delivery, decreased patient safety and increased risk of adverse events. 3) The corporate impact is increased workload for nursing staff, potential for industrial concerns to arise, increased double shifts and overtime and staff burnout/absenteeism. 4) This does not increase the paid FTE as it is to fill current vacancy of leave and position transfers 5) This role is critical to maintain a complete roster and provide patient care	W23640 - Acute Medical Unit All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 18.93 Funded FTE (effective 13-Oct-2023) 13.68 YTD Average Paid FTE 15.17 Business Information (S36) ***** YTD Average Paid Overtime FTE 0.44					appoint permanent ***** (Recruitment Approval Process)*****

1129130	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	Flinders Island Multi-purpose Centre	Please advertise RN position due to ongoing deficit in RN hours 304/fortnight (noting a PTVE is in the system to convert 112 of those hours to ANUM hence only 192 hours are to be advertised). Site currently reliant on agency nurses to fill vacant shifts.	Cost Centre N72041 - Flinders Island MPC Affordable Budget Establishment (ABE) FTE 28.43 YTD Average Paid FTE 24.22 (PP25) Business Information (S36) YTD Average Paid Overtime FTE 0.27 YTD Average Paid Call Backs L FTE 0.15 Comments Within budget and ABE YTD, noting this site has a high reliance on agency nurses, changes to Commonwealth residential aged care funding have been to the benefit of Flinders Island with the utilisation of some of that increased funding being delayed due to lead time to get positions created and minor capital works projects completed.	APPROVED	Can we pls flag this with Francine Douice (Chief Nurse and Midwife) so that she is aware of this happening. If this is unsuccessful in recruiting for RN, then convert some hours to EN.		appoint permanent ***** (Recruitment Approval Process)*****
1128816	Enrolled Nurse CASUAL POOL	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Pool LGH	Instrument of Appointment for Personal Information (s 36)	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 25) 18.09 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.54 Business Information (S36) YTD Average Paid Overtime FTE 0.13 YTD Average Paid Call Backs FTE -				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1128165	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 5B LGH	Instrument of Appointment (SA) for Personal Information (s 36) using vacant hours in: Personal Information (s 36) Personal Information (s 36) See attached Subsequent Selection Template.					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1128340	Registered Nurse (Relief)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	Medical Day Procedure Unit MCH	Casual staff are required to cover shortfall in rosters for Sick Leave, Annual Leave, Long Service Leave and Professional development days as well as short term decrease in hours. We are often left with a deficit in staff which is extremely hard to fill and at times requires chairs to be shut which directly affects patient care. I have one from the Pool but there are no others available as I have asked before.	W10980 - Nursing - Medical Day Procedure Ward All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 11.16 Funded FTE (effective 13-Oct-2023) 9.98 YTD Average Paid FTE 10.60 Business Information (S36) YTD Average Paid Overtime FTE 0.09			appoint fixed-term ***** (Recruitment Approval Process)*****	
1128719	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	Mersey Community Hospital	Resignation of staff member please advertise vacancy. Personal Information (s 36)	W11061 - Rehabilitation Services All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 23.24 Funded FTE (effective 13-Oct-2023) 22.77 YTD Average Paid FTE 24.71 Business Information (S36)				appoint permanent ***** (Recruitment Approval Process)*****
1128275	Registered Nurse - Oncology MDPU	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	Medical Day Procedure Unit MCH	Personal Information (s 36) works 0.8 in Oncology in two roles and will be off for minimum 7-9 weeks due to having spinal surgery. Personal Information (s 36) Personal Information (s 36)	W10980 - Nursing - Medical Day Procedure Ward All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 10.13 Funded FTE (effective 13-Oct-2023) 9.98 YTD Average Paid FTE 10.58 Business Information (S36) YTD Average Paid Overtime FTE 0.09				appoint fixed-term ***** (Recruitment Approval Process)*****
1129408	Pharmacist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Public Health Services	PHS - HP - Pharmaceutical Servs Brch	Personal Information (s 36) Job card is to approve backfill					appoint fixed-term ***** (Recruitment Approval Process)*****
1129015	Nurse Practitioner - Sub-Acute and Community Care	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 8, Level 3	Hospitals Sth - SAA&CS	SAACS - New Norfolk District Hospital	Compliant - request to advertise permanent vacancy RM Requesting to advertise 53.2 hours per fortnight (0.7fte) in this position, commencing asap. This is the remaining permanent fte available in this position. Personal Information (s 36) This leaves 0.71fte available. The role is a frontline clinical role at New Norfolk District Hospital and provides day to day clinical oversight of all inpatients.					appoint permanent ***** (Recruitment Approval Process)*****
1129024	Orthotist/Prosthetist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1 2	Hospitals Sth - Allied Health Services	AHS - Orths Prsthtcs Servs Tas (OPST)	Recent resignation of previous staff member (resignation attached) and position is now available Reason for filling this position a) The vacancy exists due to Personal Information (s 36) b) This is a clinical position under the same Grade 1-2 banding (base grade). With Personal Information (s 36) this leaves 1.0 FTE breach for Orthotic and Prosthetic inpatient services. This service is provided to the entire inpatient LGH site with all wards referring to OPST for urgent intervention. Leaving this gap unfilled will lead to delayed patient care and as a result a longer length of stay with delayed discharge to a broad range of patients including ED, Neuro, Orthopaedic, paediatric services and urgent spinal patients. c) No other level 1-2 staff who are able to increase their hours and insufficient resources to absorb the loss of FTE d) No increase in paid FTE	This service is provided to the entire inpatient LGH site with all wards referring to OPST for urgent intervention. Leaving this gap unfilled will lead to delayed patient care and as a result a longer length of stay with delayed discharge to a broad range of patients including ED, Neuro, Orthopaedic, paediatric services and urgent spinal patients.				appoint permanent ***** (Recruitment Approval Process)*****
1129308	CASUAL POOL Hospital Aide	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Hospitals Sth - Integrated Opfrns Centre	IDC - Casual Pool RHH	Compliant - request to advertise casual positions RM 1. Appoint 10 Casual Hospital Aides as and when required to support Hospital wards. This is to also help with the workload within the Hospital setting. 2. High - The position of a Hospital Aide is support across Hospital wards. When Hospital Aide support is not provided the potential severity is Nursing impact to patient care. 3. All options have been considered and eliminated. 4. No increase to establishment.					appoint fixed-term ***** (Recruitment Approval Process)*****
1127584	Enrolled Nurse	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Hospitals Sth - Medical & Cancer Servs	MCS - General Medicine (Ward K10 East)	Compliant - Request to appoint Personal Information (s 36) for 12 months as per ED1. KK there are fixed term hours currently available in k10E establishment					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1128683	Enrolled Nurse	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Hospitals Sth - Medical & Cancer Servs	MCS - General Medicine (Ward K10 East)	Compliant - new employee off register, max period of 12 months. Selection documents attached RM there is vacancy within the k10E Establishment please appoint Personal Information (s 36) (1fte) hours for a 12 month fixed term contract.					appoint fixed-term ***** (Recruitment Approval Process)*****
1128690	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - RMAU (Ward 3A) - Nursing	Compliant - new employee off register, max period of 12 months. Selection documents attached RM There is vacancy in this establishment Please appoint Personal Information (s 36) working full time (1.0fte) for a 12 month fixed term contract					appoint fixed-term ***** (Recruitment Approval Process)*****

1129311	Diversional Therapy Assistant (Casual/Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Primary Health North West	Day Centres NW Mersey	a) I wish to advertise for casual staff for diversional Therapy Staff at the Central Coast Adult Day Centre. Casuals are relied upon to backfill roster gaps due to staff taking personal and annual leave, planned and unplanned, in these centres. The current casual staff has resigned.	Commentary CLC BM PHS 09/07/24 W34823 - Ulverstone Adult Day Centre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 2.52 Funded FTE (effective 13-Oct-2023) 3.36 YTD Average Paid FTE 2.91 Business Information (S36) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -					appoint fixed-term *****(Recruitment Approval Process)****
1129337	Bus Driver/Diversional Therapy Assistant (Casual/Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Primary Health North West	Day Centres NW Mersey	Request advertisement for casual back-fill, there is currently no relief for substantive staff, causing cancellation of services if there is no relief.	Commentary CLC BM PHS 08/07/24 W34823 - Ulverstone Adult Day Centre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 2.52 Funded FTE (effective 13-Oct-2023) 3.36 YTD Average Paid FTE 2.91 Business Information (S36) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -					appoint fixed-term *****(Recruitment Approval Process)****
1129337	Enrolled Nurse (Medication Endorsed)	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	CMHW - MH & Statewide Services	MHS Nth - Northside - Nursing	Vacancy has occurred due to the application and approval of a permanent reduction in EN hours for an employee returning to work from maternity leave. Please advertise a part-time permanent EN position left vacant due to the permanent reduction in hours. This position is required to be filled to ensure that there is adequate rostered staff for each shift to ensure the operational needs of the acute in-patient service. The appointment to the this vacancy will maintain / support the RN-EN staffing ratio. Position within allocated budget and FTE.	* Roster shortage * Increased costing - overtime * Employee fatigue * Unsafe staffing levels * Decreased patient flow * Maintain RN-EN staffing ratio Latest Pay Actual Paid FTE (2024 25) 44.24 Funded FTE (effective 13-Oct-2023) 44.58 YTD Average Paid FTE 46.90 Business Information (S36) YTD Average Paid Overtime FTE 3.52 YTD Average Paid Call Backs FTE 0.22					appoint permanent *****(Recruitment Approval Process)****
1129451	Senior Radiation Therapist	Radiation Therapists Agreement, Radiation Therapist Level 3	North West Regional Hospital	Oncology Department NWRH	Advertise to permanently appoint. The Senior Radiation Therapist Role is vital to provide clinical leadership and quality assurance to ensure the clinical service meets the required professional standards. The Senior Radiation Therapist role provides experience in complex treatment planning and delivery to ensure the service operates efficiently and to a high standard of care. This has been a long term vacancy and is important to fill for the service to meet the patient demand on the service at the north west.	N23080 - North-West Cancer Centre Latest Pay Actual Paid FTE (2024 25) 46.57 Funded FTE (effective 13-Oct-2023) 61.66 YTD Average Paid FTE 47.70 Business Information (S36) YTD Average Paid Overtime FTE 0.19 YTD Average Paid Call Backs FTE 0.04					appoint permanent *****(Recruitment Approval Process)****
1129254	Registered Midwife	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Integrated Maternity Service NWRH	Please advertise multiple 4.68FTE (355.68hrs) Perm Registered Midwife Positions. With the updated NW Maternity Inpatient Ward Staffing Model there is a vacancy of 4.68FTE. Vacant Positions Numbers 53 (40 pf) 84 (64 pf) 84 (64 pf) 84 (64 pf) 79 (60 pf) Total = 356 hours Clinical risk of not filling position - direct patient care and ward support. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, inability to meet NHPDP/Birthrate Plus staffing requirements. Will paid FTE increase - No Is filling this critical to the roster - Yes	W20951 - Nursing - Maternity Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 28.36 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 15.86 YTD Average Paid Overtime FTE 0.86	QUERY	Please refer to CE Hospitals NW Paula Hyland to clarify what model is being used for this. Can Paula please discuss with Dale Webster (Secretary).	Emailed to Paula on 16/07		appoint permanent *****(Recruitment Approval Process)****
1128873	Team Leader - Family Violence Counselling and Support Service (Adult Program)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmania Health Services	FVC&SS Nth	Request for backfill, Permanent Team Leader, Personal Information (s 36)	The team leader is an essential aspect of service provision and representation of FVCS within the Safe at Home Partnership. Team Leader works to support the team and work with Safe at Home partners to improve safety for victims of family violence					appoint fixed-term *****(Recruitment Approval Process)****
1129296	Project Support Officer - CAMHS Reform	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	Advertise role, The Project Support Officer - CAMHS Reform (Band 5) position is pivotal to ensuring the success of the roll out of the CAMHS reform services across Tasmania. Personal Information (s 36) This is advertising to fill a previously approved sub appointment from tracker 1126475. It is unfortunate that the above applicant decided to return to substantive position which is band 4.	A risk to implementation of the Government endorsed CAMHS Review recommendations and relevant Commission of Enquiry recommendations. Risk of damage to service rollout negatively impacting on the Tasmanian children and youth mental health services and their support networks.					appoint fixed-term *****(Recruitment Approval Process)****
1129533	Clinical Nurse Specialist - CAMHS - Head to Health Kids CAMHS	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	MHS NW - Child & Adolescent	Vacancy to be advertised, Breach of Tasmanian Government requirements under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania. Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding Significant Government/DOH/THS reputational risk given the services have been announced by the Tasmanian and Commonwealth Ministers, and there is a widespread community and sector expectation of the new H2HK services	This is a new pilot services and there is no available cover. Breach of Tasmanian Government requirements under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding Significant Government/DOH/THS reputational risk given the services have been announced by the Tasmanian and Commonwealth Ministers, and there is a widespread community and sector expectation of the new H2HK services					appoint fixed-term *****(Recruitment Approval Process)****
1129527	Allied Health Professional - Head to Health Kids CAMHS	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Community, Mental Health & Wellbeing	Community, Mental Health & Wellbeing	2 x Vacancies to be advertised. If we are unable to fill these roles, we will be in breach of Tasmanian Government requirements under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania. Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding Significant Government/DOH/THS reputational risk given the services have been announced by the Tasmanian and Commonwealth Ministers, and there is a widespread community and sector expectation of the new H2HK services	This is a new pilot services and there is no available cover. Breach of Tasmanian Government requirements under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding Significant Government/DOH/THS reputational risk given the services have been announced by the Tasmanian and Commonwealth Ministers, and there is a widespread community and sector expectation of the new H2HK services					appoint fixed-term *****(Recruitment Approval Process)****
1129367	Youth Peer Worker - Y-HITH	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - MH & Statewide Services	Mental Health Services North West	A. This vacancy is part of a new service where the clinical positions are currently unoccupied. B. The risk of not filling the position is that this impacts on client safety and care with the model unable to be fully operationalised. There is also a risk that patient's will not be seen as frequently as required especially in cases of deterioration and significant suicidality. There is also a risk to staff safety given this is a home visiting service. C. Y HITH is currently operating at a reduced capacity due to limited staff resources however this does not achieve the full model of care ie. bed numbers, patient numbers, catchment area. D. We are within ABE.	Yes, this will result in the program operating at a reduced capacity and prevent the program being able to meet its required outcomes ie reduced hospitalisation and hospital avoidance. The risk of not filling the position is that this impacts on client safety and care with the model unable to be fully operationalised. There is also a risk that patient's will not be seen as frequently as required especially in cases of deterioration and significant suicidality. There is also a risk to staff safety given this is a home visiting service.					appoint permanent *****(Recruitment Approval Process)****

1129659	Accredited Dermatology Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - Medical & Cancer Servs	MCS - Mcdl Sub Spity - Dermatology Servs	Doctors in Training 2024 - newly created accredited registrar position - the RHH being approved by the College of Dermatology to establish training position to meet community needs with complex patients currently required to travel interstate for treatment. This is a great opportunity to have a public Statewide dermatology service for patients in Tasmania, that was not previously available. The complement of staff specialists will provide an ideal training environment, for an accredited trainee. The foundations have been laid for this exciting new service and the opportunity to collect data to future proof the model. If registrars are rotating from interstate, they are rotating into an Accredited Training position at the RHH - these Trainees progress through an integrated program that provides them with increasing professional responsibility under appropriate supervision. The various colleges approve training posts that enable Trainees to acquire the needed competencies to become consultants in their speciality discipline who are able to practise independently or as part of a multidisciplinary team. The Colleges allocate Accredited Trainees to each Accredited training post throughout Australia and New Zealand for set periods of time.						appoint fixed-term ***** (Recruitment Approval Process)*****
1129467	Staff Specialist - Anatomical Pathology	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - CCSI&I	CCCSI - Anatomical Pathology	Request to advertise vacant FTE due to reduced hours. Without this vacancy filled there will be shortage of staff in the Anatomical Pathology unit, impeding on service delivery and inadequate clinical care.						appoint permanent ***** (Recruitment Approval Process)*****
1129248	Staff Specialist - Trauma Services	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - Surgical & Periop Servs	SPS - Trauma	Request to advertise 0.25FTE permanent within the Trauma Services. However they are required to advertise 0.25FTE of this as permanent to maintain staffing levels within the Royal Hobart Hospital. No additional FTE is being used.	S33610 - Trauma Service All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 17.14 Funded FTE (effective 13-Oct-2023) 7.20 YTD Average Paid FTE 14.98 YTD Average Paid Overtime FTE 0.21 YTD Average Paid Call Backs FTE 0.23 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 0.42 YTD Annual Leave Average FTE 0.76 YTD Maternity Leave Average FTE 0.65 YTD LSI Average FTE 0.03	APPROVE	Budget question	Please refer back to Brendan Docherty (Deputy Secretary HPC). We've had a range of queries within the trauma service over previous weeks. Please advise on how the service will be financially managed in a sustainable way. Why is this a standalone team and not an enhanced service of RHH ED? What is the plan to get this service back to the staffing model that was initially approved?	appoint permanent ***** (Recruitment Approval Process)*****	
1129464	Radiation Therapist	Radiation Therapists Agreement, Radiation Therapist Level A	North West Regional Hospital	Oncology Department NWRH	Personal Information (s 36) This job card is for an applicant on the Radiation Therapist in Training Fixed term and casual Employment Register (Level A) North West. The applicant has the intention to continue permanently, post gaining full AHPRA registration. This will assist with the staffing of these hard to fill positions. The current staffing levels has impacted service delivery to patients and is on the risk register. These are long term vacancies for which the Grade A position was created as a recruitment tool. WD note: host position S29216 will remain vacant whilst the supervised practice role is occupied.	N23080 - North West Cancer Centre Latest Pay Actual Paid FTE (2024 25) 46.57 Funded FTE (effective 13-Oct-2023) 61.66 YTD Average Paid FTE 47.70 YTD Average Paid Overtime FTE 0.19 YTD Average Paid Call Backs FTE 0.04				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	
1128013	Enrolled Nurse	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Hospitals Sth - SAA&CS	SAACS - Acute Rehab Unit - Peacock 2	Compliant - new employee from register, selection report attached RM There is fixed term hours currently available in the P2 establishment Please appoint for 12 months at 48 hours a fortnight. (0.63FTE)						appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1128805	Registrar/Senior Registrar	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Northern Cancer Services	Northern Cancer Services	a) position is vacant b) Position required to support the Radiation Oncology workload due to vacant staff specialist position c) No capacity within the current establishment exists to absorb this role. d) No change to the FTE .	N23080 - North-West Cancer Centre Latest Pay Actual Paid FTE (2024 25) 46.57 Funded FTE (effective 13-Oct-2023) 61.66 YTD Average Paid FTE 47.70 YTD Average Paid Overtime FTE 0.19 YTD Average Paid Call Backs FTE 0.04	APPROVE	Business Partners to help with a Recruitment Strategy here please.		appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	
1129316	Registrar - Paediatrics (Accredited)	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Medical Staff LGH (WACS)	Currently an RMO and will be exiting position to commence as a Paediatric Registrar from 19 August 2024 and performing the duties of a Paediatric Registrar Selection Report attached supporting						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129151	Registered Nurse - Child and Family Health Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	CMHW - Tasmania Health Services	CHAPS Sth	a) Request to permanently appoint b) The role is essential for provision of frontline delivery of clinical services and if it is not filled the CHaPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is corporate risk related to operational safety and industrial risk. These roles are critical to filling the roster. c) Other options for filling this role have been explored. Filling the approved establishment FTE will allow CHaPS to provide essential clinical services, filling is the only appropriate action. d) The role is within approved FTE. This does not increase the establishment approved FTE.	The role is essential for provision of frontline delivery of clinical services and if it is not filled the CHaPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is corporate risk related to operational safety and industrial risk. These roles are critical to filling the roster. 559010 - Child Health Parenting and Admin South All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 41.50 Funded FTE (effective 13-Oct-2023) 46.28 YTD Average Paid FTE 41.62				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
1124398	Staff Specialist - Palliative Care	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Primary Health North	Palliative Care North	a) Undertake to permanently appoint b) This position is critical to providing medical support to palliative patients across the north of the state and to maintaining an afterhours on call roster. c) This is a specialist position and there are no alternatives to cover the duties of the position. Failure to backfill would result in an excessive workload for the remaining Specialist and significant reliance on locums. d) This request will not result in an increase in FTE above ABE.	Cost Centre N78133 - Palliative Care Affordable Budget Establishment (ABE) FTE 19.11 YTD Average Paid FTE 19.36 (PP25) YTD Average Paid Overtime FTE 0.10 YTD Average Paid Call Backs FTE 0.13 Comments Only slightly over ABE but under budget despite a number of the new positions being excluded from funded FTE (reflecting vacancies and reliance on medical locums and that a budget was allocated for Project 1204 despite being excluded from funded FTE). Positive budget variance also reflective of there being at least 4 months less Calvary costs to be incurred this financial year due to timing variances / the current arrangement is payable 3 weekly compared to quarterly in advance which is having a positive impact on 2023-24 actuals.				appoint permanent ***** (Recruitment Approval Process)*****	
1129034	Theatre Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	ORS ANC LGH	Please advertise to permanently appoint. Please host on tracker 1129439 Personal Information (s 36) risk to elective surgery waiting list	non support of elective surgery waiting list					appoint permanent ***** (Recruitment Approval Process)*****
1129144	Registered Nurse - Community (Relief)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	Community Nursing South Esk	RN relief community positions required to backfill short F33 notice leave and annual leave of staff currently working in community nursing - community nursing has reduced amount of casual RN availability due to personal circumstances of staff, need to increase casual pool to assist with backfill of shifts at short notice. TO BE FILLED THROUGH BROADER CAMPAIGN	Cost Centre N74383 - Community Nursing Launceston all project codes including the ComRRS project (project code 1486) Affordable Budget Establishment (ABE) FTE 40.39 YTD Average Paid FTE 46.60 (PP25) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE 0.02	QUERY	Can we please look at casual EN as well as casual RN.	Launceston Community Nursing does not currently have EN positions on its establishment, therefore it cannot be advertised or recruited to as an EN. I am currently in discussion with Primary Health management about the EN workforce and how it might look in the community nursing space.	appoint fixed-term ***** (Recruitment Approval Process)*****	

1129140	Health Care Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North	Community Nursing South Esk	-advertise for HCA relief for LCNS -casual HCA staff needed for LCNS we have HCA staff booked to have annual leave over July, September and December and there are currently no options to backfill positions with existing staff. There are no current HCA relief staff with availability to assist with backfill meaning that existing staff will be unable to take annual leave as requested without affecting service provision. This is predominantly a HAC and CHSP funded service, hence output targets and regular MDS reporting to State and Commonwealth funding providers.	Cost Centre N75233 – Personal Care Launceston Affordable Budget Establishment (ABE) FTE 4.76 YTD Average Paid FTE 2.43 (PP25) Business Information (S38) YTD Average Paid Overtime 0.01 YTD Average Paid Call Backs - Comments Cost centre within ABE and Budget YTD, noting surplus is used to partially offset overrun in N74383.					appoint fixed-term *****(Recruitment Approval Process)****
1128712	Cook (Relief Non Trade)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North	Deloraine Hospital	Vacancy for a casual cook has become available due to increased workers compensation claims and staff gaining hours in other workplaces making them less available to work for Deloraine Hospital. 1. Casual staff availability has diminished. This job card is to recruit to the casual pool for 2 years to ensure adequate casual staff availability to provide essential services. 2. It is not possible to reorganise permanent staff to cover all leave requirements. 3. Not filling this role would lead to an inability to deliver services to patients which would result in adverse outcomes. 4. Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues. 5. This position is funded to provide leave cover 6. This position is critical to filling the roster	Cost Centre N72031 Deloraine Hospital Affordable Budget Establishment (ABE) FTE 31.30 YTD Paid FTE 33.01 (PP25) Business Information (S38) YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE 0.27 Comments Business Information (S38)					appoint fixed-term *****(Recruitment Approval Process)****
1129289	Staff Specialist/Senior Staff Specialist	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Medical Staff LGH (Medicine)	Following a reduction in hours and a retirement the Department of Medicine (Medicine) has 1.67fte staff specialist gastroenterologists vacant. Medicine is seeking approval to advertise 1.0fte Staff Specialist as soon as possible and 1.0fte unaccredited registrar, concurrently while a PTVF progresses through the approval process. To reduce locum costs, the Head of Department has supported the remaining 0.67fte being converted (fixed term trial) to an unaccredited registrar, which is likely to attract a medical practitioner with a level 7 or level 8 classification. The gastroenterology team provide on call support for all Hospitals North and North West sites. Hospitals North has a waiting list of 2 283 patients for gastroenterology, with category 1 and 2 patients over boundary by 81% for Colonoscopy (Bowel Cancer Screening Program), 74% for Gastroscopy & Colonoscopy, 54% for Upper GI Endoscopy, 28% for Colonoscopy (non-surgical), and 11% for EUS Endoscopy Ultrasound procedures. (Source: DoH fyi LGH endoscopy Report). Further, from 1 July 2024, the National Bowel Cancer Screening lowered the eligible screening age from 45 to 50 years. This is likely to have a further impact with the take up.	N21200 - Sub Specialty - Gastroenterology All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 3.18 Funded FTE (effective 13-Oct-2023) 3.95 YTD Average Paid FTE 3.18 Business Information (S38) YTD Average Paid Overtime FTE 0.25 YTD Average Paid Call Backs FTE 0.16 YTD Sick Leave Average FTE 0.01 YTD Annual Leave Average FTE 0.23 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE 0.02					appoint permanent *****(Recruitment Approval Process)****
1129505	Allied Health Professional - CHAPS	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmania Health Services	CHAPS NW	This is a new role under the perinatal N NW project. We wish to advertise for a 12 month fixed term contract ending 30/06/25 to the fulltime allied health position. This position is a vital position as it is the only one of its kind in the NW and is vital to support those women who have had a baby who have identified mental health needs. If this role is not filled it can have negative industrial effects for the perinatal mental health staff already working in the service as it will increase their work load. It can also have negative consequences on those women who require this service if there is no clinician employed to provide a service to them. Position is fully funded to 30-06-25	Latest Pay Actual Paid FTE (2024 26) 16.50 Funded FTE (effective 13-Oct-2023) 18.53 YTD Average Paid FTE 16.45 Business Information (S38) YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE 0.16					appoint fixed-term *****(Recruitment Approval Process)****
1128254	Registered Nurse - Community	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North West	Community Nursing NW Hellyer	a) Please approve 1.0 FTE to this position by combining vacant Position (0.58 FTE) to this job card. b) consequences for not recruiting this fixed term position could see a reduction in community nursing services to the King Island. This would increase the demand on the hospital's inpatient and outpatient services and take away the benefits of community clients remaining in their homes for clinical care. c) Other options are to continue to use casual, overtime and agency nursing which result in a much higher cost and staff fatigue and burnout. This is the best option to filling this vacancy as it provides service stability for clients and other staff and the	Commentary CLC BM PHS 04/07/24 W34533 - Community Nursing King Island W34543 - HACC Community Nursing King Island All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 1.26 Funded FTE (effective 13-Oct-2023) 0.79 YTD Average Paid FTE 1.35 Business Information (S38) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE - The structure of staffing community nursing on KI has changed and the funded FTE does not reflect this. Previously there was not adequate FTE against this cost centre, the staff					appoint fixed-term *****(Recruitment Approval Process)****
1129036	Registered Nurse - Community Will be dealt with as a campaign	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	Deloraine Hospital	1. Casual Community Nursing staff availability has diminished. 2. It is not possible to reorganise permanent staff to cover all leave requirements. 3. Not filling this role would lead to an inability to deliver services to clients which would result in adverse health outcomes. 4. Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues. 5. This position is critical to filling the roster	Cost Centre N74343 – Community Nursing Deloraine Affordable Budget Establishment (ABE) FTE 2.47 YTD Average Paid FTE 2.57 (PP25) Business Information (S38) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE - Comments Cost centre over ABE and budget, noting leave has averaged 0.39 FTE which is slightly higher than casual position of 0.36 FTE. Budget not sufficient to sustain salaries and on-costs noting funding indexation does not generally keep pace with actual wage increases particularly the last Nursing Agreement outcome.	QUERY	Can we please look at casual RN as well as casual	In reply to your question yes we are also recruiting for casual Enrolled Nurses (2 very different SOD's for each position)		appoint fixed-term *****(Recruitment Approval Process)****
1127715	Home Help Personal Carer Will be dealt with as a campaign	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	Campbell Town MPS	Advert - fixed term, casual, 24 months. Low casual staff numbers, seeking permission to advertise to build casual pool. This position does have an impact on clients who require this assistance to help stay in their own homes and live independently for as long as they can. Having domestic assistance can lower the risks of falls. Hence taking the burden off waiting lists etc for early residential placement. Having staff visiting clients in their homes also provides social interaction which is paramount to both mental and physical wellbeing of these clients. Casual staff are required to pick up additional hours if permanent staff cannot for sick/annual leave etc. The impact if this position is not filled will be that clients who rely on this essential service will not be able to have support to stay at home.	Cost Centre N76023 – Home Help Campbell Town Affordable Budget Establishment (ABE) FTE 0.51 YTD Average Paid FTE 0.61 (PP25) Business Information (S38) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE - Comments Over ABE but under budget YTD noting leave has averaged 0.06 FTE whilst casual position on establishment only 0.05 FTE and this service works extra hours delivering brokered services that are charged out at the brokered rates.					appoint fixed-term *****(Recruitment Approval Process)****
1128718	Multi-Skilled Domestic (Relief) Will be dealt with as a campaign	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	Deloraine Hospital	Due to increasing workers compensation and staff gaining hours in other sites we require casual staff. 1. Casual staff availability has diminished. This job card is to recruit to the casual pool for 2 years to ensure adequate casual staff availability to provide essential services. 2. It is not possible to reorganise permanent staff to cover all leave requirements. 3. Not filling this role would lead to an inability to deliver services to patients which would result in adverse health outcomes. 4. Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues. 5. This position is funded to provide leave cover 6. This position is critical to filling the roster	Cost Centre N72031 Deloraine Hospital Affordable Budget Establishment (ABE) FTE 31.30 YTD Paid FTE 33.01 (PP25) Business Information (S38) YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE 0.27 Comments Business Information (S38) Also additional hours relating to mandatory training would be excluded from ABE (as not factored into establishment position FTE) and actual leave averaging 5.14 FTE which is higher than casual FTE provided for in ABE of 4.65 FTE.					appoint fixed-term *****(Recruitment Approval Process)****

1129142	Registered Nurse - Community	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	Community Nursing South Esk	- Advertise and recruit to 0.53FTE (40 hours per fortnight) in RN position at community nursing. Personal Information (s 36) Personal Information (s 36) 0.53 FTE to be advertised and recruited to maintain service delivery at LCNS	Cost Centre N74383 - Community Nursing Launceston all project codes including the ComRMS project (project code 1486) Affordable Budget Establishment (ABE) FTE 40.39 YTD Average Paid FTE 46.60 (PP25) Business Information (s38) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE 0.02 Business Information (s38)					appoint permanent *****(Recruitment Approval Process)****	
1129076	Clinical Nurse Specialist - Remote Area, Cape Barren Island	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Flinders Island Multi-purpose Centre	Please advertise internally for casual positions due to deficit CNS FTE and future backfill for annual leave. A recent recruitment process for permanent hours has identified several RN's who work for THS who are interested in working on CBI Health Centre and appropriate to apply to undertake this recruitment process.	Cost Centre N74333 - Community Nursing Cape Barren Affordable Budget Establishment (ABE) FTE 3.61 YTD Average Paid FTE 2.52 (PP25) Business Information (s38) YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE 0.57 Comments Within ABE (however the Aboriginal Health Worker position should actually be unfunded as per the PIVE/Business Case that was approved to create it, as is the FIFO change over days) but exceeding budget reflecting that the budget despite an increase over the past few years is still not sufficient to cover the 2 full time positions plus additional 0.26 FTE to accommodate payment for FIFO days, plus on-call for both positions and call backs (as unable to operate on their own hence both positions are on-call and required to respond to call outs) as well as payment for weekly flights for FIFO staff, property and operating costs					appoint fixed-term *****(Recruitment Approval Process)****	
1128527	Ward Clerk (Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	HPC - Health Informat on Mgmt Service	HIMS - Wards	Personal Information (s 36) This position offers frontline administrative support across hospital wards. Without this support, there could be a significant impact on nursing and patient care. All options for covering the role have been considered and eliminated. Filling this vacancy will not result in an increase to FTE or establishment.							appoint to vacancy using previous selection process *****(Recruitment Approval Process)****
1129377	Attendant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Operating Theatre Ancillary NWRH	Please approve this job card against 1123256 to subsequently appoint casual attendants We are experiencing short falls in our roster to safely staff the unit in line with WHS standards. Currently backfilling with casual employment. If this was not to be filled, we continue to run the risk of unsafe ancillary staffing levels. Corporate risk is not being able to provide safe service to our patients and an increased potential for workers compensation claims. Attendants are critical to running efficiently and supporting our nursing staff to provide safe, equitable care to our patients in the operating theatre. They do this by engaging in stock control, gas management, movement of equipment and patient beds, plus assisting complex patient positioning on the operating table, and upholding infection control standards. The paid FTE will not increase. This will be a casual position only, covering sick leave, annual leave and workers comp.	W23771 - Nursing - Operating Theatre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 50.05 Funded FTE (effective 13-Oct-2023) 40.30 YTD Average Paid FTE 53.10 Business Information (s38) YTD Average Paid Overtime FTE 0.97	QUERY	Why are actual paid FTE at 50 but funded FTE at 40?	Emailed hiring manager 16/07		appoint fixed-term *****(Recruitment Approval Process)****	
1129124	Home Help Personal Carer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health West	Domestic Asstnce & Pers Care NW Hellyer	The occupied & contracted FTE in this service is only 3.57FTE. Personal Information (s 36) Therefore have 2.22FTE to fill, advertising of 2FTE. This will allow this service to open their portal for home help and personal care services in My Aged Care (MAC) which this service delivers Commonwealth Home Support Programme (CHSP) to clients in the community for. the NW are under our target outputs (activity) for both personal care and domestic assistance (home help) and we need to staff the service to be able to take on new clients and meet our activity targets. There will be no increase in paid FTE as the service is already working this FTE, this request is covering resignations and reducing casual usage (which poses a higher cost to the organisation). FUNDING - This service receives CHSP funding & needs staff to deliver the activity outputs that we are funded to deliver.	Commentary CLC BM PH5 09/07/24 W34653 - HACC Home Help Hellyer All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 7.89 Funded FTE (effective 13-Oct-2023) 6.59 YTD Average Paid FTE 6.53 Business Information (s38) YTD Average Paid Overtime FTE 0.01 BM funded commonwealth funding up so that prior year revenue carry forwards in cost centre were expended via transfer journal in the 2024 FY to tidy up the F1 ledger.					appoint permanent *****(Recruitment Approval Process)****	
1129326	TasEquip - Customer Service Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	CMHW - Tasmania n Health Services	TasEquip	The incumbent Personal Information (s 36) This job card is to appoint Personal Information (s 36) into the role made vacant by this promotion. This is a subsequent appointment.	this is a long standing position within TasEquip that is critical for efficient operations S10001 - Tasmanian Equipment Program All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 14.46 Funded FTE (effective 13-Oct-2023) 17.05 YTD Average Paid FTE 15.72 Business Information (s38) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE 0.00 Agreed NHPPD for Unit NHPPD Average to Last Pay					appoint fixed-term *****(Recruitment Approval Process)****	
1128785	Clinical Nurse Consultant - Staff Health	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - OOT Exec Dir of N&M	EDNM - Staff Health	Compliant - request to advertise permanent vacancy RM The current substantive is retiring from the position, the hours will therefore become vacant on the Staff Health Unit establishment Request to advertise to appoint permanently to this position This is a key leadership position in the Staff Health Unit and requires permanent filling to ensure ongoing provision of the current service	There are significant risks to the service if this position is not filled This position is a key leadership position and is essential to the coordination of key staff health programs and provision of an efficient staff health assessment, immunisation and clinic service	QUERY	Please supply Org chart.	Please find requested org chat and SHU form and function attached. The Staff Health Unit (SHU) sits within the office of EDONM and reports to my portfolio (workforce and wellbeing). The CNC is the team leader of this nurse led clinic and that provides staff health services for staff across southern Tasmania, including staff immunisations, staff assessment, management of occupational exposure, flu clinics and other staff health concerns. The team also consists of 3.2 CNS (all authorised nurse immunisers and 1.49 admin staff).		appoint permanent *****(Recruitment Approval Process)****	
1128965	Clinical Coordinator - Aged Services Team	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SA&CS	SAACS - Aged Services Team	Compliant - request to advertise fixed term. JF Requesting to advertise this fixed term vacancy, full time, commencing ASAP. Personal Information (s 36) The substantive occupant, Personal Information (s 36) Backfill for the remainder of this period is required to support the assessment and transfer of patients between acute wards and the Peacock 3 sub-acute unit.						appoint fixed-term *****(Recruitment Approval Process)****	

1128375	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals 5th - OOT Exec Dir of MedS	EDMS - Covid@Home	Please approve fixed-term recruitment to vacant FTE. Personal Information (s 36) There is 1.64FTE permanently vacant in this position leaving 1.95FTE vacant. As a nurse led service and a program which will undergo significant transformation in the upcoming months the incorporate the ED Review Recommendations nursing leadership will be vital to support all activities. Those temporarily filling vacant ANUM hours at present Personal Information (s 36) Personal Information (s 36) At a minimum to ensure adequate nursing escalation and support of the NUM 1.27FTE needs to be filled.						appoint fixed-term ***** (Recruitment Approval Process)*****
1127141	Clinical Nurse Consultant - Patient Safety	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals North - City & Ptnt Safety	Hospitals North - City & Ptnt Safety	Please advertise as 7 positions at 0.84 FTE per position As part of GAP funding, QPSS has been approved to create a number of new positions across CNCs and Senior Advisors totalling 12.57 FTE (collectively positions through PTV Tracker 1115379. The structure that was developed by QPSS had a large number of these positions projected to be filled at 0.84 FTE	445034 - North QPSS Latest Pay Actual Paid FTE (2024 25) 16.72 Funded FTE (effective 13-Oct-2023) 12.84 YTD Average Paid FTE 16.05 Business Information (s36) YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE (0.00)					appoint permanent ***** (Recruitment Approval Process)*****
1122241	Discipline Lead - Physiotherapy Services	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Manager, Level 5, Grade 4	Hospitals 5th - Allied Health Services	AHS - Physiotherapy	Compliant - Request to advertise PERM hours in PN Personal Information (s 36) Please advertise position Discipline Lead Physiotherapy Personal Information (s 36) Has been filled fixed term in interim while recruitment conducted. This position is essential to the operational running of the largest Allied Health department in Hospitals South	This position manages a service of around 160 staff, working across inpatient, outpatient and community services, including commonwealth funded programs. The role provides clinical and operational governance for Physiotherapy Services ensuring that NSQHS, Aged Care and CHSP standards are met. Duties are already shared with AHP4 staff as appropriate.	QUERY	Please place on hold until Brendan Docherty (DepSec HPC) does a review of the Allied Health management structure at the RHH.	Note emailed to hiring manager on 16/07		appoint permanent ***** (Recruitment Approval Process)*****
1129542	IT Technician	Health and Human Services (Tasmanian State Service) Award/Information and Communication Technology (ICT), Level 1 (Technician)	HICT - Digital Technology Services Group	HICT - IT Service Centre	Personal Information (s 36) The IT Service Centre needs this position to maintain the Mon-Fri 7am - 7pm working hours and has an agreement signed by HR and the unions that we have no less than 15 staff (ICT) frontline. This position is one of those. If the position is not filled we are at risk of not being able to meet our extended working hours.						appoint permanent ***** (Recruitment Approval Process)*****
1129420	Hotel Services Coordinator	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Primary Health North	George Town Hospital & Community Centre	Advertise to fill resignation of current employee. The HSC role must be covered 100% to meet the operational requirements of the facility, noting a large portion of this role is actually undertaking cooking shifts as opposed to being a fully indirect/overhead role. Personal Information (s 36)	Cost Centre N72051 - George Town Hospital Affordable Budget Establishment (ABE) FTE 28.94 YTD Average Paid FTE 30.08 (PP25) Business Information (s36) YTD Average Paid Overtime FTE 1.03 YTD Average Paid Call Backs FTE 0.27 Comments This cost centre is over ABE and budget YTD. In relation to ABE, UTAS WOFC averaged 0.31 FTE (fully covered by UTAS funding) reflecting it flexes up during student placements and the establishment is only the funded FTE for weeks when no students being 0.11 FTE. Also leave has averaged 5.24 FTE which is in excess of funded casual FTE of around 3.93 FTE, the substantive NUM is now supernumerary for a period whilst processes are worked through with HR and this site utilises the flex up provisions in District HITS (and has been flexing up extensively during 2023-24 months) with the associated	APPROVE	Nursing Director PH North, can you please explain this budget situation a little more by return email?			appoint permanent ***** (Recruitment Approval Process)*****
1128673	Activities Coordinator	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North West	King Island Hospital & CHC	a.) Please advertise 20hrs per fortnight (0.26 FTE) into this position. Substantive Personal Information (s 36) Maintaining these hours and service to Aged Care Residents is a requirement of the Aged Care Commission b.) There is a Clinical impact to Netherby Home (residential aged care). Staff in this position provide lifestyle, health and wellbeing activities for and with our aged care residents. c.) Other options include utilising PCA's however, this puts further pressure on the Clinical Care roster and doesn't fill the hours that were approved and established for this activities coordinator position. Our facility has 5/5 stars on My Aged Care (publicly available information) and this pos is vital for continuing to provide excellent services to our residents in this facility. d.) There is no increase to the current FTE, replacing current perm FTE that will be vacant. Funding - this pos is 100% aged care funded as is solely working with aged care residents.	This position is covered by aged care Commonwealth funding. Risks of not replacing these hours is a decrease in Consumer satisfaction and the risk of not meeting Aged Care Quality Standards. Commentary CLC BM PHS 04/07/24 W34343 - King Island Hospital and Health Centre W34353 - King Island Residential Aged Care All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 28.98 Funded FTE (effective 13-Oct-2023) 28.42 YTD Average Paid FTE 26.79 Business Information (s36) YTD Average Paid Overtime FTE 0.66					appoint permanent ***** (Recruitment Approval Process)*****
1128803	Nurse Unit Manager - Mersey Leven Community Health Nursing and Home Care Service	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7b	Primary Health North West	Community Nursing NW Mersey Leven	A) This vacancy has arisen as the substantive occupant Personal Information (s 36) Request permanent full-time position be advertised for a period of 4 weeks B) Mersey-Leven Community Health Nursing & Home Care Service (MLCHN&HCS) provides care to around 290 nursing clients and 400 home care clients each month. If this role is not filled the day-to-day running of the service will be compromised. The Clinical Nurse Consultant who is responsible for coordinating the clinical side of the Mersey-Leven Community Health Nursing & Home Care Service (CHN & HCS) would not have clinical support for complex referrals and nursing care. This is particularly important currently as all referrals need to be strictly triaged and prioritised due to current staffing challenges.	Commentary CLC BM PHS 03/07/24 W34553 - Community Nursing Mersey Leven W34563 - HACC Community Nursing Mersey-Leven All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 27.25 Funded FTE (effective 13-Oct-2023) 26.89 YTD Average Paid FTE 28.46 Business Information (s36) YTD Average Paid Overtime FTE 0.23 YTD Average Paid Call Backs FTE - Additional CHSP funding was allocated to this cost centre in June 2024 on CHSP service review PHS NW.					appoint permanent ***** (Recruitment Approval Process)*****
1128062	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	Ward 4K LGH	Additional Duties for Personal Information (s 36) Personal Information (s 36) Personal Information (s 36)						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129325	Nursing Director - Implementation Lead - North/North West	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 8, Level 2	CMHW - MH & Statewide Services	CMHW - MH & Statewide Services	a) Personal Information (s 36) b. This position is required to manage and implement the requirements of the North/Northwest Mental Health Reform Program. c. There are no other suitable options to fill this position at this time d. Filling this position as requested will remain within allocated budget	Latest Pay Actual Paid FTE (2024 25) 42.84 Funded FTE (effective 13-Oct-2023) 41.11 YTD Average Paid FTE 39.89 Business Information (s36) YTD Average Paid Overtime FTE 0.49 YTD Average Paid Call Backs FTE 0.00					appoint fixed-term ***** (Recruitment Approval Process)*****
1129229	Client Service Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals 5th - Allied Health Services	AHS - Physiotherapy	Compliant - request to advertise permanent vacancy Personal Information (s 36) a) compliant - request to advertise permanent vacancy b) the substantive employee has resigned from this position, and this is the lowest level Admin able to perform the duties of this role. c) currently, AHPs are completing the administrative tasks that were previously completed by this Admin person which is reducing their clinical capacity considerably. d) inability to fill this position will result in an ongoing administrative demand on AHP 3 and 4 in the Community Physiotherapy Team, resulting in an ability to see 17 new patients each week (84 new patients each year) or 34 review patients each week (1768 review patients each year). This will result in increased waiting times for patient and reduced patient outcomes. Please see additional information under notes. e) backfilling this role from existing administrative staff will have a significant impact on the completion of administrative tasks in other areas of the	Yes. Administration Work in Community Physiotherapy - T15 5 There is a current vacancy in a Band 2 Administration role within the Community Physiotherapy Team. This role provides significant administration support to the team by: • receiving referrals, • booking appointments, • rebooking, and filling appointments in the event of cancellations and • assisting in managing and recording wait lists (generating IPM reports) - diary management - car allocation Since the resignation of the previous employee, the additional administration duties have been allocated to existing administration staff where possible. Current administrative staffing is not sufficient to manage the demand and a significant administration burden is now on the Allied Health Professionals. A summary of the					appoint permanent ***** (Recruitment Approval Process)*****
1126649	Deputy Chief Nurse and Midwifery Officer	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9, Level 1	CQRA - Nursing and Midwifery	CQRA - Nursing and Midwifery	Personal Information (s 36)		On hold	Pending review of resourcing with Chief Nurses Office. Dale to discuss with Francine/Dinesh.			appoint permanent ***** (Recruitment Approval Process)*****

1127706	Research Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Hospitals 5th - Medical & Cancer Servs	MCS - Clinical Trials	Compliant - Advertise permanent 1 FTE. SH Please advertise for RN and RO to a total of 2 FTE linked with tracker number 1127710. Currently FTE empty 3.4 across both roles jointly 2.0 of which is Permanent is empty, establishment total of 9.3 FTE allocated (joint RN and RO). The clinical trials unit is a self-funded unit and RN's and RO's are essential for the running and to achieve continued funding and functioning of the unit and to ensure that oncology and haematology clinical trials can be delivered to the Tasmanian population. Personal Information (s 36)		QUERY	Please refer to Kate Burbury (EDMS Hospitals South) to assess and provide advice back to VC. Can Kate please reach out to Shane Gregory (Assoc Secretary) to discuss. Please refer via email.	From my recon today: This is permanent research officer position within Cancer Clinical Trials. The unit is self-funded. The substantive occupant recently resigned from the role and so this is an advertising job card is to recruit to the position. If you need any more details info I can liaise with Alison West (NUM IA/Holman and Clin Trials) and get back to with whatever information you require.	appoint permanent ***** (Recruitment Approval Process)*****
1129488	Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals 5th - SAA&CS	SAACS - Community Palliative Care	Compliant - request to advertise fixed term. JF 1. Request to advertise the fixed term administrative assistant role in the community specialist palliative care service at [redacted] Position was originally advertised via tracker 1125291, unfortunately offers declined by successful applicants. 2. Essential administrative support for the community team. 3. Nil 4. NA					appoint fixed-term ***** (Recruitment Approval Process)*****
1129434	Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Launceston General Hospital	Medical Staff Surgery LGH	Please advertise this permanent position for two weeks. 56.24 hpf to come from this position, and 12.16 hpf from Position No. [redacted] which is long-term unfilled. Total hours = 68.40 Personal Information (s 36)					appoint permanent ***** (Recruitment Approval Process)*****
1129092	Finance Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	FBS - Revenue Management	FBS - Revenue Management 5th	a) Employee Personal Information (s 36) b) This job card is therefore for the purpose of backfilling the resulting 1 FTE vacancy for a period of 12 months, against position ID [redacted] b) Revenue is an important enabler for hospital services as funding distribution supports many clinical areas. Failure to recruit to this vacancy will result in a reduction in the Revenue Teams ability to recover revenue for both the Private Patient Scheme and the THS. c) The Revenue Team is currently working at capacity and this work cannot be absorbed by other staff members. Recruitment is the only available option. d) Recruitment will not result in an increase in FTE above ABE, request is for backfilling temp vacancies against approved establishment.					appoint fixed-term ***** (Recruitment Approval Process)*****
1128899	Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	CMHW - Tasmania Health Services	CHAPS - Programme Support	a) Request to advertise temp vacancy for this position from 4th September through until 8th November 2024 (might be a slight extension of 1-2 weeks), due to the substantive employee [redacted] taking a period of leave during this time (docs attached). b) This is a key front line customer service position for CHaPS. This role is responsible for answering calls made to CHaPS through a public 1300 number, booking and re-scheduling client appointments, provision of an efficient and effective receptionist service, and the scanning and maintenance of clinical documentation for CHaPS. c) This role is integral to CHaPS and the service cannot continue to run successfully without the position being occupied. d) We have unfilled FTE against [redacted] Administration Assistant. No, this role will not increase FTE.	This is a key front line customer service position for CHaPS. This role is responsible for answering calls made to CHaPS through a public 1300 number, booking and re-scheduling client appointments, provision of an efficient and effective receptionist service, and the scanning and maintenance of clinical documentation for CHaPS. [redacted] Director Early Years Child Health Parenting All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 22.78 Funded FTE (effective 13-Oct-2023) 30.60 YTD Average Paid FTE 21.36 Business Information (s36)	APPROVE	If not filled in the NW, then pls advertise as a statewide role.		appoint fixed-term ***** (Recruitment Approval Process)*****
1126546	Project Officer, Outreach Administration	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	PPPR - Strategic Purchasing & Funding	PPPR - Purchasing & Performance	Please advertise vacancy Previous contract to October 31st 2024, vacated early. Project extended to October 2026.		APPROVE	Please relay to Kyle Lowe than PPPR vacancy notes have to be more extensive so that VC can understand them.		appoint fixed-term ***** (Recruitment Approval Process)*****
1129055	Business Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	HICT - Digital Technology Services Group	HICT - Clinical Application Services	The business officer role is a newly created position within Clinical Applications (CA). The duties include patient merging and clinical and clinical systems support. The process of maintaining and merging duplicate records is essential to facilitate appropriate and safe clinical care of patients. Inadequate resources negatively impact on the management of patient duplications which is a clinical risk to patients. Delays have the potential for incorrect patient clinical information being forward to services such as Pathology and Radiology. The position will also fulfill duties within Clinical Applications to support staff access to clinical and clinical systems. Additionally, the incumbent will undertake and manage audits within these systems. 5. No Yes, this appointment is required. [redacted] Management of the duties are not sustainable without FTE.	The process of maintaining and merging duplicate records is essential to facilitate appropriate and safe clinical care for patients. The position also manages SLRS deceased notifications and Unknown patients records. Not managing these in a timely manner may result in patient or their family receiving inappropriate communication.	QUERY	Is it a new role or previously existing? We need more information about the previous occupant, why is this role new, and what's the connexion to deceased SRLS?	The Business Officer position arose due to the Merging of [redacted] Personal Information (s 36) A decision was made to restructure the position to include not only the Merging duties, but also Clinical Applications duties. The Merging Officer historically would help with other duties when capacity allowed. One of key Merging Officer duties includes the management of inpatient death certificates. The Merging Officer ensures the patient demographic information outlined on the death certificate aligns with the information within the Patient Management System. In the event it does not it is sent back to EDMS Office for	appoint fixed-term ***** (Recruitment Approval Process)*****
1129399	IT Officer (Digital Infrastructure)	Health and Human Services (Tasmanian State Service) Award/Information and Communication Technology (ICT), Level 1 (Technician)	HICT - Digital Technology Services Group	HICT - Servers	Substantive position holder [redacted] Personal Information (s 36) Servers (please see document for more details: [redacted] Personal Information (s 36)	The server team currently has 4 positions vacant and urgently need to fill these as soon as possible. This position is required to maintain Digital Infrastructure service delivery and to assist with Infrastructure Projects.				appoint permanent ***** (Recruitment Approval Process)*****
1129236	Technical Consultant	Health and Human Services (Tasmanian State Service) Award/Information and Communication Technology (ICT), Level 5	HICT - Digital Technology Services Group	HICT - Support North/West	This position has temporarily been filled by [redacted] but will now be advertised permanently to coincide with the fixed term appointment coming to an end.	This position is fully funded, will be permanently vacant in FY and is critical to the provision of HICT Service provision in the NW of the state - being the senior technical escalation point in this region.				appoint permanent ***** (Recruitment Approval Process)*****
1129468	Program Coordinator - Digital Health Transformation	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	HICT - Digital Health	HICT - Digital Health	Please transfer [redacted] Personal Information (s 36) [redacted] Risk & Performance Team as part of HICT - Digital Health. Refer to 'supporting documentation' saved in the notes tab.					additional fixed-term appointment (renewal) ***** (Recruitment Approval Process)*****
1129160	Project Manager	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	Finance and Business Support	Finance and Business Support	This position has been created to support the ongoing outcomes of the Sustainability project and to provide high-level support to the Manager Finance & Business HPC in various areas, including procurement. The role was initially vacant while the Manager Finance & Business HPC position was filled and the new manager was brought up to speed. This position now reports directly to the Manager Finance & Business HPC.		QUERY	Updated from Not Approved to Query based on request from Shane Bond Could we please resubmit this one for consideration on Monday as an answer to a query? Could you please include the additional dot points below: •Three Band 7 positions were established to support the Financial Sustainability program. •None of the three positions are currently occupied. One is substantively occupied but the employee is acting as Manager Business and Finance for Hospitals South to backfill [redacted] •A contractor is currently engaged through a panel employment agency in one of the vacant Band 7 roles to progress the Financial Sustainability program. This contractor has been found	appoint permanent ***** (Recruitment Approval Process)*****	
1129406	Senior IT Officer - Servers	Health and Human Services (Tasmanian State Service) Award/Information and Communication Technology (ICT), Level 2	HICT - Digital Technology Services Group	HICT - Servers	Substantive position holder has taken another permanent position within the Department of Health.	The server team currently has 4 positions vacant and urgently need to fill these as soon as possible. This position is required to maintain Digital Infrastructure service delivery and to assist with Infrastructure Projects.				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1128839	Administration Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Primary Health North	Flinders Island Multi-purpose Centre	Advertise Personal Information (s 36) Personal Information (s 36) Personal Information (s 36)	Cost Centre N72041 – Flinders Island MPC Affordable Budget Establishment (ABE) FTE 28.43 YTD Average Paid FTE 24.22 (PP25) Business Information (s 36) YTD Average Paid Overtime FTE 0.27 YTD Average Paid Call Backs L FTE 0.15 Comments Within budget and ABE YTD, noting this site has a high reliance on agency nurses, changes to Commonwealth residential aged care funding have been to the benefit of Flinders Island with the utilisation of some of that increased funding being delayed due to lead time to get positions created and minor capital works projects completed.				appoint permanent *****(Recruitment Approval Process)****
1129136	Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Primary Health North	Community Nursing South Esk	Instrument of Personal Information (s 36) Subsequent Appointment from tracker: 1112472 Personal Information (s 36)	Cost Centre N74383 – Community Nursing Launceston all project codes including the ComRRS project (project code 1486) Affordable Budget Establishment (ABE) FTE 40.39 YTD Average Paid FTE 46.60 (PP25) Business Information (s 36) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE 0.02 Comment Cost centre over ABE and Budget YTD despite 12 months of CHSP funding being received YTD. A range of new positions were created in 2022-23 (and existing positions had their FTE increased including LCNS CN RNs) being fully funded from ComRRS additional \$1.4m but these were not funded in 2022-23 or in 2023-24 despite the PTVs being approved and an additional \$1.4m in funding being allocated to ComRRS North by DoH PPPR from the State Budget hence N74383 budget understated by \$1.4m for 2023-24. Overall the N74383 net budget has reduced	QUERY	Please refer back to Primary Health Nursing Director to explain the budget, and why there is an overspend. Is it because of a Federal funding cut?	Worksheet attached to documents. In response to query from vacancy control: The N74383 budget is understated by \$1.4m, being missing ComRRS Enhancement funding that was to be additional funding allocated to ComRRS North to expand the service in that region as per the DoH PPPR Issues Briefing signed by the Minister (WITS No.123983) that is linked to the \$7.5m recurrent ComRRS State Budget Commitment. The PTVs to create the associated new positions / increase existing position FTE were approved. The full details of this understated budget, including a copy of the Minute, were escalated to CEH North and DFP (via Hospitals North Manager	appoint to vacancy using previous selection process *****(Recruitment Approval Process)****
1128454	Administration Officer - Surgical and Perioperative Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	North West Regional Hospital	Perioperative Services Ancillary NWRH	Request to advertise for permanent 375TE Administration Officer - SAPS position Tamsin has accepted a permanent position as Senior Admin - Primary Health NW from recent recruitment process via tracker no. 1128133. This request includes 2 week orientation / training in Tamsin's role prior to her resignation. If these hours are not filled, this would have a major impact on current administration workload for SAPS including, minutes / agenda's recruitment, locums, rostering (specifically JMO) etc. which will significantly decrease support for the Nursing Director and General Surgery Clinical Director of SAPS. No this will not increase FTE as these hours will be vacant due to decrease in hours and staff leave.	W21014 - Nursing - Perioperative Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 15.21 Funded FTE (effective 13-Oct-2023) 10.42 YTD Average Paid FTE 13.66 Business Information (s 36) YTD Average Paid Overtime FTE 0.04				appoint permanent *****(Recruitment Approval Process)****
1129117	Accredited Registrar - General Surgery	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals - Surgical & Periop Servs	SPS - General Surgery Medical Staff	Please appoint [redacted] as a rotating Accredited Registrar. She will replace the incumbent rotating Registrar. This rotation is for two terms. When registrars are rotating from Interstate, they are rotating into an Accredited Training position at the RHH - these Trainees progress through an integrated program that provides them with increasing professional responsibility under appropriate supervision. The various colleges approve training posts that enable Trainees to acquire the needed competencies to become consultant surgeons who are able to practise independently or as part of a multidisciplinary team. The Colleges allocate Accredited Trainees to each Accredited training post throughout Australia and New Zealand for set periods of time. Doctors in Training 2024 - Accredited Registrars allocated by training college to RHH to continue training. Registrar positions are only filled on a fixed term basis in order to support the relevant teaching program.	S33530 - Medical Staff - General Surgery All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 23.42 Funded FTE (effective 13-Oct-2023) 24.05 YTD Average Paid FTE 24.70 Business Information (s 36) YTD Average Paid Overtime FTE 3.60 YTD Average Paid Call Backs FTE 0.71 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 0.36 YTD Annual Leave Average FTE 1.46 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.05				appoint fixed-term *****(Recruitment Approval Process)****
1129400	Staff Specialist General Surgery	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals - Surgical & Periop Servs	SPS - General Surgery Medical Staff	Please issue a Fixed-term contract to [redacted] This is to provide cover for [redacted] No Change to FTE	S33530 - Medical Staff - General Surgery All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 23.42 Funded FTE (effective 13-Oct-2023) 24.05 YTD Average Paid FTE 24.70 Business Information (s 36) YTD Average Paid Overtime FTE 3.60 YTD Average Paid Call Backs FTE 0.71 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 0.36 YTD Annual Leave Average FTE 1.46 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.05	APPROVED	Budget	Need to understand strategies for getting back within budget. Please refer to Deputy Secretary HPC	appoint fixed-term from Employment Register *****(Recruitment Approval Process)****
1129454	Senior Registrar - Ophthalmology	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals - Surgical & Periop Servs	SPS - Ophthalmology Medical Staff	Please appoint [redacted] Personal Information (s 36) If Registrars are rotating from Interstate, they are rotating into an Accredited Training position at the RHH - these Trainees progress through an integrated program that provides them with increasing professional responsibility under appropriate supervision. The various colleges approve training posts that enable Trainees to acquire the needed competencies to become consultant surgeons who are able to practise independently or as part of a multidisciplinary team. The Colleges allocate Accredited Trainees to each Accredited training post throughout Australia and New Zealand for set periods of time. Vascular Surgery at the RHH holds a (Surgical Education and Training) SET 1 Ophthalmology post as accredited by the College of Surgeons - the college has allocated a SET 1 Trainee to this post in 2025. Not filling the Accredited registrar position will result in the inability to maintain current 24/7 Statewide Surgical services (we will be 1 FTE Registrar down) in the field of Ophthalmology and failure to maintain status as an accredited training/teaching hospital. The current incumbent will shortly depart on a similar accredited rotation. Personal Information (s 36)	S33550 - Medical Staff - Ophthalmology All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 5.33 Funded FTE (effective 13-Oct-2023) 5.32 YTD Average Paid FTE 5.63 Business Information (s 36) YTD Average Paid Overtime FTE 0.15 YTD Average Paid Call Backs FTE 0.40 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 0.03 YTD Annual Leave Average FTE 0.27 YTD Maternity Leave Average FTE - YTD LSL Average FTE -	APPROVED	Budget	Need to understand strategies for getting back within budget. Please refer to Deputy Secretary HPC	appoint fixed-term *****(Recruitment Approval Process)****
1129455	Senior Registrar - Ophthalmology	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals - Surgical & Periop Servs	SPS - Ophthalmology Medical Staff	Please appoint [redacted] Personal Information (s 36) These Trainees progress through an integrated program that provides them with increasing professional responsibility under appropriate supervision. The various colleges approve training posts that enable Trainees to acquire the needed competencies to become consultant surgeons who are able to practise independently or as part of a multidisciplinary team. The Colleges allocate Accredited Trainees to each Accredited training post throughout Australia and New Zealand for set periods of time. Vascular Surgery at the RHH holds a (Surgical Education and Training) SET 1 Ophthalmology post as accredited by the College of Surgeons - the college has allocated a SET 1 Trainee to this post in 2025. Not filling the Accredited registrar position will result in the inability to maintain current 24/7 Statewide Surgical services (we will be 1 FTE Registrar down) in the field of Ophthalmology and failure to maintain status as an accredited training/teaching hospital. Under the Program Personal Information (s 36)	S33550 - Medical Staff - Ophthalmology All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 5.33 Funded FTE (effective 13-Oct-2023) 5.32 YTD Average Paid FTE 5.63 Business Information (s 36) YTD Average Paid Overtime FTE 0.15 YTD Average Paid Call Backs FTE 0.40 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 0.03 YTD Annual Leave Average FTE 0.27 YTD Maternity Leave Average FTE - YTD LSL Average FTE -	APPROVED	Budget	Need to understand strategies for getting back within budget. Please refer to Deputy Secretary HPC	appoint fixed-term *****(Recruitment Approval Process)****

ONGOING QUERIES

1124712	Program Support Officer - HIT4	Health and Human Services (Tasmanian State Service) Award - General Stream - Band 3	Primary Health North	Primary Health North	Advert - perm full-time from 20/05/2024. 11 New position to provide administrative support to hospital in the name 12 Risk to service and HIT4 patients if not filled		QUERY	QUERY - can it please be explained why a full-time admin person is required? 1 JULY - APPROVED	23 June 2024 - Response from Annette Barrett - HIT4 is a seven-day-a-week service and the Project Officer role is integral to data inputting, resource organisation and allocation, admitting and discharging patients, IPM, Finance One and QCL management, maintenance of handover/journey boards, stores supply and ordering, manning Geneys and being the backup for calls to the service, and administrative support of all HIT4 staff. The original request was for seven day a week support and five day a week support is a minimum requirement. Already there have been issues when there is no Project Support on specific days. We are also mindful of avoiding clinical staff undertaking significant	appoint permanent ***** (Recruitment Approval Process)*****
1125091	Nurse Unit Manager	Nurses and Midwives (Tasmanian State Service) Award - Registered Nurse - Grade 3a	Hospitals - SA&CS	SA&CS - Midland - Multi Purpose Centre	Complaint - request to advertise. If 1. Reduction in hours current NUM 2. Position essential to ensure clinical governance is covered standards met etc. 3. The employee is not above model 4. No increase in FTE above the ABE.	No NUM - clinical risk	QUERY	QUERY - need to know what the reduction is. JULY APPROVED	Reduction in hours form has been attached	appoint fixed term ***** (Recruitment Approval Process)*****
1123143	Registered Nurse - X-Ray Escort	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital		Verbalised interest in position by numerous NWRH RN Grade 3/4. Requesting a 7-month fixed term at 40 hours per fortnight (0.5fte) to commence 20/05/2024. The EO is needed to cover workload demand, support ward areas so not missing an RN or EN from ward at Radiology and ensure patient safety during transport. The clinical impact of not filling this EO is that fixed-term staff are important to backfill roster shortfalls and so not leave, ensuring safe staffing levels and support to the wards. The corporate impact of not filling this EO is industrial impact due to staff missing from ward areas that can be extended up to one-hour in time resulting in unsafe staffing levels and raising concerns to industrial organisations. Filling the role does not increase the paid FTE. The position is not critical to filling the roster, however, the fixed term position is the most economical way of replacing to meet workload demand. Will reduce the amount of overtime, risk of double shifts and provide the flexibility to allow safe staffing levels.	W20741 - Discharge Lounge All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 3.00 Funded FTE (effective 13-Oct-2023) 3.00 YTD Average Paid FTE 3.43 Business Information (36) YTD Average Paid Overtime FTE 0.10	QUERY	QUERY - why is this being costed to the discharge lounge costcode? Why do we need an escort in the discharge lounge?	Query sent to Hiring Manager on 28/06 - followed up 12/07	appoint fixed term ***** (Recruitment Approval Process)*****
1127235	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	Request to advertise and fill this newly created permanent position. New position attributed to the opening of new beds in SSU. Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (36) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required	appoint permanent ***** (Recruitment Approval Process)*****
1127240	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	Request to advertise and fill this newly created permanent position. Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (36) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required	appoint permanent ***** (Recruitment Approval Process)*****
1125932	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Mersey Community Hospital	Operating Theatre MCH	Request to advertise permanent 1.0FTE ANUM position due to ongoing vacancy. As part of the theatre restructure, additional ANUM positions were created with view to increase theatre capacity to 3 theatres and then 4 in the future. This is to fill the general theatre portfolio and temporarily take on the Endoscopy portfolio whilst recruitment is undertaken for a Nurse Manager position. If this position is not filled, it would create ongoing restraints with service delivery and care for patients in theatre as well as management of waitlists.	W13771 - Nursing - Operating Theatre All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 23.28 Funded FTE (effective 13-Oct-2023) 26.89 YTD Average Paid FTE 27.55 Business Information (36) YTD Average Paid Overtime FTE 0.09	QUERY	QUERY - Why are we increasing the ANUM now when the 3rd and 4th theatre is scheduled for later? 15 July - when do you need the roles to be filled - why do you need them now when the theatres come later?	**Further query emailed to hiring manager 16/07 Answer: total available FTE within new model = 5.0 FTE Current breakdown: 3.0 FTE empty 1.0 FTE occupied and not changing 1.0 FTE occupied but the incumbent is leaving requiring replacement. This role is a sub specialised role for Endoscopy and will result in operational risk if not refilled.	appoint permanent ***** (Recruitment Approval Process)*****
1124464	Senior Legal Advisor	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	OTS - DoH Legal Services	OTS - DoH - Legal Services	Senior Legal Advisor - Right to Information has been abolished effective 13 April 2024 and replaced with this position to enable a broader range of tasks to be undertaken by the position.	Position required to ensure Legal Services can effectively deliver outputs for its stakeholders in a timely manner.	QUERY	Place on hold	Note to place on hold added to tracker 16/07	appoint permanent ***** (Recruitment Approval Process)*****
1126386	Business Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Infra - Business Support	Infra - Business Support	The current incumbent in this position is within the Programming and Delivery Team in Infrastructure and is expected to commence in that role in June 2024. We now need to advertise the permanent position ASAP.	Yes. The Business Support Officer provides administrative and clerical support to the entire Infrastructure Group which consists of approximately 130 personnel.	QUERY	QUERY - Please consider Redeployee List. Please engage Case Management Team to discuss - contact Personal Information (36)	Manager contacted by RLO on 4 June. In notes section of PTE Manager is asked to consider a redeployee. Simone 12 JULY - Redeployee to be assessed - waiting to hear from Case Management if this has been finalised.	appoint permanent ***** (Recruitment Approval Process)*****
1126390	Senior Clinical Psychologist - Tasmanian Fixed Threat Assessment Capability	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Practitioner, Level 5	CMHW - MH & Statewide Services	Forensic Health Services	This position has recently been made a permanently funded position. The position has been a temporary position since 2022. We would now like to advertise the position permanently to ensure continued coverage in this important area.	578290 - Tasmanian Fixed Threat Assessment Capability All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 1.20 Funded FTE (effective 13-Oct-2023) 1.20 YTD Average Paid FTE 1.20 Business Information (36) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 0.01 YTD Annual Leave Average FTE 0.03 YTD Maternity Leave Average FTE - YTD LSI Average FTE -	QUERY	QUERY - how is it being funded? Have we received the funding from DoI? 19 June - is that cost centre recurrently funded? If fixed term, then job should be fixed term.	PTE 1123202 finalised 20 May 2024. 50% salary cost is funded by DFPM until 30 June 2024. This position has been included in the 24-25 budget submission for permanent funding. If the Budget submission is not approved it will be funded by from 'Enabling High Quality MH Reform' cost centre. The PTE will be updated post 30 June to reflect post funding source changes.	appoint permanent ***** (Recruitment Approval Process)*****
1125758	Healthy Tasmania Project Officer	Health and Human Services (Tasmanian State Service) Award - General Stream - Band 6	CMHW - Public Health Services	PHS - Health Improvement	The substantive of this position has accepted a temporary transfer to a role with the Chief Psychiatrist for the period 3 June to 3 December 2024. There is currently a job card in the People system for this appointment. Personal Information (36)		QUERY	Use existing resources - 15 July - APPROVED	Position converted to permanent on the establishment May 2023 on PTE 1101682 - can this please be reassessed -	appoint fixed term ***** (Recruitment Approval Process)*****
1126078	Project Officer - Immunisation (CDPL)	Health and Human Services (Tasmanian State Service) Award - General Stream - Band 6	CMHW - Public Health Services	PHS - HP - CDPL	This position was created in collaboration with key stakeholders to implement IT systems and solutions that allow for obligations under the Patient Act to be maintained (authorisation of immunisation workforce), mandatory data to be uploaded to the Australian Immunisation Register, a decrease in barriers for immunisation resulting in Essential Vaccine Benchmarks being met and stewardship and oversight of RHP vaccine ordering in Tasmania.		QUERY	This job was created for COVID Response not ongoing - 15 JULY - APPROVED.	Position converted to permanent on the establishment May 2023 on PTE 1101682 - can this please be reassessed - manager is chasing the advertising	appoint permanent ***** (Recruitment Approval Process)*****
1127550	Allied Health Lead Policy and Projects	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CQRA - Allied Health Strategy & Policy	CQRA - Allied Health Strategy & Policy	Personal Information (s 36) This role is critical to strategic policy deliverables of Allied Health Strategy and Policy and CQRA. Work unit structure has recently been reviewed and finalised.		QUERY	Subject to CQRA budget for 24/25		appoint permanent ***** (Recruitment Approval Process)*****

1121118	Administration and Education Support Officer	Health and Human Services (Tasmanian State Service) Award - General Stream - Band 3	Hospitals Sth - CCCS&I	CCCSI - DM1 - Clinical Adminstr & Support	Compliant - advertise FT position for a 24-month period - CW Current occupant Personal Information (S 36)	N/A	QUERY	QUERY - Please consider the Redeployment List - Please engage Case Management Team to discuss contact. Personal Information (S 36)		appoint fixed-term **** (Recruitment Approval Process) *****
1114729	Clinical Nurse Consultant - Sepsis Program	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - CCCS&I	CCCSI - Microbio & Infectious Diseases	Compliant - request to advertise fixed term position in commencing ASAP for a period of approximately 12 months. JF 1. New fixed term position created to support the implementation of the hospital wide sepsis program. 2. Clinical impact. Position will support the implementation of the hospital wide Sepsis Program. Will develop and implement safety and quality initiatives including policy and guidelines as well as education programs. 3. No other options to cover. 4. New position, approved minute attached.		QUERY	QUERY - is the Sepsis program funded in the State Budget for 24-25?		appoint fixed-term **** (Recruitment Approval Process) *****
1125896	Clinical Coordinator (Facilitator) - Whole of Community PEP	Nurses and Midwives (Tasmanian State Service) Award - Registered Nurse, Grade 5	Hospitals Sth - SAAS&CS	SAAS - Midlands Multi Purpose Centre	Compliant - Request to advertise FT vacancy SA a) New position b) Created to coordinate and facilitate the learning and teaching of undergraduate nursing, paramedics and allied health students within a designated rural health environment. c) No other options considered - this position funded by the university to provide support in rural areas only. d) No increase in FTE above the ABE.	Reduced level of support for undergraduates	QUERY	1 JULY - APPROVED Yes, UTAS funding has been confirmed for this position.		appoint fixed-term **** (Recruitment Approval Process) *****
1124270	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award - Registered Nurse, Grade 3-4	Primary Health - North West	Healthwest - Wit Coast District Hospital	a) Post FTE under DHTS for this position is 2.74 (inc RN leave relief position) - this covers the casual leave FTE required to cover the roster and permanent staff level. There is currently only 1 FTE filled. Personal Information (S 36) b) This site is using significant amounts of agency nursing, and we need to attempt to recruit & reduce this extremely high agency nursing usage. Once we fill 512 hours to fill. Reduced to 304 hours to fill due to RTVE for ANIM role creation - 0.74 FTE appointable from tracker 1121459. c) The risk to the service if not filled is financial, clinical and operational. Patients are at risk of staff working at high levels of fatigue due to increased likelihood of mistakes and poor decision making. There are wellbeing risks to staff with frequent short notice changes to their rosters. d) This FTE deficit is currently being filled by excessive use of overtime for current WCD RNs and increased level of agency nursing being utilized. The high clinical roles of CNC, ANIM and DCRs are being utilised to cover clinical staffing deficits with an increased	Commentary CLC BM PHS 07/06/24 1124270 - West Coast District Hospital 1124283 - West Coast Residential Aged Care All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024-21 Latest Pay Actual Paid FTE (2024-21): 39.44 Funded FTE (effective 13 Oct 2023): 32.43 YTD Average Paid FTE: 32.19 Business Information (S30) YTD Average Paid Overtime FTE: 2.04 YTD Average Paid Call Backs FTE: 0.05	QUERY	QUERY - saying it will be funded by avoiding overtime and use of locums etc. Need to specify what the reduction in overtime (need a dollar figure) and how they will deliver it. 1 JULY - APPROVED. Please report back in 3 months after filling role to show the reduction. Recruiting and having people on the ground to fill rosters will of course reduce agency usage and overtime as you will have people on the establishment and in the town, able to fill the roster. If there are no employed staff and sub-contract and agency presentation capacity at a site, the site needs to be skilled (24/7 RN as per aged care requirements), the staffing will come from agency and the 1 or 2 staff they did have at the time to work overtime. As there are people employed to fill the roster, the reliance on agency to cover will reduce.		appoint permanent **** (Recruitment Approval Process) *****
1125723	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - Cardiology (Ward 2D) - Nursing	Secondments Long term sick leave Maternity Leave		QUERY	Query - use the example above to add up/detail what's needed. 1 JULY - DID NOT ANSWER QUESTION ** Followed up with hiring manager 15/07 As at PP25 2024, \$200,988 has been paid in overtime to nursing staff at this facility and \$5,577 has been paid in call backs.		appoint fixed-term **** (Recruitment Approval Process) *****
1126070	Support Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - CCCS&I	CCCSI - DCCM - Nursing	Compliant - request to advertise permanent vacancies RM a) PIVE has been completed for the increase in FTE due to increase in ICU beds b) Clinical impact is decreased patient flow due to the inability to provide timely beds/cleans/transfers and patient care c) SSO are required in a critical care environment as they are multi-skilled and complete all restocking, bedside cleans and assist in manual handling tasks to ensure prompt patient care. The HSO pool will not support SSO.		QUERY	QUERY - what increase? There does not appear to have been additional beds. 15 JULY - increase still not explained. What's the increase in beds? Please see attached. As requested by the Vacancy committee. This demonstrates the increase in funding to support opening the 2 beds. ** Further query emailed to hiring manager on 16/07 I have attached the SSO for your reference. A support services officer (SSO) is different to an orderly or a hospital aide - therefore is not supported by these areas. SSO's are specialised to their area of employment with the ability to decontaminate and maintain specialised equipment as well as assisting with emergency/urgent manual handling of patients. I have attached the PIVE which includes the funding approval for an increase of beds in the DCCM. This has been held up with the unions, and beds are only allowed to open when they are staffed		appoint permanent **** (Recruitment Approval Process) *****
1123410	Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals Sth - Allied Health Services	AHS - Orthes/Practises Servs - (OPRG)	Compliant - request to advertise permanent vacancy - RM Resignation of current employee (see Notes) - Advertising of existing hours for replacement		QUERY	QUERY - Please consider Redeployment List. Please engage Case Management Team to discuss contact. case.management@health.tas.gov.au No redeployees		appoint permanent **** (Recruitment Approval Process) *****
1128220	Administrative Officer - H2HK CAMHS	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	a. Seek approval to advertise new position to newly created Head to Health Kids Tasmania service. b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania. c. There are no other options. d. This is within establishment.	* Administrative support has been identified as necessary for operations of the new H2HK services as part of a complex, existing child and family service system * Not establishing the administration positions puts at risk the effectiveness of the H2HK services, and therefore the commitments of the Tasmanian Government under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding.	QUERY	Pls consider redeployment. 16/07 Being reviewed by Case Management.		appoint fixed-term **** (Recruitment Approval Process) *****
1127292	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West - Regional Hospital	Emergency Department - NWRH	A PIVE (1123874) has been actioned to create these positions to fill staffing gaps required to ensure all rostered shifts have coverage for adequate patient care - see email note attached form Job Design Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety. Will paid FTE increase - Yes Is filling this critical to the roster - Yes	W22572 - Nursing - Emergency - Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024-24 Latest Pay Actual Paid FTE (2024-24): 62.22 Funded FTE (effective 13 Oct 2023): 49.62 YTD Average Paid FTE: 61.00 Business Information (S30) YTD Average Paid Overtime FTE: 2.63	Approved	I approved out of session on 16/07 before CN&MW for NHPD assessment. If CN&MW approves, then it can be advertised. I have reviewed the NHPD Benchmarking result and sought additional clarification from the NUM and Business Manager. The 2023 result represents a significant uplift in FTE (31.45) noting that the last benchmarking was undertaken pre-2020. Previous benchmarking summary was not available to review. The Business Manager indicated that there has been a significant delay in implementation of the additional FTE and increased agency staff usage. While I am confident that the request to recruit to the FTE is valid, I would suggest consideration be given to recruiting ENs to a proportion of these positions in line with industrial agreement to grow the EN workforce.		appoint permanent **** (Recruitment Approval Process) *****
1127292	Registered Nurse Relief	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West - Regional Hospital	Emergency Department - NWRH	Recent PIVE actioned to recruit to cover current staffing gaps - please see emailed note attached Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety. Will paid FTE increase - No Is filling this critical to the roster - Yes to fill staffing shortfalls to fill sick leave/annual leave	W22572 - Nursing - Emergency - Department All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024-24 Latest Pay Actual Paid FTE (2024-24): 62.22 Funded FTE (effective 13 Oct 2023): 49.62 YTD Average Paid FTE: 61.00 Business Information (S30) YTD Average Paid Overtime FTE: 2.63	QUERY	Refer to CN&MW for NHPD assessment. If CN&MW approves, then it can be advertised. 15 JULY - It is noted this has been progressed for advertising given Francine's comment. However, please not future, these NHPD matters are not to progress to advertising unless Francine has received the benchmarking results and approves. I have reviewed the NHPD Benchmarking result and sought additional clarification from the NUM and Business Manager. The 2023 result represents a significant uplift in FTE (31.45) noting that the last benchmarking was undertaken pre-2020. Previous benchmarking summary was not available to review. The Business Manager indicated that there has been a significant delay in implementation of the additional FTE and increased agency staff usage. While I am confident that the request to recruit to the FTE is valid, I would suggest consideration be given to recruiting ENs to a proportion of these positions in line with industrial agreement to grow the EN workforce.		appoint fixed-term **** (Recruitment Approval Process) *****
1125756	Infection Control Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - Hospital Support Servs	HSS - Cleaning Services	Compliant - Personal Information (S 36) Why has this vacancy occurred or been created? a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions is vacancy are responsible for cleaning as part of the cleaning establishment. It will directly impact on regular services of Environmental Services at Royal Hobart Hospital. c) Currently covered by casual cleaners. d) Approved FTE.		QUERY	QUERY - Please refer to Deputy Secretary HPC. Can you please state why we have Infection Control Officers still given COVID de-escalation? There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities. Response received. Dave to follow up with Kylie regarding additional info required		appoint permanent **** (Recruitment Approval Process) *****

1127200	Ward Clerk	Health and Human Services (Tasmanian State Services) Award - General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards	Personal Information (s 36)		QUERY	QUERY - these jobs are being filled from within HIMS. They were meant to transfer to Hospital South as part of restructure of HIMS. Please refer to Deputy Secretary HPC to progress transfer - 15 JULY - APPROVED. Please make sure at interview that the applicants are aware they will be transferred from HIMS.	The Change Proposal feedback has been closed and the report is being finalised. The plan is for the Inpatient Services Unit (Ward Clerks and Admissions) and ED Clerical to transition to the Integrated Operations Centres in August. Proceed with recruitment, as positions will be moved as part of the transition process - the plan is for the position and the people in these positions will move to the area as part of the transition in August. Request positions to be filled within HIMS all positions and employees will be moved to the new structure as part for the changes proposal.	appoint permanent ***** (Recruitment Approval Process)*****
1127280	Ward Clerk	Health and Human Services (Tasmanian State Services) Award - General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards	Personal Information (s 36)		QUERY	QUERY - these jobs are being filled from within HIMS. They were meant to transfer to Hospital South as part of restructure of HIMS. Please refer to Deputy Secretary HPC to progress transfer - 15 JULY - APPROVED. Please make sure at interview that the applicants are aware they will be transferred from HIMS.	The Change Proposal feedback has been closed and the report is being finalised. The plan is for the Inpatient Services Unit (Ward Clerks and Admissions) and ED Clerical to transition to the Integrated Operations Centres in August. Proceed with recruitment, as positions will be moved as part of the transition process - the plan is for the position and the people in these positions will move to the area as part of the transition in August. Request positions to be filled within HIMS all positions and employees will be moved to the new structure as part for the changes proposal.	appoint permanent ***** (Recruitment Approval Process)*****
1127272	Ward Clerk	Health and Human Services (Tasmanian State Services) Award - General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards	Personal Information (s 36)		QUERY	QUERY - these jobs are being filled from within HIMS. They were meant to transfer to Hospital South as part of restructure of HIMS. Please refer to Deputy Secretary HPC to progress transfer - 15 JULY - APPROVED. Please make sure at interview that the applicants are aware they will be transferred from HIMS.	The Change Proposal feedback has been closed and the report is being finalised. The plan is for the Inpatient Services Unit (Ward Clerks and Admissions) and ED Clerical to transition to the Integrated Operations Centres in August. Proceed with recruitment, as positions will be moved as part of the transition process - the plan is for the position and the people in these positions will move to the area as part of the transition in August. Request positions to be filled within HIMS all positions and employees will be moved to the new structure as part for the changes proposal.	appoint permanent ***** (Recruitment Approval Process)*****
1127282	Ward Clerk	Health and Human Services (Tasmanian State Services) Award - General Stream, Band 2	HPC - Health Information Mgmt Service	HIMS - Wards	Personal Information (s 36)		QUERY	QUERY - these jobs are being filled from within HIMS. They were meant to transfer to Hospital South as part of restructure of HIMS. Please refer to Deputy Secretary HPC to progress transfer - 15 JULY - APPROVED. Please make sure at interview that the applicants are aware they will be transferred from HIMS.	The Change Proposal feedback has been closed and the report is being finalised. The plan is for the Inpatient Services Unit (Ward Clerks and Admissions) and ED Clerical to transition to the Integrated Operations Centres in August. Proceed with recruitment, as positions will be moved as part of the transition process - the plan is for the position and the people in these positions will move to the area as part of the transition in August. Request positions to be filled within HIMS all positions and employees will be moved to the new structure as part for the changes proposal.	appoint permanent ***** (Recruitment Approval Process)*****
1127281	Manager Community Administration and Facilities	Health and Human Services (Tasmanian State Services) Award - General Stream, Band 5	Hospitals SAACS	SAACS - Aged, Rehabilitation & PCS	Compliant - request to advertise perm position. If New position (PVE tracker 1118164 - position first advertising	This position manages the admin team for community health centres - which are used by a range of TNS and other organisations and manages sites.	QUERY	QUERY - is this a new job? If so, how is it being funded? 1 JULY - Recruitment, pls check that we have abolished the positions sitting behind this one. If so, APPROVED	**followed up with Recruitment 16/07 Minute approved by CHS attached. 12 July - Hi Dane In response to your note, I have attached an updated SAACS workforce tracking document which outlines where we are at with the position changes. The position of Area Service Coordinator cannot be abolished until the creation of the Allied Health Stream Director position. Also the role of the Principal Consultant - Community Care & Coordination to be revised on the retirement of the substantive occupant and cannot be abolished until the appointment of the Manager Home Care South is approved.	appoint permanent ***** (Recruitment Approval Process)*****
1126984	Cleaner (Operating Room Suite)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Launceston General Hospital	ORS ANC LGH	Please advertise to fill permanent position. Please advertise the following Job Cards together: Position No Tracker 1126984 Position No Tracker 1126985 Position No Tracker 1126990 Position No Tracker 1126993	Risks are to the provision of cleaning services and safety in the ORS.	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required	appoint permanent ***** (Recruitment Approval Process)*****
1127215	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Services AMU LGH	Personal Information (s 36) Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.68 Business Information (330) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	QUERY	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required	appoint permanent ***** (Recruitment Approval Process)*****
1126545	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - Medical & Cancer Servs	MCS - Outpatients Specialist Clinic	Complaint - multiple fixed-term advertising for approx. 12months. SN 2x Current Fixed-Term Contracts ending on the 29/5/24 Personal Information (s 36) Recruitment is necessary to meet the establishment needs, thus, backfill is required. We are currently in the process of benchmarking to increase establishment. Backfill 1.47 FTE.	Clinical risk without appropriate staffing for outpatient establishment and service delivery.	QUERY	Purpose of benchmarking is to benchmark, not to necessarily increase FTE. So please benchmark on NIPP0 first, and get it cleared by CN&MW, and if the benchmarking suggests an increase in resources is needed, then re-submit for approval.	I am happy to provide feedback. Provided by Sandra Quinn Personal Information (s 36) To decrease the casual pool engagement and increase productivity and workflow within the outpatient service it would be suitable to backfill her current vacant role. The reference in job card to benchmarking was intended fro context of what is occurring in the outpatient setting - noting outpatients is	appoint fixed-term ***** (Recruitment Approval Process)*****

1128390	Specialist Pharmacist - Critical Care	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmania Health Services	SHP - RHH Pharmacy	Seeking to advertise new position to support Critical Care services as per recent FTE increase due to bed number increases within the RHH ICU. The position is responsible for providing direct clinical care to the Critical Care unit, as well as developing and implementing procedures for the smooth and provision of pharmacy services to the area. Not covering this position would put high acuity patients at an even higher level of risk.		QUERY	Where is the increase in beds, and are they funded? Where is the funding coming from? 15 JULY - See above (row 112). The 12 beds are not open. Please get CE to confirm the # of beds that have been opened.	I've attached the email that came back from Bronwen Pinkard assuring us the position was funded. Critical Care increased by 12 beds - and the funding details are contained within the minute. The increase in FTE was put through in November 2023 but it has taken us this long to get confirmation of the funding to be moved from ICU to Pharmacy - as the funding was provided to them in FTE. The FTE increase was completed by ICU on our behalf (PTVE in email to EG - attached)	People Connect to follow up	appoint permanent ***** (Recruitment Approval Process)*****	
1128907	Doctors in Training Recruitment Campaign 2025 - Unaccredited Registrar - ENT	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals 5th - Surgical & Periop Servs	SPS - ENT Medical Staff	As a teaching hospital, the annual recruitment of Registrars is necessary in order to maintain current clinical services. Registrar positions are only filled on a fixed term basis in order to support the relevant teaching program. Not filling this vacancy will result in inability to maintain current medical service and failure to maintain status as a teaching hospital & require locum engagement for the 12 months period to maintain this service.	S33510 - Medical Staff - ENT Services All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 5.76 Funded FTE (effective 13-Oct-2023) 4.75 YTD Average Paid FTE 4.45 Business Information (S38) YTD Average Paid Overtime FTE 0.63 YTD Average Paid Call Backs FTE 0.78 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE - YTD Annual Leave Average FTE 0.16 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.26 YTD Other Leave Average FTE 0.00	QUERY	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Emailled to hiring manager on 09/07		appoint fixed-term ***** (Recruitment Approval Process)*****	
1128856	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Medical Ward NWRH	1) Vacancy has occurred due to the resignation of the following RN's (exit forms attached): Personal Information (s 36) 2) This is a total vacancy of 3.52 FTE to fill 3) This is not able to provide a complete roster of nursing staff to meet patient requirements leading to a reduction in service delivery and decreased patient safety and care 4) This does not increase the paid FTE as it is to fill staff exits and fill existing approved FTE within the current ward establishment 5) This role is critical to maintain a complete roster and provide patient care	W20971 - Nursing - Medical Ward All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 54.29 Funded FTE (effective 13-Oct-2023) 49.12 YTD Average Paid FTE 55.28 Business Information (S38)	QUERY	How many ENs are on the ward/ what is the ratio of EN to RN? If able, please consider advertising as EN.	I don't believe I can safely look at advertising these as EN positions. We are struggling to safely staff the medical units with limited experienced staff currently filling positions. As we advertise for 3 medical units the EN positions are difficult to get suitable applicants, the last 3 recruitments have resulted in limited applicants with most successful applicants having less than 12 months experience. Tracker No = 1112163 advertised for 8 weeks in total first AD no applicant's 2nd AD 15 applicants 4 successful with positions. 1 declined offer 2 new graduates. Tracker no = 1119145 candidate withdrew Tracker No - 1119142 subsequent appointment 1		appoint permanent ***** (Recruitment Approval Process)*****	
1128307	Technical Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Pathology LGH	Personal Information (s 36) Position vacant - Band 1 positions were reclassified to Band 3 through a PTVN TN 1117737. Pratik currently holds a Band 1 permanent position at 0.8 FTE but the applicant has indicated 0.8 FTE number of hours if available. Personal Information (s 36)	N51610 - Pathology Latest Pay Actual Paid FTE (2024 25) 92.54 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.80 Business Information (S38) YTD Average Paid Overtime FTE 1.66 YTD Average Paid Call Backs FTE 1.99	QUERY	Similar Technical Officer role has been queried before. Why are they being re-class'd to a 3, rather than a 2? Same query was raised about Tracker 1117737. [redacted] in an earlier spreadsheet - that query is still outstanding too. 15 JULY - can you confirm whether Pratik has a Cert 47 As that's the only way to make them a Band 3 - see the Award.	*Response to query of 15/07 Thanks for your email. I have reviewed this and confirm that original recruitment to Band 1 was based on attached SOD that had the essential criteria stipulated. The Band 3 role has similar essential criteria. Pratik has done an overseas bachelor's degree (evidence attached) and also doing masters in CCU. Hope this clarifies. Note from Sonia Tuff on PTVN 1117737: Initially the Pathology Team at the LGH requested a classification review of the Band 1 technical positions with the view to reclassifying these positions to a Band 2. Note on spreadsheet tab letter 3/06. Please refer to [redacted] for more information. There is history		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
1128705	Cleaner	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals 5th - Hospital Support Servs	HSS - Cleaning Services	Compliant - request to subsequently appoint to permanent vacancies (total FTE was not approved in original job card) RM a) The funded vacant positions - Cleaners work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties. b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions is vacancy are responsible for cleaning as part of the cleaning establishment. It will directly impact on regular services of Environmental Services at Royal Hobart Hospital. c) Currently covered by casual cleaners. d) Approved FTE.		QUERY	It appears this Job Card is for 4 jobs, is that the case? Can they tell us the total number of jobs across the jobs above as well (see rows 18 and 19), as there appears to be overlap?	Each job card has been raised for differing work conditions such as fixed term, permanent, day work and shift work. Confirming this tracker is for 4 full time positions across: [redacted] - Shiftwork 1FTE (76hrs) - Permanent [redacted] - Shiftwork 1FTE (76hrs) - Permanent [redacted] - Shiftwork 1FTE (76hrs) - Permanent [redacted] - Shiftwork 1FTE (76hrs) - Permanent [redacted] - Shiftwork 1FTE (76hrs) - Permanent Additionally the other 2 trackers referenced in lines relate to further fixed term vacancy due to leave of substantive occupants: 1128707 (position [redacted]) 30.4 hours until 2/11/24 1128709 (Position [redacted])		appoint permanent ***** (Recruitment Approval Process)*****	
1126602	Administrative Support Officer - Patient Safety	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals 5th - QOL Exec Dir. of MedS	GDMS - Quality & Patient Safety	Advert - permanent, part-time, 22.5h/pt. This vacant role has been transferred from MoCS (see enclosed email details).		QUERY	QUERY - Please consider Redployee List. Please engage Case Management Team to discuss contact. [redacted]			appoint permanent ***** (Recruitment Approval Process)*****	
1125483	Administrative Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals 5th - Hospital Support Servs	HSS - Cambridge Production Centre	Compliant - advertise permanent position Administrative Officer - CW A. Please arrange for position to be advertised B. This position is responsible for the administrative support at the Cambridge Production Centre. Some functions performed by the role which the Department will not be able to cover (if not filled) include: Data collection, filing and audit information integration for the Department's Food Safety Program - risking the Department's accreditation. Workplace induction processes, including co-ordination of mandatory training and I.D. card access. Management of reception area and visitor access Administering and operational positions. Administrative support for all staff within the facility C. The Department does not have any spare administrative support to undertake the duties performed by the Administrative Officer, hence most duties would not be undertaken, putting accreditation at serious risk. D. N/A		QUERY	QUERY - Please consider Redployee List. Please engage Case Management Team to discuss contact. Personal Information (s 36)	no redeployees			appoint permanent ***** (Recruitment Approval Process)*****
1128196	Registrar (Non Accredited) Surgical	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Surgery LGH	Appoint third appointable applicant from DIT 2025 Plastics Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124916.		QUERY	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Email sent to hiring manager 10/07		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
1128197	Registrar (Non Accredited) Surgical	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Surgery LGH	Appoint second appointable applicant from DIT 2025 Urology Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124586.		QUERY	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Email sent to hiring manager 10/07		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	

1128283	Principal Legal Adviser	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	OTS - Legal Services	OTS - DoH - Legal Services	<p>Personal Information (s 36)</p> <p>The position has key administrative law responsibilities in coordinating the meeting of the agency's statutory obligations under the Right to Information Act 2009, responses to actions brought against the agency under the Anti-Discrimination Act 1998, and compliance with demands for information from Ahpra under the Health Practitioner Regulation National Law (Tasmania), such as during its investigations of allegations of professional misconduct.</p> <p>There are no other suitably qualified staff available to fulfill the duties and volume of work required. This is compounded by an existing band 6 vacancy and another band 7 unavailable on unplanned long-term leave.</p> <p>The request does not cause an increase in FTE above establishment.</p>	Yes, not filling the position risks Legal Services' ability to meet the Agency's statutory obligations under the Right to Information Act 2009, responses to actions brought against the Agency under the Anti-Discrimination Act 1998, and compliance with demands for information from Ahpra under the Health Practitioner Regulation National Law (Tasmania), such as during its investigations of allegations of professional misconduct.	QUERY	Dale to chat to Laura about this one and the other position in Legal Services			appoint permanent ***** (Recruitment Approval Process)*****
1127224	Business Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	HICT - Office of the CIO	HICT - Office of the CIO	<p>Compliant - Personal Information (s 36)</p> <p>The current incumbent Personal Information (s 36)</p> <p>This recruitment process yielded a second appointable applicant. It is proposed to appoint Lara to this crucial position noting the equivalent duties expected of the role at level. This position is crucial to supporting the immediate strategic priorities of the Chief Information Officer, wider department and commitment to the government.</p>		QUERY	Pls provide org chart within OCIO. 15 JULY - CIO to discuss with Secretary.	OCIO org chart has been uploaded to this PageUp as requested, in response to the query from the Vacancy Committee.		appoint fixed-term ***** (Recruitment Approval Process)*****
1125696	Principal Business Advisor	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	HICT - Office of the CIO	HICT - Office of the CIO	<p>This position has been funded fixed term by OCIO's permanently funded Band 7 position. The substantive incumbent of permanently funded Band 7 position Personal Information (s 36)</p> <p>This leaves OCIO position permanently vacant. It is proposed (in TN 1125310) to fund position ongoing, using funding from position. It is then planned to run a recruitment process, advertising to fill position ongoing. (Concurrently via TN 1125322, it is proposed to offer an HDA temporarily to (employee number) to cover the duties of this crucial role within OCIO whilst the ongoing recruitment process is being run)</p>		QUERY	Pls provide org chart within OCIO. 15 JULY - CIO to discuss with Secretary.	OCIO org chart has been uploaded to this PageUp as requested, in response to the query from the Vacancy Committee.	Note added to job card 16/07	appoint permanent ***** (Recruitment Approval Process)*****
1128467	Executive Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CQRA - Nursing and Midwifery	CQRA - Nursing and Midwifery	<p>The substantive occupant of Personal Information (s 36)</p>		QUERY	Refer back to CNM&MW. Why is it reducing to a Band 3. Please confirm discussion has occurred with the individual. Please also consider this as a Redeployment Opportunity. 15 JULY - PLEASE HOLD PENDING DISCUSSION BETWEEN CPO AND Injury Management team	The incumbent is on long term sick leave (WV) and medical recommendation is for same job, different business unit. Position must be held for the incumbent for a minimum 12 months hence the fixed term period. Currently utilising agency staff to backfill. Previous recruitment attempt to backfill at Band 4 classification has been unsuccessful. Consider recruitment at Band 3 may generate a wider pool of suitable candidates.	Note added to job card 16/07	appoint fixed-term ***** (Recruitment Approval Process)*****

Tracker No	Job title	Approved classification	Section	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Vacancy Committee Decision	Vacancy Committee Comment	Follow-up Response	Budget Comment	Action required
1123114	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	Sub appointment permanent - due to Personal Information (s36) there is currently 9 requests for Agency staff to fill fixed term positions. The Personal Information (s36) Unfilled 8 hours from Tracker 1115575	W10971 - Nursing - Medical Ward All Award Classifications All Project Codes Finance Data Month Ended: March 2024 Latest Pay Period: 2024 19 Latest Pay Actual Paid FTE (2024 19) 62.52 Funded FTE (effective 13-Oct-2023) 47.66 YTD Average Paid FTE 59.91 Business Information (s36) YTD Average Paid Overtime FTE 1.38 Clinical risk of not filling position - direct patient care. Corporate risk of not filling position - increased overtime, increase in Agency staff and double shifts, leave, compromised patient safety, inability to meet NHPPD. Will paid FTE increase - No. Is filling this critical to the roster - Yes	Approved	Approved need to see decrease in agency staff or appointment for additional staff from this process			appoint to vacancy using previous selection process ***** (Recruitment Approval Process) *****
1128230	Enrolled Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Please advertise permanent 16 hpf / 0.21 fte. This is to fill a permanent vacant position due to Personal Information (s36)	No FTE impact with this jobcard. THS Position Funding 2023-24 - Hospitals North reports the position is funded at 6.65fte JL Grove has had difficulty recruiting to positions. N24045 - John L Grove Sub-Acute All Award Classifications All Project Codes Finance Data Month Ended: Jun-24 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 50.84 Funded FTE (effective 13-Oct-2023) 39.55 YTD Average Paid FTE 46.72 Business Information (s36) YTD Average Paid Overtime FTE 2.35 YTD Average Paid Call Backs FTE 0.00 YTD Sick Leave Average FTE 2.52 YTD Annual Leave Average FTE 3.11 YTD Maternity Leave Average FTE 0.17 YTD LSL Average FTE 1.05 YTD Other Leave Average FTE 0.71					appoint permanent ***** (Recruitment Approval Process) *****
1130031	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - Medical & Cancer Servs	please advertise fixed term vacancy, substantive is on Maternity Leave for 12 months						appoint fixed-term ***** (Recruitment Approval Process) *****
1129783	Dental Officer Person	Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 1-3	CMHW - Tasmanian Health Services	Request to fill from Statewide Dental Officer Graduate Campaign to be advertised. a) This vacancy has occurred due to Personal Information (s36) b) This position is required to be filled to provide dental services to patients and support the dental team in the delivery of dental services. If this position is not filled, there will be a further increase in waiting lists, longer waiting times for patient urgent care appointments, and will affect OHST's ability to meet required service delivery and activity targets. This may also result in increased demand on LGH A&E services. c) There are no other options for filling this position. d) This request will not cause an increase in paid FTE above the funded FTE in OHST overall.	S82010 - Oral Health - North Adult All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 44.54 Funded FTE (effective 13-Oct-2023) 40.55 YTD Average Paid FTE 43.41 Business Information (s36) YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE - Agreed NHpPD for Unit N/A NHpPD Average to Last Pay N/A YTD Sick Leave Average FTE 2.92 YTD Annual Leave Average FTE 3.13 YTD Maternity Leave Average FTE 1.19 YTD LSL Average FTE 0.63 YTD Other Leave Average FTE 0.60					appoint fixed-term ***** (Recruitment Approval Process) *****

1129153	Radiation Therapist Person	Radiation Therapists Agreement, Radiation Therapist Level 1-2	Launceston General Hospital	<p>Appointment Personal Information (s36)</p> <p>Relocation Assistance of \$3000 plus 12 weeks accom to be approved. Vacancy was advertised from 21/05/2024 to 11/06/2024 on Person 1124783)</p> <p>a) Advertised permanent fulltime vacant position - position is funded</p> <p>b) The position undertakes routine planning and treatment of cancer patients and is required to maintain acceptable staffing levels and avoid patient waitlists. Frontline clinical staff</p> <p>c) Unable to reduce establishment and maintain current workloads.</p> <p>d) This position is within the approved and budgeted. FTE. Overall RT 1-2 FTE is correct</p>	<p>N23070 - W P Holman Clinic Latest Pay Actual Paid FTE (2024 26) 83.34</p> <p>Funded FTE (effective 13-Oct-2023) 90.22 YTD Average Paid FTE 84.50 Business Information (s YTD Average Paid Overtime FTE 0.61 YTD Average Paid Call Backs FTE 0.67</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129016	Registered Nurse - Transition to Practice Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	This job card is for the TTP 2025 recruitment campaign successful applicant will be appointed to a permanent position subject to successful probation period		Approved			<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1127648	Registered Nurse - Transition to Practice Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	JC to advertise to multiple 2025 TTP positions commencing from 10th Feb 2025 - 11th April 2026 - statewide recruitment process	<p>N55918 - Administration - Nursing Services - Teaching & Training Latest Pay Actual Paid FTE (2024 25) 14.91</p> <p>Funded FTE (effective 13-Oct-2023) 10.42 YTD Average Paid FTE 16.08 Business Information YTD Average Paid Overtime FTE 0.08 YTD Average Paid Call Backs FTE -</p>	Approved			<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1127611	Registered Nurse (Relief) Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	<p>Instrument of Appointment Personal Information (s</p> <p>Fixed term to Personal Information from employment register casual staff required to back fill planned and unplanned leave, with a sufficient pool of casuals being essential to minimising/avoiding reliance on agency nurses. Current casual staff have limited availability</p> <p>Personal Information (s36)</p> <p>RN staffing levels determined by District HITS the safe staffing model for district hospitals with that model providing a leave backfill factor of 0.23.</p>	<p>Cost Centre N72021 - Campbell Town MPS Affordable Budget Establishment (ABE) FTE 42.57 YTD Average Paid FTE 40.38 (PP25) Business Information (s YTD Average Paid Overtime FTE 1.32 YTD Average Paid Call Backs FTE 0.02 Comments Under ABE YTD but over budget.</p>				<p>Business Information *****</p>

1127750	Senior Physiotherapist - Musculoskeletal Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	<p>Subsequent Appointment for second ranked applicant - To be appointed to via subsequent appointment from tracker 1124146 (same position number- at short listing stage 17/6/24).</p> <p>Vacancy arising from internal staff movement - Substantive occupant Personal Information (s36) Person:</p>	<p>Reduced MSK Outpatient Physiotherapy services and services at Ortho clinics. Reduced ability to provide post acute care, particularly in the area of Orthopaedics. This position helps facilitate discharged from hospital through the follow up Physio care provided.</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 70.86</p> <p>Funded FTE (effective 13-Oct-2023) 70.55 YTD Average Paid FTE 68.37 Business Information (s)</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129754	Enrolled Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	North West Regional Hospital	<p>Advert - perm, part time, 40hpf from 04/08/2024. This vacancy has arisen due to the Personal Information (s36) Person</p> <p>It is hoped to fill further EN vacancy from this process as subsequent selections.</p> <p>The clinical/corporate impact of not filling is increased use of agency, casual, overtime or double shifts, increased workload for nursing staff, potential for industrial concerns to arise, and staff burnout/absenteeism. It is important to cover roster shortfalls in order to keep all beds open..</p> <p>This does not increase the paid FTE as it is to fill current vacancy of leave and position transfers.</p> <p>This is a critical position in the Surgical Ward to maintain safe staffing.</p>	<p>W20990 - Nursing - Surgical Ward</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 54.71</p> <p>Funded FTE (effective 13-Oct-2023) 51.37 YTD Average Paid FTE 52.47 Business Information (s)</p> <p>YTD Average Paid Overtime FTE 1.25</p>				<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1127756	Clinical Lead - Physiotherapist (Cardiorespiratory) Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	Launceston General Hospital	<p>Advert - fixed term, part time, ending 7/07/2025. Personal Information (s36)</p>	<p>Significant risk to staff wellbeing and support structures and frameworks within the cardiorespiratory physiotherapy stream. This position support the on-call training and rostering requirements of our team, provides clinical supervision, staffing resource, clinical governance of the physiotherapy team.</p>				<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1127688	Allied Health Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	<p>Personal Information (s36)</p> <p>This approval will result in a vacancy in this allied health position. Plan to recruit to this backfill initially for 1 year. Have proposed contract commences 1 week before commencement of leave to support handover process.</p>	<p>This role supports successful coordination and operation of the cardiac and pulmonary rehabilitation exercise and education classes and not approving this role would provide a risk to the ongoing running of these classes. Additionally, this role supports the ordering of stock for the physiotherapy department which is essential for the provision of equipment to our patients.</p>	Approved	Vacancy is for two years, please advertise the full period		<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1129105	Enrolled Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Primary Health North	<p>Advertise deficit of EN hours 128/fortnight (Note from Business Manager - Actually only 124 hours vacant, being position 252 hours less permanent occupants 128 hours = 124 vacant)</p> <p>We have 2 lines of 0.8 FTE that used to be for TTP positions but are now EN.</p>	<p>Of the permanent 252 EN hours allocated under the safe staffing model District HITS to Flinders Island, only 128 are filled - hence site needs to continue to advertise to try and fill this vacancy because in the meantime it is reliant on agency nurses.</p> <p>Cost Centre N72041 - Flinders Island MPC Affordable Budget Establishment (ABE) FTE 28.43 YTD Average Paid FTE 24.22 (PP25) Business Information (s)</p> <p>YTD Average Paid Overtime FTE 0.27 YTD Average Paid Call Backs L FTE 0.15</p> <p>Comments Within budget and ABE YTD, noting this site has a high reliance on agency nurses, changes to Commonwealth residential aged care funding have been to the benefit of Flinders Island with the utilisation of some of that increased funding being delayed due to lead time to get positions created and minor capital works projects completed.</p>				<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1129846	Registered Nurse - Oncology MDPU Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Mersey Community Hospital	<p>LSL has created a position from the floor to fill this role and another staff member decreasing hours temporarily</p> <p>a) Positions to be filled at level to ensure safe staffing levels are maintained, Clinical Impact - Inability to maintain safe staffing for all occasions of service thereby affecting Clinic bookings and scheduling for patients undergoing chemotherapy for cancer treatment. Chemotherapy schedules are critical to run on time and as per the protocols to ensure safe and best outcomes for patients. Interrupting this schedule as a result of limited untrained staff is a high risk to the patient.</p> <p>Corporate Impact - reduced service provision, leading to an increased risk of adverse events (see clinical), low staff morale and inability to recruit / retain specialist nursing staff. Recruitment and training costs will increase significantly for temporary back-fill</p> <p>b) The only option to cover the duties while maintaining a safe staffing environment and sustainable/optimal service for patients with cancer is to fill the vacancy.</p> <p>c) This is within current benchmarked FTE and does not reflect previous ABE FTE</p>	<p>W10980 - Nursing - Medical Day Procedure Ward</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 10.69</p> <p>Funded FTE (effective 13-Oct-2023) 9.98 YTD Average Paid FTE 10.62 Business Information (s)</p>				<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>

1129211	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North West	Request is to advertise fixed-term vacancy due to Leave. Current substantive, Person b). Inability to cover this role will cause further shortage of the front-line clinical staff at SDH which will affect patient & staff safety as staffing will drop below DHITS safe staffing model. c). There are no alternatives but to fill these hours to maintain safe staffing level. Otherwise casual and overtime usage will increase for front line staff. Inability to cover roster shortfalls will increase need for agency coverage d). As these hours are within current establishment there is no increase to FTE. e). This position is critical to fill to maintain DHITS staffing levels and to prevent bed closures	Person W34363 - Smithton District Hospital All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 27.05 Funded FTE (effective 13-Oct-2023) 28.68 YTD Average Paid FTE 27.95 Business Information (s YTD Average Paid Overtime FTE 0.85 YTD Average Paid Call Backs FTE 0.06 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.11 YTD Annual Leave Average FTE 2.04 YTD Maternity Leave Average FTE 0.17 YTD LSL Average FTE 0.70 YTD Other Leave Average FTE 0.95"				appoint fixed-term ***** (Recruitment Approval Process)*****
1128684	Technical Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Permanent appointment for Harpreet Gill at 0.8 FTE (881100) through a subsequent appointment from recruitment process TN 1121897. This is excess hour (0.1 FTE) Personal Information (s36) Band 1 positions were reclassified to Band 3 through a PTVE TN 1117737.	NS1610 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (s YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99				appoint permanent ***** (Recruitment Approval Process)*****
1128333	Technical Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Permanent Appointment for Personal Information (s36) Appoint to Band 3 to through a subsequent appointment from recruitment process Tracker number 1121897. Personal Information (s36)	NS1610 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (s YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1128321	Technical Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Promotion (SA) for Personal Information (s36)	NS1610 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (s YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1128322	Technical Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Promotion (SA) for Personal Information (s36) Position vacant - Band 1 positions were reclassified to Band 3 through a PTVE TN 1117737 process.	NS1610 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (s YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129165	Registered Nurse - Mental Health Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	Please advertise 14 FTE permanent vacancy a) Staffing shortfalls, staff exit from service etc leading to MHU staff shortage of 14 FTE Registered Nurse positions. b) These are critical clinical roles. This is an unsafe staffing level for our service and must be rectified. Additionally, agency staff filling the roles are very expensive. c) This is the best option to remove the clinical, safe staffing and budget risks.	These are critical clinical roles. This is an unsafe staffing level for our service and must be rectified. Additionally, agency staff filling the roles are very expensive. S74160 - Inpatient & ETS-Mental Health Inpatient Unit All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 79.11 Funded FTE (effective 13-Oct-2023) 83.58 YTD Average Paid FTE 84.61 Business Information (s Business Information (s YTD Average Paid Overtime FTE 6.32 YTD Average Paid Call Backs FTE 1.38	Approved			appoint permanent ***** (Recruitment Approval Process)*****

1128255	Non Tradesperson Cook Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Launceston General Hospital	Recruitment required to Personal Information (s36) Exec chef Darren Davis has advised no suitable candidates available to pick up these up hours making recruitment essential, alternate is to pay a higher duty person to complete tasks creating additional costs to the kitchen roster -see attached information from Darren Davis kitchen staff shortage , during periods of leave both sick and rec staff shortages do occur without the available staff to cover and work additional hours above their min part time hours	N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering Latest Pay Actual Paid FTE (2024 26) 108.43 Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 110.46 Business Information (s YTD Average Paid Overtime FTE 1.63 YTD Average Paid Call Backs FTE -				appoint permanent ***** (Recruitment Approval Process)*****
1129600	Specialist Medical Practitioner Person	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	CMHW - MH & Statewide Services	Please approve advertising this position permanently as it has been filled by locums for a long period of time.	S77250 - Correctional Primary Health Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 55.08 Funded FTE (effective 13-Oct-2023) 56.45 YTD Average Paid FTE 56.03 Business Information (s YTD Average Paid Overtime FTE 2.06 YTD Average Paid Call Backs FTE 0.31 Agreed NHPPD for Unit NHPPD Average to Last Pay YTD Sick Leave Average FTE 2.47 YTD Annual Leave Average FTE 3.56 YTD Maternity Leave Average FTE - YTD LSL Average FTE 1.00 YTD Other Leave Average FTE 0.81	Approved			appoint permanent ***** (Recruitment Approval Process)*****
1124030	Senior Speech Pathologist Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals Sth - Allied Health Services	Requesting to advertise 0.14FTE of vacant permanent position of Senior Speech Pathologist, in the Statewide Audiology Service. Personal information	Risk to delaying diagnosis of permanent significant hearing loss in children, leading to delays in learning to listen & speak and lifelong implications for educational opportunities & daily life. THS is the only Tasmanian provider of the statewide newborn hearing screening programme and of public paediatric cochlear implant program. Yes - recent external governance audits of Audiology programs in SA & QLD (paediatric cochlear implant and paediatric diagnostic services) have resulted in payouts to families of up to \$2 million in both SA & QLD. External review reports have highlighted the importance of Speech Pathologist positions within Audiology departments.				appoint permanent ***** (Recruitment Approval Process)*****
1129435	ACAT Assessor - Allied Health Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals Sth - SAA&CS	Requesting to advertise 0.4fte (30.4hpf) permanent, commencing asap. This position fte is 6.61, currently permanently occupied at 6.20fte, leaving this 0.4fte vacant and available to fill. If not filled, there is a risk that Commonwealth KPI's for ACAP (Aged Care Assessment Program) are not met.					appoint permanent ***** (Recruitment Approval Process)*****
1129720	Registered Nurse - Community Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - SAA&CS	Compliant - request to advertise permanent vacancy RM a) Personal Information (s36) b) yes, by not filling vacant FTE will result in increased use of casual nurses and overtime and increase pressure on RHH by not being able to provide care to clients in the community resulting in longer hospital stays and increased interventions. c) no increase in FTE above the approved FTE					appoint permanent ***** (Recruitment Approval Process)*****
1129742	Registered Nurse (Transit Lounge) Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Integrated Oprtns Centre	Compliant - request to advertise permanent vacancies RM a) Transit lounge has Permanent FTE available to advertise. Please advertise 2.39 FTE to fill the roster gap. b) The Transit Lounge RN role supports the efficient and effective provision of care, based on clinical standards and best practice principles, within a collaborative and multidisciplinary framework by coordinating patient flow and patient care within the health service/facility. They expedite the discharge process in RHH. c) Workload cannot be shared amongst current staff establishment. d) This will not increase in FTE above the ABE.					appoint permanent ***** (Recruitment Approval Process)*****

1129827	Registered Nurse - TASU Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - Surgical & Perio Servs	<p>The purpose of this JC is to advertise permanent unfilled vacancy. This includes Personal Information (s36)</p> <p>Last advertisement for this position closed 14 July 2024 (tracker 1126060) which attracted only one applicant who was deemed unsuitable to interview as they had no relevant experience/knowledge/skills.</p>	<p>S36530 - 6A TASU Trauma & Acute Surgical Unit</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 61.89</p> <p>Funded FTE (effective 13-Oct-2023) 42.11 YTD Average Paid FTE 50.02 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 1.63 YTD Average Paid Call Backs FTE 0.00</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 2.59 YTD Annual Leave Average FTE 3.45 YTD Maternity Leave Average FTE 1.37 YTD LSL Average FTE 0.14 YTD Other Leave Average FTE 0.67</p>				appoint permanent ***** (Recruitment Approval Process)*****
1129929	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - Surgical & Perio Servs	<p>a) This vacancy has been created due to an underfilled establishment due to increasing to 19 beds and an additional endoscopy room</p> <p>b) These hours need to be filled so that the Short Stay Suite can provide safe and efficient care to our patients</p> <p>c) All other options have been considered</p> <p>d) This request will not create an increase in the FTE above the ABE</p>	<p>S36020 - Short Stay Suite</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 79.57</p> <p>Funded FTE (effective 13-Oct-2023) 68.51 YTD Average Paid FTE 72.75 Business Information (s36) Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 1.00 YTD Average Paid Call Backs FTE 0.59</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 4.09 YTD Annual Leave Average FTE 5.33 YTD Maternity Leave Average FTE 1.93 YTD LSL Average FTE 0.54 YTD Other Leave Average FTE 1.25</p>				appoint permanent ***** (Recruitment Approval Process)*****
1129755	House Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	<p>Request to advertise and fill this vacancy on a permanent basis. WW/CR required. Personal Information (s36)</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services</p> <p>Latest Pay Actual Paid FTE (2024 26) 83.48</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.15 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE -</p>				appoint permanent ***** (Recruitment Approval Process)*****
1129799	Senior Shift Supervisor - Kitchen Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Launceston General Hospital	<p>Advertise to permanently appoint. Personal Information (s36)</p>	<p>N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering</p> <p>Latest Pay Actual Paid FTE (2024 26) 108.43</p> <p>Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 110.46 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 1.63 YTD Average Paid Call Backs FTE -</p>				appoint permanent ***** (Recruitment Approval Process)*****

1129187	Registered Nurse - Mental Health Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	CMHW - MH & Statewide Services	<p>Appoint additional FTE from advertised process on tracker 1123630 - advertising has closed for the position. a) To be read in conjunction with original tracker 1123630 to advertise this position.</p> <p>This is a holding position managed by the TMHRP Recruitment Program.</p> <p>b) It ensures that international and interstate recruits do not block local appointment to positions while undertaking migration and relocation processes. Recruits will be moved into identified vacancies on arrival.</p> <p>Requesting to appoint an additional 6 FTE from this selection process (1123630) which has been completed with a high number of successful international applicants including 5 nurses with CAMHS experience.</p> <p>c) This is the best option as vacancy reports indicate that there are currently in excess of 40 FTE permanent fulltime grade 3/4 nursing vacancies in SMHS. Annual turnover is 11%.</p> <p>International job offers usually result in only 25-50% of candidates holding job offers completing the migration journey so multiple offers do not pose a risk.</p>	<p>It ensures that international and interstate recruits do not block local appointment to positions while undertaking migration and relocation processes. Recruits will be moved into identified vacancies on arrival.</p> <p>Requesting to appoint an additional 6 FTE from this selection process (1123630) which has been completed with a high number of successful international applicants including 5 nurses with CAMHS experience.</p> <p>444500 - Statewide Executive - Mental Health</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 45.19</p> <p>Funded FTE (effective 13-Oct-2023) 41.11 YTD Average Paid FTE 40.10 Business Information (s)</p> <p>YTD Average Paid Overtime FTE 0.49 YTD Average Paid Call Backs FTE 0.00</p>				<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1128860	Hospital Aide Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Hospitals Sth - Medical & Cancer Servs	<p>A) Request to subsequently appoint Personal Information (s36)</p> <p>B) Vacant FTE affects ability to fill K10West roster, leading to frequent shift staffing shortfalls. This limits efficiency and patient flow, further reduces staff resilience and increases burnout.</p> <p>C) have been utilising fixed-term and casual staff however this is not sustainable and roster is not consistently filled.</p> <p>D) Within ABE</p>					<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129976	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - SAA&CS	<p>Requesting to appoint Personal Information (s36)</p> <p>This request will avoid advertising again and allow applicant already deemed appointable to a permanent position the opportunity. Existing staff have already been offered hours to increase also. No other options available.</p>					<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1128231	Food Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	<p>Appoint as permanent. Personal Information (s36)</p>	<p>N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering Latest Pay Actual Paid FTE (2024 26) 108.43</p> <p>Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 110.46 Business Information (s)</p> <p>YTD Average Paid Overtime FTE 1.63 YTD Average Paid Call Backs FTE -</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129763	House Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	<p>Request to subsequently permanently appoint Personal Information (s36)</p> <p>Completed form to come. Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 26) 83.48</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.15 Business Information (s)</p> <p>YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE -</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>

1129146	Food Services Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals Sth - Hospital Support Servs	Compliant - additional FTE for ad on 1126089 RM. A. Position is currently vacant, Personal Information (s36) B. Delays in delivery of meals to patients. Each staff member is assigned ward(s) to deliver and collect breakfast, morning/afternoon tea, and lunch. Increased costs associated with the employment of casual staff and increased overtime/sick leave C. Escalation plan has been devised for the shortfall of meal delivery FSO's below; Fill with casuals, if not available... Loss of 1, fill with supervisor – will result in no quality checks, delays to ordering, disruption to staff rostering and delays in ability to provide late order dietary requirements Loss of 2, Functions will not be provided for and the closure of the store window impacting on grocery items provided to wards. Loss of 3, Staff taken from Café, resulting to closure of applicable services in Café (A loss of 3 Café staff, will result in the full closure of the staff Café). Any further – All the above plus DPM and OPU will need to pick up and deliver their own meal delivery Pods. This will further escalate to other non-resourced wards needing to deliver their own meals. D. N/A					appoint permanent ***** (Recruitment Approval Process)*****
1129375	Hospital Aide Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Hospitals Sth - WACS	Compliant - request to advertise permanent vacancy RM Requesting approval to advertise and recruit into a vacancy of Aide in the Womens Health Clinic as substantive Personal Information (s36)				appoint permanent ***** (Recruitment Approval Process)*****	
1129748	Staff Specialist (Renal Medicine) Person	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - Medical & Cancer Servs	a) approval sought to advertise at .8 FTE to provide continued patient care for renal dialysis patients. Personal Information (s36) if we didn't re-employ this position then (i) these "Must-see" patients would overwhelm our other clinics, (ii) stop us seeing any New patients from the Waiting list and (iii) reduce the frequency of pre-dialysis reviews, likely missing opportunities to delay dialysis start b) will impact the provision of care and management of renal dialysis patients if not approved, putting patients at risk. c) this is the most suitable option allowing other applicants to apply, current occupant has been extend twice. d) No increase to ABE, as this is an extension.				appoint fixed-term ***** (Recruitment Approval Process)*****	
1129476	Accredited Vascular Surgery Registrar Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - Surgical & Periop Servs	If Registrars are rotating from Interstate, they are rotating into an Accredited Training position at the RHH – these Trainees progress through an integrated program that provides them with increasing professional responsibility under appropriate supervision. The various colleges approve training posts that enable Trainees to acquire the needed competencies to become consultant surgeons who are able to practise independently or as part of a multidisciplinary team. The Colleges allocate Accredited Trainees to each Accredited training post throughout Australia and New Zealand for set periods of time. Vascular Surgery at the RHH holds a (Surgical Education and Training) SET 1 Vascular Surgery post as accredited by the College of Surgeons – the college has allocated a SET 1 Trainee to this post in 2025. Not filling the Accredited registrar position will result in the inability to maintain current 24/7 Statewide Surgical services (we will be 1 FTE Registrar down) in the field of Vascular Surgery and failure to maintain status as an accredited training/teaching hospital.	S33600 - Medical Staff - Vascular Services All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 5.78 Funded FTE (effective 13-Oct-2023) 5.72 YTD Average Paid FTE 5.78 Business Information (s YTD Average Paid Overtime FTE 1.02 YTD Average Paid Call Backs FTE 0.40 Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 0.04 YTD Annual Leave Average FTE 0.23 YTD Maternity Leave Average FTE - YTD LSL Average FTE - YTD Other Leave Average FTE 0.35	Approved		appoint fixed-term ***** (Recruitment Approval Process)*****	

1129517	Surgical Registrar - St Vincent's Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	North West Regional Hospital	This is part of the ongoing agreement between the THS North West and St Vincent's Health in Melbourne to provide surgical registrars on a rotational basis. Term 1 - Rotations consist of 2 Terms. Term 1 commencing in February until August. Please appoint Personal Information (s36) Personal Information (s36) Please include on call ration 1:4.	W20810 - Medical - Surgery All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 16.67 Funded FTE (effective 13-Oct-2023) 10.70 YTD Average Paid FTE 15.10 Business Information (s36) YTD Average Paid Overtime FTE 1.78 YTD Average Paid Call Backs FTE 0.44 Agreed NHpPD for Unit NHpPD Average to Last Pay YTD Sick Leave Average FTE 0.70 YTD Annual Leave Average FTE 0.95 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.04 YTD Other Leave Average FTE 0.25	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****
1129773	Surgical Registrar - St Vincent's Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	North West Regional Hospital	This is part of the ongoing agreement between the THS North West and St Vincent's Health in Melbourne to provide surgical registrars on a rotational basis. Term 1 - Rotations consist of 2 Terms. Term 1 commencing in February until August. Personal Information (s36)	W20810 - Medical - Surgery All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 16.67 Funded FTE (effective 13-Oct-2023) 10.70 YTD Average Paid FTE 15.10 Business Information (s36) YTD Average Paid Overtime FTE 1.78 YTD Average Paid Call Backs FTE 0.44	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****
1129510	Resident Medical Officer Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 2-4 (Resident)	North West Regional Hospital	There is an ongoing agreement between the THS North-west and Austin Health in Melbourne to provide surgical RMO's on a rotational basis allowing them to fulfil their rural placement requirements. Rotations consist of 4 terms per calendar year with staff commencing in February, May, August and November. Please issue Personal Information (s36)	W20810 - Medical - Surgery All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 16.67 Funded FTE (effective 13-Oct-2023) 10.70 YTD Average Paid FTE 15.10 Business Information (s36) YTD Average Paid Overtime FTE 1.78 YTD Average Paid Call Backs FTE 0.44 Agreed NHpPD for Unit NHpPD Average to Last Pay YTD Sick Leave Average FTE 0.70 YTD Annual Leave Average FTE 0.95 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.04 YTD Other Leave Average FTE 0.25	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****

1129804	Dental Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - Tasmanian Health Services	<p>Seeking approval to appoint Personal Information (s36)</p> <p>a) Hours are available Due to Personal Information (s36)</p> <p>b) DAs are vital to service delivery as they work closely with Dental Officers and Dental Therapists delivery clinical services to the eligible population. OHST cannot provide clinical services without DAs. The Dental Assistant is crucial to the dental team to deliver treatment, support clinicians, maintain infection control and provide administrative support as required.</p> <p>c) No other options available. Dental Assistants have specific skills which makes alternate options for filling positions impossible. Filling the position is more cost effective than backfilling from the DA casual pool.</p> <p>d) This request will not cause an increase in paid FTE above the funded FTE.</p>	<p>S81020 - Oral Health - South Children</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 21.81</p> <p>Funded FTE (effective 13-Oct-2023) 24.50 YTD Average Paid FTE 21.85 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -</p> <p>Agreed NHPD for Unit N/A NHPD Average to Last Pay N/A YTD Sick Leave Average FTE 1.39 YTD Annual Leave Average FTE 1.64 YTD Maternity Leave Average FTE 1.05 YTD LSL Average FTE 0.28 YTD Other Leave Average FTE 0.06</p>					<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1129388	Specialist Medical Practitioner (GP) Person	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	CMHW - MH & Statewide Services	<p>Recruitment previously completed on trackers 1120407 (advertised on this tracker) and 1127233 (initial appointment on this tracker).</p> <p>As part of this process: Personal Information (s36)</p> <p>The vacant position of Prison Medical Officer position can provide fundings to support 0.42 FTE of the Specialist Medical Practitioner (GP) position. CPHS also has vacancies of 7.02 FTE from the Registered Nurse position, fundings of 0.78 FTE of the vacant RN position can support the salary cost of 0.18 FTE of the SMP (GP) position. Please see attached salary costing sheet.</p> <p>Total 0.6 FTE for Personal Information (s36)</p> <p>Cost neutral, no extra funding requested.</p> <p>Group Director has approved this temporary overfill request as attached email. Personal Information (s36)</p> <p>The SMP position included in the 2024-25 budget submission, once the result released in September 2024, we'll create the full time SMP position. Personal Info Offering FTE less than 0.6 FTE to Personal may cause the high risk of losing the suitable specialty medical candidate to CPHS, and will raise the risks of uncontinued care while the service demands increases when the Prisoner population doubled in the last ten years.</p>	<p>S77250 - Correctional Primary Health Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 55.08</p> <p>Funded FTE (effective 13-Oct-2023) 56.45 YTD Average Paid FTE 56.03 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 2.06 YTD Average Paid Call Backs FTE 0.31</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 2.47 YTD Annual Leave Average FTE 3.56 YTD Maternity Leave Average FTE - YTD LSL Average FTE 1.00 YTD Other Leave Average FTE 0.81</p>					<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129831	Registrar Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	North West Regional Hospital	<p>I wish to nominate subsequent appointable Personal Information (s36) the NWRH.</p>	<p>W20770 - Medical - Medicine</p> <p>All Award Classifications 1922 - EC Health 2018 - Eight Bed Acute Medical Unit Nth West Reg Ho</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 0.13</p> <p>Funded FTE (effective 13-Oct-2023) 4.00 YTD Average Paid FTE 2.13 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.29 YTD Average Paid Call Backs FTE 0.00</p> <p>Agreed NHPD for Unit</p>					<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>

1129834	Registrar Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Mersey Community Hospital	This position has become vacant due to the Personal Information (s36)	W10770 - Medical - Medicine All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 18.26 Funded FTE (effective 13-Oct-2023) 14.23 YTD Average Paid FTE 19.86 Business Information (s YTD Average Paid Overtime FTE 2.17 YTD Average Paid Call Backs FTE 0.01 Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 0.67 YTD Annual Leave Average FTE 1.16 YTD Maternity Leave Average FTE 0.15 YTD LSL Average FTE 0.06 YTD Other Leave Average FTE 0.34				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129609	Registered Nurse - Community Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	Advertise vacancy to fill adhoc shifts, planned or unplanned leave 5. If the role is patient facing? a. The Casual appointment is a patient facing Community Nurse role and cannot be backfilled by a non-patient facing role. b. Safe provision of service requires this role to be filled to meet safe staffing. c. There is no capacity to not backfill this role. Without a community Nurse service needs are not able to meet the community expectations. d. The casual appointment would be for two years. e. The community nurse role must be covered 100% to meet the roster and operational requirements of the service f. The minimum requirements are : 8-hour shift x 2 monday to friday. Operationally the shifts need to be covered for the entirety of each shift. g. The current casual staff have limited capacity and an inability to meet service demands. Requiring GTH to pull resources from other areas. h. There other factors currently impacting the service are long term sick leave of a permanent staff member and the operational needs of the service for this role to be backfilled.	This is a HACCC/CHSP funded service. There is no capacity to not backfill this role. Without a community Nurse service needs are not able to meet the funding agreement output targets and client demand. A pool of casuals is required to enable backfill. Cost Centre N74363 – Community Nursing George Town Affordable Budget Establishment (ABE) FTE 2.40 YTD Average Paid FTE 2.64 (PP25) Business Information YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE - Comments Over ABE and budget YTD noting that leave has averaged 0.66 FTE whereas the ABE/Funded casual FTE is only 0.11 FTE. Business Information (s38)				appoint fixed-term ***** (Recruitment Approval Process)*****
1129830	Senior Physiotherapist - Pelvic Health Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	North West Regional Hospital	• Why has this vacancy occurred or been created? This is a request to advertise 0.47FTE against a new vacancy that has been created to meet the needs of the Women's Health cohort pre- and post partum for THS Maternity services. With the transition of maternity services back to the THS, it was identified that there were insufficient resources to service the additional inpatients needs and follow up outpatients. • What is the clinical risk of not filling the position? Currently, the Physiotherapy Department does not have capacity to attend to inpatients of the maternity services THS NW. Follow up to this cohort comes from Physiotherapists working in the outpatient area with pelvic health speciality and associated accreditation and we have a limited resource. Clients of maternity services are followed up by our speciality Physiotherapists as outpatients and join the already long Pelvic health outpatient waiting list with over 90 clients waiting, with 90% waiting well over clinically recommended times. Without timely assessment, treatment and support, many of these clients suffer significant pain and poor quality of life outcomes such as incontinence that can contribute to isolation, poor self esteem and functional decline. • What is the corporate risk of not filling the position? Due to the speciality skills required, we have exhausted our current capacities and utilised other clinician's limited skills in this area for less complex clients. We cannot share the workload any further due to the complexity of presentations and interventions often required such as internal examinations. Our team members cannot work any harder or longer, additional FTE in this speciality would be well appreciated and reassure our colleagues of their value.	W20620 - Allied - Physiotherapy All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 26.02 Funded FTE (effective 13-Oct-2023) 20.96 YTD Average Paid FTE 22.40 Business Information (s YTD Average Paid Overtime FTE 0.05 YTD Average Paid Call Backs FTE - yes. Our current Physiotherapists with the required skillset cannot absorb the caseload of maternity services - inpatients, and follow up outpatients. Risks exist around timely care, support, education and intervention - without it, this cohort is likely to experience more adverse events and poorer outcomes				appoint permanent ***** (Recruitment Approval Process)*****
1129545	Physiotherapist Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Launceston General Hospital	Advert - perm, full time from 14/10/2024. Personal Information (s36)	Reduced ability to fill Level 1/ 2 Physio rotational positions leading to reduced ability to provide frontline clinical services to inpatient, outpatient and community settings. Will affect patient flow and staff wellbeing.				appoint permanent ***** (Recruitment Approval Process)*****

1129439	Theatre Support Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	<p>Advert - permanent, part time, from 15/07/2024</p> <p>Personal Information (s36)</p> <p>Personal Information (s36)</p> <p>This leaves a total vacancy of 1.63 fte in this position number. Separate job cards will be submitted to increase hours for Person Information. This will leave vacancy of 0.64 fte. Please advertise permanently 0.64fte. Please advertise with Tracker No. 1126978 (Casual Theatre Support Officer position).</p>					appoint permanent ***** (Recruitment Approval Process)*****
1129002	Allied Health Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	<p>Advert - fixed term, casual - 12 months. Limited AHA's to cover vacant shifts. Multiple vacancies in Physio AHA shifts at present due to unplanned leave (including Sally Dudman on extended unplanned leave).</p>	<p>Reduced ability to cover vacant AHA shifts at the LGH (across inpatient units and outpatient clinics). This affects the ability to provide frontline clinical services. Allied Health Assistants also provide assistance for patients requiring assistance of 2 or more staff for mobility tasks and help with providing early rehabilitation or the ward, assisting with patient flow.</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1129061	Staff Specialist - Obstetrician and Gynaecologist Person	Medical Practitioners (Public Sector) Award, Specialist Medical Practitioner Level 1-11	Mersey Community Hospital	<p>Position vacant due to Person Information (s36) to back fill. be advertised/filled for a 3 year fixed term</p>	<p>W10780 - Medical - Obstetrics and Gynaecology</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 3.29</p> <p>Funded FTE (effective 13-Oct-2023) 5.75 YTD Average Paid FTE 4.22 Business Information (s YTD Average Paid Overtime FTE 0.16 YTD Average Paid Call Backs FTE 0.30</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1129562	Senior Physiotherapist - Community Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	<p>Advert - fixed term, part time until 03/12/2024.</p> <p>Personal Information (s36)</p>	<p>Reduced Domiciliary Physiotherapy services. This service provides support to patients in their homes to help prevent hospital admissions. It also facilitates Physio review following discharge from hospital to support discharge and help prevent readmission. This service is particularly important for those who are unable to travel for appointments.</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1129585	Clinical Nurse Specialist - ACAT Assessor Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North West	<p>a) Vacancy has occurred in our service in position 531471 (0.6FTE) and 600016 (0.3FTE) due to staff resignation and retirement (employees already exited). Requesting to replace this vacancy with nursing FTE against this position.</p> <p>b) Risks associated - ACAT are funded by the Australian Government to conduct timely comprehensive assessments in the community and inpatient setting. With reduced staffing the current waiting list for assessment is extended and impacts on patient flow. Potentially resulting in increased patient length of stay in hospital. ACAT are currently transitioning to a new model of assessment and funding through the Single Assessment System. This position is permanently funded, however due to uncertainty with the program will be recruited to on a fixed term basis. Without the position filled there is a risk of poor performance linked to the Australian Government assessment KPIs.</p> <p>c) Multiple attempts at recruitment have been conducted to backfill LSL and long term Personal Leave and this vacant positions without success. Staff are working additional days and overtime to complete assessments, this is not sustainable.</p> <p>d) no increase in paid FTE as this was permanently filled in the ACAT Assessor Allied Health Role. There is an increase in the cost between an HP03 to GG of \$2787 for this 48 week request including super and on costs. Primary Health have been underbudget for the past 9 years and this slight increase in cost only (not FTE) will be funded from operational budget. This service receives Commonwealth Funding and has Commonwealth KPIs that must be met requiring staff in the service to meet the KPIs.</p>	<p>Commentary CLC BM PHS 12/07/24 W34853 - Aged Care Assessment Team NW</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 7.31</p> <p>Funded FTE (effective 13-Oct-2023) 5.07 YTD Average Paid FTE 8.21 Business Information YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -</p>				appoint fixed-term ***** (Recruitment Approval Process)*****

1129587	Clinical Nurse Specialist - ACAT Assessor (Nursing) RELIEF Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North West	<p>a) Vacancy has occurred due to casual staff resignation (Bronwyn Watson RN).</p> <p>b) Risks associated - ACAT are funded by the Australian Government to conduct timely comprehensive assessments in the community and inpatient setting. With reduced staffing the current waiting list for assessment is extended and impacts on patient flow. Potentially resulting in increased patient length of stay in hospital. ACAT are currently transitioning to a new model of assessment and funding through the Single Assessment System. Without the position filled there is a risk of poor performance linked to the Australian Government assessment KPIs.</p> <p>c) Multiple attempts at recruitment have been conducted to backfill LSL and long term Personal Leave and vacant positions without success. Staff are working additional days and overtime to complete assessments, this is not sustainable. This is a casual position - casuals are the alternative for filling the roster gaps when staff are on leave. There are no other alternatives but to have a pool of casual staff. If positions are not backfilled the service cannot see clients.</p> <p>d) Casuals are only utilised as and when required. at times of covering leave and roster shortfalls there might be a slight increase in FTE depending on what type of leave and how long the period of leave that is being covered.</p>	<p>Commentary CLC BM PHS 12/07/24 W34853 - Aged Care Assessment Team NW</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 7.31</p> <p>Funded FTE (effective 13-Oct-2023) 5.07 YTD Average Paid FTE 8.21 Business Information</p> <p>YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -</p>	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****
1129166	Senior Staff Specialist Person	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	<p>a) advertise for Medical Specialist, General Surgeon with Colorectal Qualification, due to pending retirement of current colorectal surgeon. *Currently failing to meet statewide general surgery and colonoscopy targets with particular issues in colorectal surgery and require additional recourse to achieve figures.**To reduce elective surgery, wait list (long wait patients).</p> <p>b) Required to maintain service delivery and meet statewide targets, outpatient services, endoscopy service, assist with over boundary wait list and maintain on call ratios.</p> <p>c) Assist with reducing long wait outpatient clinic appointments.</p> <p>d) no other options</p>						appoint fixed-term ***** (Recruitment Approval Process)*****
1128525	Senior Staff Specialist Person	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	<p>Advertise to recruit Plastic Surgeon due to Plastic surgeon shortage within the department.</p> <p>We are not able to reduce hours as this would impact further on the Elective Surgery Waiting List Targets and increase patient elective surgery access. All Surgical Consultants are "Day Workers - (with on-call) and working at capacity.</p> <ul style="list-style-type: none"> • Consultants work their on-call shifts after hours and over the weekend. • There is no lower classification available, and a reduction in classification would only further reduce our ability to recruit good quality Surgeons. <p>As this is a clinical position there is no scope for additional workload for the current surgical staff within the Dept.</p> <p>Not filling the role will have a massive impact on our ability to provide surgical services which will have a substantial impact on our KPI's for Elective Case targets set for this financial year.</p>						appoint fixed-term ***** (Recruitment Approval Process)*****
1126642	Psychologist - Paediatrics Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	Personal Information (s36) leaving 0.4 FTE permanently vacant						appoint permanent ***** (Recruitment Approval Process)*****
1127715	Home Help Personal Carer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	<p>Advert - fixed term, casual, 24 months.</p> <p>Low casual staff numbers, seeking permission to advertise to build casual pool. This position does have an impact on clients who require this assistance to help stay in their own homes and live independently for as long as they can. Having domestic assistance can lower the risks of falls. Hence taking the burden off waiting lists etc for early residential placement. Having staff visiting clients in their homes also provides social interaction which is paramount to both mental and physical wellbeing of these clients.</p> <p>Casual staff are required to pick up additional hours if permanent staff cannot for sick/annual leave etc. The impact if this position is not filled will be that clients who rely on this essential service will not be able to have support to stay at home.</p>	<p>Cost Centre N76023 - Home Help Campbell Town</p> <p>Affordable Budget Establishment (ABE) FTE 0.51 YTD Average Paid FTE 0.61 (PP25) Business Information</p> <p>YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -</p> <p>Comments Over ABE but under budget YTD noting leave has averaged 0.06 FTE whilst casual position on establishment only 0.05 FTE and this service works extra hours delivering brokered services that are charged out at the brokered rates.</p>					appoint fixed-term ***** (Recruitment Approval Process)*****

1128718	Multi-Skilled Domestic (Relief) Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	<p>Due to increasing workers compensation and staff gaining hours in other sites we require casual staff.</p> <ol style="list-style-type: none"> Casual staff availability has diminished. This job card is to recruit to the casual pool for 2 years to ensure adequate casual staff availability to provide essential services. It is not possible to reorganise permanent staff to cover all leave requirements. Not filling this role would lead to an inability to deliver services to patients which would result in adverse health outcomes. Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues. This position is funded to provide leave cover This position is critical to filling the roster 	<p>Cost Centre N72031 Deloraine Hospital Affordable Budget Establishment (ABE) FTE 31.30 YTD Paid FTE 33.01 (PP25) Business Information (s 36)</p> <p>YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE 0.27 Comments</p> <p>Business Information (s 36)</p>				<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1129771	Senior Physiotherapist Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	<p>Personal Information (s36)</p> <p>There are currently multiple Physiotherapy positions and shifts vacant. A suitable casual will be able to fill these shifts on a need basis.</p>	<p>Reduced ability to fill vacant shifts. Reduced ability provide Physiotherapy in inpatient, outpatient and community settings.</p>				<p>appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****</p>
1129703	Senior Physiotherapist Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	<p>Personal Information (s36)</p> <p>There are currently multiple Physiotherapy positions and shifts vacant. A suitable casual will be able to fill these shifts on a need basis.</p>	<p>Reduced ability to fill vacant shifts. Reduced ability provide Physiotherapy in inpatient, outpatient and community settings.</p>				<p>appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****</p>
1128310	Senior Social Worker Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	<p>Personal Information (s36)</p> <p>This position is a senior SW position with oversight of two SW Level 1-2 staff providing services to JLG, 3R and OPR. Failure to fill this position would delay discharge planning, NDIS and TASCAT requirements for Rehab clients. There are no other Level 3 social workers available to fill this vacancy. The proposed occupant is an experienced highly clinician with 20 years Sw experience who will add value to the SW service. Applied from AHP 3 Register - 1109624.</p>					<p>appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****</p>
1129512	Home Help Personal Carer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	<p>Personal Information (s36)</p> <p>b) Service reduction is not possible as patient/client hours tied to KPIs required by the Commonwealth under the CHSP funding agreement. c) Risk of non compliance with funding agreement if role not filled, resulting in loss of funding. Full FTE required to cover the rostered hours. d) Service already operating on skeleton staff with some staff picking up extra hours to cover short-term leave and vacancies. No ability to increase existing part-time staff further. e) Service entirely funded by Commonwealth Home Support Program (CHSP) and Home and Community Care (HACC) with associated requirements around compliance and service delivery.</p>	<p>Service reduction is not possible as patient/client hours tied to KPIs required by the Commonwealth under the CHSP funding agreement, with output targets also attached to HACC funding. MAC approved referrals in place for CHSP clients, with THS to provide services to clients in accordance with their care plan. CHSP is subject to external assessment against the Aged Care Standards.</p> <p>Cost Centre N76093 – Home Help Westbury Affordable Budget Establishment (ABE) FTE 2.08 YTD Average Paid FTE 1.61 (PP25) Business Information (s 36)</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments Within ABE and Budget.</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>

1127492	Dental Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	CMHW - Tasmanian Health Services	<p>a) Personal Information (s36)</p> <p>b) This position is required to be filled to assist the Dental Clinician and support the dental team in the delivery of dental services. Patient appointments and general anaesthetic sessions will need to be cancelled if no support for clinicians and relief staff are not available. Cancellation and longer waiting times for patients. Patients visiting A&E for assistance.</p> <p>c) There are no other options to cover the required duties. This position is important to be able to maintain service delivery.</p> <p>d) This request will not cause an increase in paid FTE above the funded FTE in OHST overall.</p>	<p>S83010 - Oral Health - North West Adult</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 29.01</p> <p>Funded FTE (effective 13-Oct-2023) 29.60 YTD Average Paid FTE 31.42 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE -</p> <p>Agreed NhpPD for Unit N/A NhpPD Average to Last Pay N/A YTD Sick Leave Average FTE 1.96 YTD Annual Leave Average FTE 2.09 YTD Maternity Leave Average FTE 0.80 YTD LSL Average FTE 0.25 YTD Other Leave Average FTE 0.48</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129030	Ward Clerk Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	HPC - Health Information Mgmt Service	<p>Personal Information (s36)</p>					<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1128967	Senior Physiotherapist Medical Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	<p>Fixed Term Variation of Duties for Personal Information (s36)</p> <p>Appoint to vacancy from previous Senior Physiotherapist recruitment to position 503775 and tracker no. 1121789. Personal Information (s36)</p>	<p>Reduced Senior Medical Physiotherapy frontline clinical services to patients as well as reduced senior support available to support less experienced staff on the medical wards. This will affect patient flow and clinical care provided.</p>				<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****</p>
1129592	Diversional Therapy Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Primary Health North West	<p>a.) I wish to appoint Personal Information (s36)</p>	<p>'Commentary SFF PHS 15/07/24 W34823 - Ulverstone Adult Day Centre</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 2.66</p> <p>Funded FTE (effective 13-Oct-2023) 3.36 YTD Average Paid FTE 2.90 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.00 YTD Average Paid Call Backs FTE -</p> <p>Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 0.20 YTD Annual Leave Average FTE 0.14 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.19 YTD Other Leave Average FTE 0.02</p> <p>b.) There are limited casual staff available to cover these shifts, 1 has recently resigned and another is away on extended leave and not available till the end of the year. Not having the correct staff to client ratio in the Adult Day Centre, makes it unsafe. Centres work on a 1 staff member to 5 clients (maximum) ratio – 3 staff are employed for each daily session allowing a maximum of 15 clients attending per day, average 11-12 per day. If there are staffing gaps on a particular day and casual staff are not available, this will necessitate some or all client's attendance being cancelled, directly impacting on wellbeing.</p> <p>c.) Not having a casual staff available to be called in to cover shortfall in staff, will likely result in the centre being closed for the day and clients being cancelled. The purpose of the Adult Day Centres is to provide social support and wellness and reablement to those vulnerable, isolated and disadvantaged in the community. Attendance provides relief to carers, particularly to those living with Dementia.</p> <p>d.) Appointing Caitlin to this position will cause a small increase in FTE for this</p>				<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1129643	Clinical Nurse Consultant - Patient Safety Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - MH & Statewide Services	<p>a) Advertising 12-month Fixed Term 0.5FTE CNC Position Number 52321. vacancy 1. Personal Information (s36)</p> <p>b) This CNC role is responsible for monitoring and supporting Mental Health Services N/NW, Alcohol and Drug Services Statewide, with all safety events, quality improvement plans, risk management, and RCA investigations, maintains the SMHS policies and protocols on SDMS, leads the Legal Compliance committee and is the SRLS site/service manager.</p> <p>c) There is no capacity for anyone else to take on these responsibilities.</p> <p>d) Position is funded but cost centre 445035 is not fully funded.</p>	<p>Latest Pay Actual Paid FTE (2024 26) 4.40</p> <p>Funded FTE (effective 13-Oct-2023) 2.00 YTD Average Paid FTE 4.46 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE -</p>				<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>

1129449	Environmental Health Officer Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Public Health Services	Advertise permanent vacancy due to Person Personal Information (s36)	yes - the Environmental Health Unit is responsible for the implementation of significant pieces of Public Health Legislation. The position is required to ensure that the Department's legislative obligations are met.					appoint permanent *****(Recruitment Approval Process)*****
1128572	Associate Nurse Unit Manager (ANUM) - CHaPS Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - Tasmanian Health Services	Request to advertise vacant positions FTE - Position Numbers: Person (0.4FTE) & Person (0.2FTE). a) This is a fixed term position funded until 30.6.2025 - cost centre: S590004180207, Recent recruitment left a remaining 1.2 vacant. b) If unable to fill vacant fixed term positions, then service delivery is impacted. The key performance indicators for CHaPS may not be met within appropriate timeframes. c) Nil at this stage due to be funded under SHVP funding. d) This will not cause increase in FTE over.	If unable to fill vacant fixed term positions, then service delivery is impacted. The key performance indicators for CHaPS may not be met within appropriate timeframes. S59000 - Director Early Years Child Health Parenting All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 22.78 Funded FTE (effective 13-Oct-2023) 30.60 YTD Average Paid FTE 21.36 Business Information (s YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 1.11 YTD Annual Leave Average FTE 1.38 YTD Maternity Leave Average FTE 0.16 YTD LSL Average FTE 0.19 YTD Other Leave Average FTE 0.26					appoint fixed-term *****(Recruitment Approval Process)*****
1129389	Customer Service Officer - Outpatient Central Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	PPPR - Health Planning	1 FTE permanent Vacancy - Job card pending to increase hours of Person Informa Leaving 35.8hrs Vacant to advertise. The position is permanently vacant and are required to be filled to provide program support to the Nursing Director Statewide Outpatient Services and the Outpatients Central Administration Manager to enable continual business and service improvements across the outpatient sector that meet targets and objectives of the Transforming Outpatient Services' strategy in Tasmania 2022-2026.				Query source of funding should it be HPC?		appoint permanent *****(Recruitment Approval Process)*****
1128372	Clinical Lead Dietitian Person	3 Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	Launceston General Hospital	Eoi - fixed term 6-month appointment. Temporary rather than permanent filling is sought at this stage to enable essential clinical lead tasks to be undertaken whilst PTVE is progressed to split position into 0.5FTE Clinical Lead and 0.4FTE Senior Dietitian - Joint Assessment and Triage Service	Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 16.59 Funded FTE (effective 13-Oct-2023) 16.84 YTD Average Paid FTE 16.31 Business Information (s					appoint fixed-term *****(Recruitment Approval Process)*****
1129817	Clinical Nurse Consultant - Sexual Assault Support Service and Examination Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals 5th - WACS	1.0 FTE available on establishment. Request to appoint Person Personal Information (s36) Person Personal Information (s36)						appoint permanent *****(Recruitment Approval Process)*****
1129013	Clinical Nurse Consultant Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Please appoint Person Personal Information (s36)	N23070 - W P Holman Clinic Latest Pay Actual Paid FTE (2024 26) 83.34 Funded FTE (effective 13-Oct-2023) 90.22 YTD Average Paid FTE 84.50 Business Information (s YTD Average Paid Overtime FTE 0.61 YTD Average Paid Call Backs FTE 0.67					appoint to vacancy using previous selection process *****(Recruitment Approval Process)*****
1128955	Clinical Nurse Consultant - Lactation Consultant Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Incumbent Person Personal Information (s36)	If this recruitment is not approved there will be inadequate Lactation Consultant hours to provide clinical care and consultation to women and their infants, reduced antenatal and postnatal education sessions to patients and staff and a risk to the LGH of not maintaining BFHI accreditation					appoint permanent *****(Recruitment Approval Process)*****

1127791	Team Leader - Hotel Services and Administration Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Primary Health North West	<p>Please advertise for permanent recruitment this full time position 502489 Team Leader Hotel Services and Administration</p> <p>a) permanent substantive Person Information (s36)</p> <p>b) this position is responsible for overseeing the financial, operational and human resources of the hotel services and administration areas of both WCDH and RCHC on the West Coast. This band 4 position is responsible for daily operational matters, rostering, finance and HR matters including recruitment and performance management of catering, cleaning and administration staff. This position oversees the financial operations of the WCDH and RCHC including supporting administration staff to complete salary journals, invoicing, petty cash and revenue for WCDH and RCHC. This position is responsible for overseeing staff accommodation. This position reports to the DON West Coast and works closely with the West Coast leadership team. Without this position, these responsibilities would fall to the DON role that is required to focus on higher level strategic direction for the West Coast.</p> <p>c) this is a permanent posn and given it is a permanent resignation, this is the only option, to permanently advertise and fill. Backfill has been arranged for 3 months while permanent recruitment occurs.</p> <p>d) no increase in paid FTE as will be covering a permanent 1FTE resignation.</p>	<p>Commentary CLC BM PHS 11/07/24</p> <p>W34373 - West Coast District Hospital</p> <p>W34383 - West Coast Residential Aged Care</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2024 25</p> <p>Latest Pay Actual Paid FTE (2024 25) 40.25</p> <p>Funded FTE (effective 13-Oct-2023) 37.43</p> <p>YTD Average Paid FTE 38.37</p> <p>Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 2.31</p> <p>YTD Average Paid Call Backs FTE 0.05</p>					appoint permanent ***** (Recruitment Approval Process)*****
1128950	Clinical Nurse Educator Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Person Information (s36)	The Neonatal CNE is a critical part of the neonatal SCN team and the wider Womens and Children's Service education team. If the request is not approved the orientation of new staff and students, mandatory education assessments and ongoing professional development of staff will not occur.					appoint permanent ***** (Recruitment Approval Process)*****
1129122	Associate Nurse Unit Manager (ANUM) Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	<p>Due to the full time permanent appointment of Person Information (s36)</p> <p>Please advertise full time permanent ANUM position left vacant because of this appointment. This position is required to be filled to ensure that there is a Registered Nurse In-Charge for each shift to manage and maintain the core business and service of the acute in-patient setting with a focus on patient / bed flow, safe staffing levels, supervision and continued NSQHS portfolio implementation.</p> <p>Position fully funded and within establishment and counted as part of NHPPD.</p>	<ul style="list-style-type: none"> * Roster shortage * Increased costing - overtime * Employee fatigue * Unsafe staffing levels * Decreased patient flow <p>Latest Pay Actual Paid FTE (2024 26) 43.43</p> <p>Funded FTE (effective 13-Oct-2023) 44.58</p> <p>YTD Average Paid FTE 46.90</p> <p>Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 3.49</p> <p>YTD Average Paid Call Backs FTE 0.23</p>					appoint permanent ***** (Recruitment Approval Process)*****
1129318	Booking Clerk Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	HPC - Health Information Mgmt Service	<p>Maternity Leave coverage</p> <p>If this position goes unfilled, service delivery target for Outsourcing will be directly affected including, batches sent to private providers, invoice reconciliation and Waitlist management.</p> <p>all other Position holders are currently working at capacity and can't take on this additional work.</p> <p>There is no Additional FTE costing apart from the 18 weeks Paternity Leave entitlement.</p>						appoint fixed-term ***** (Recruitment Approval Process)*****
1129780	Associate Nurse Unit Manager Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	<p>Permanent Appointment for second ranked applicant from 1123481</p> <p>See Job Card 1123481. Interviews for ANUM positions Person and Person occurred and a Selection Report produced citing the applicant as appointable to position No. Person including the impending additional 20 hours, with a combined total of 40 hours per fortnight in this position.</p> <p>Please see attached Person Information (s36)</p>						appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1129634	Project Nurse - CHaPS Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - Tasmanian Health Services	Request to appoint Person (s36) Business Information (s38) CHaPS are seeking to utilise a portion of this funding for a Project Nurse position to support implementation planning for an 18 month Child Health Assessment (18m CHA) to be added to the CHaPS schedule of checks, as per the Lifeline Literacy Implementation Plan. Business Information (s38) the Project Nurse will support planning, monitoring, reporting, and evaluation activities, and will lead the development of the 18m CHA, including research and consultation to inform the evidence base for the components of the check. The Project Nurse will also lead the development of supporting documentation, EMR systems changes, a staff training framework, a stakeholder engagement and communications plan, and a workforce model. Business Information (s38) Business Information (s38)	The Project Nurse will support planning, monitoring, reporting, and evaluation activities, and will lead the development of the 18m CHA, including research and consultation to inform the evidence base for the components of the check. The Project Nurse will also lead the development of supporting documentation, EMR systems changes, a staff training framework, a stakeholder engagement and communications plan, and a workforce model. SS9000 - Director Early Years Child Health Parenting All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 23.83 Funded FTE (effective 13-Oct-2023) 30.60 YTD Average Paid FTE 21.44 Business Information (s38) YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE - Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 1.12					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129713	Senior Project Officer - AOD Reform Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	CMHW - MH & Statewide Services	Person (s36) Business Information (s38) b. This position is required to perform the duties of the Alcohol and Other Drug Reform Program c. There are no other options to fill this position at this time. d. Filling the position will remain within allocated budget	Latest Pay Actual Paid FTE (2024 26) 45.19 Funded FTE (effective 13-Oct-2023) 41.11 YTD Average Paid FTE 40.10 Business Information (s38) YTD Average Paid Overtime FTE 0.49 YTD Average Paid Call Backs FTE 0.00					appoint fixed-term ***** (Recruitment Approval Process)*****
1129714	Project Officer - AOD Reform Agenda Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	CMHW - Mental Health, A&D Directorate	Person (s36) Business Information (s38) b. This position is required to perform the duties of the Alcohol and Other Drug Reform Program c. There are no other options to fill this position at this time. d. Filling the position will remain within allocated budget	Latest Pay Actual Paid FTE (2024 26) 45.19 Funded FTE (effective 13-Oct-2023) 41.11 YTD Average Paid FTE 40.10 Business Information (s38) YTD Average Paid Overtime FTE 0.49 YTD Average Paid Call Backs FTE 0.00					appoint fixed-term ***** (Recruitment Approval Process)*****
1129419	Finance Services Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	FBS - Budget & Finance	Advertise permanent vacancy Person (s36) Business Information (s38)	Yes, continuity of providing finance and business services.					appoint permanent ***** (Recruitment Approval Process)*****
1129642	Project Officer - Service Development and Operational Support Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	CMHW - MH & Statewide Services	Person (s36) Person (s36) (s36) advertise permanent role b) This project role is responsible for the Collaborative Care initiative - developing clinical pathways across SMHS/THS/NGO's for patients who require care from multiple services. This has been identified as actions required from multiple safety event investigations. c) The few team members of the S&Q Unit have multiple responsibilities across the diversity of SMHS services. This includes serious safety event investigations. There are no options to cover the duties. d) Position is unfunded.	UNFUNDED POSITION Latest Pay Actual Paid FTE (2024 26) 45.19 Funded FTE (effective 13-Oct-2023) 41.11 YTD Average Paid FTE 40.10 Business Information (s38) YTD Average Paid Overtime FTE 0.49 YTD Average Paid Call Backs FTE 0.00					appoint permanent ***** (Recruitment Approval Process)*****
1129954	Nursing Director - Clinical Quality Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7a	CQRA - Clin Governance, Qity & Pntn Sfty	Person (1.0 FTE) has recently been reclassified from a Grade 8 to a Grade 7a Level 2 through Job Design. The position is currently vacant along with Person (1.0 FTE). We are seeking to recruit to this funded position.	CQRA is operating under establishment and is unable to achieve BAU requirements.	Approved				appoint permanent ***** (Recruitment Approval Process)*****
1129953	Communications Project Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	CMHW - Public Health Services	Permanent incumbent Person (s36) Business Information (s38)						appoint fixed-term ***** (Recruitment Approval Process)*****
1129764	Team Leader - Information Management Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	CMHW - Public Health Services	Current permanent Person (s36) Business Information (s38)						appoint permanent ***** (Recruitment Approval Process)*****

112944	Administrative Officer - Tasmanian Clinical Genetics Service Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals Sth - WACS	<p>Advertise 0.4 fixed term remaining vacancy. 2.0FTE Band 3 Person Information (s36) Administration Officer assigned in establishment, after converting the following, we have 0.4FTE remaining:</p> <p>Person Information (s36)</p> <p>Person Information (s36)</p> <p>- 0.4FTE remaining for FTC</p>					appoint fixed-term ***** (Recruitment Approval Process)*****
1129629	Operations Manager Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	Hospitals Sth - Hospital Support Servs	<p>Compliant - request to advertise permanent vacancy RM</p> <p>A. Person Information (s36)</p> <p>B. Position Number Person the impact of not filling this role would reflect on all food production requirements for distribution, cafeteria and external sites. there is also the risk of negative Food Safety outcomes for patients. The position is ultimately responsible for the Departments Food Safety Plan and as such, risks to accreditation, council licence approvals and costs associated with potential negative food safety outcome(s) could result. In addition, possible disruptions to food supply could result in lost revenue and good will. There would be no active monitoring of the Departments Food Safety Plan, consultation with Dietetic department reduces, disruption to production planning, lack of liaison with outside clientele, no follow up of plant and equipment maintenance.</p> <p>C. Only minimal limited number of tasks are possible to be picked up.</p> <p>D. N/A</p>					appoint permanent ***** (Recruitment Approval Process)*****
1129684	Administrative Assistant - Emergency Department Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals Sth - CCCS&I	<p>Compliant - request to advertise permanent vacancy RM</p> <p>a) unfill vacancy creating vacancy on the establishment (establishment attached) recruitment required to fill vacancy</p> <p>b) vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery</p> <p>c) there are no other option available to fill vacant FTE</p> <p>d) this recruitment will not exceed the budgeted FTE on the establishment</p>	vacant FTE affects the ability to fill the ED staff roster and therefore affects service delivery.				appoint permanent ***** (Recruitment Approval Process)*****
1129683	Administrative Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals Sth - CCCS&I	<p>Compliant Person Information (s36)</p> <p>a. Previous occupant has accepted a position elsewhere.</p> <p>b. This role supports the NUMs within CCCS&I undertaking administrative functions associated, but not limited to recruitment, rostering, payroll, tracking META requirements, meeting minutes.</p> <p>c. No other available options within the stream and it is not appropriate for NUMs to be undertaking admin functions taking them away from supporting patient flow.</p> <p>d. This will not increase the FTE above the ABE.</p>					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129801	Medical Receptionist/Audio Typist Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals Sth - CCCS&I	<p>Retirement of substantive occupant Person Information (s36)</p> <p>Person from the previous recruitment drive with tracker number 114372 Person Info was deemed suitable and we would like to employ him Person Information (s36)</p> <p>I had previously used tracker number 1128995 but used the wrong position number. Will cancel that job card.</p>	N/A				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

1129802	Screening Services Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	CMHW - Tasmanian Health Services	<p>a) Personal Information (s36)</p> <p>b) [Redacted]</p> <p>c) It is essential that this front line position is filled to meet service demands.</p> <p>d) There is no increase in FTE, vacant FTE are available.</p>	<p>Yes, unable to maintain frontline services</p> <p>SS1041 - Cancer Screening and Control Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 51.52</p> <p>Funded FTE (effective 13-Oct-2023) 50.29 YTD Average Paid FTE 51.19</p> <p>Business Information (s [Redacted])</p> <p>YTD Average Paid Overtime FTE 0.28 YTD Average Paid Call Backs FTE 0.29</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 2.13 YTD Annual Leave Average FTE 3.07 YTD Maternity Leave Average FTE 0.86 YTD LSL Average FTE 0.26 YTD Other Leave Average FTE 0.15</p>					<p>appoint to vacancy using previous selection process ***** (Recruitment Approval Process) *****</p>
1129568	Administrative Assistant - Diabetes Nurse Education Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals Sth - Medical & Cancer Servs	<p>Administrative Assistant (position Person) is vacant and requires to be filled.</p> <p>a) Personal Information (s36)</p> <p>24 June 2024. Requesting to fill position Person according to benchmark</p> <p>b. Reduction in diabetes services as clinical and non-clinical staff will be required to fulfill duties of the administrative assistant. Reduction in diabetes services will affect inpatient and outpatient services, hospital avoidance, timely discharge and maintaining referral criteria kpls.</p> <p>c. no other options</p> <p>d. cost neutral</p>	<p>Reduction in diabetes services as clinical and non-clinical staff will be required to fulfill duties of the administrative assistant. Reduction in diabetes services will affect inpatient and outpatient services, hospital avoidance, timely discharge and maintaining referral criteria KPIs.</p>					<p>appoint permanent ***** (Recruitment Approval Process) *****</p>
1129896	Administrative Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals Sth - Allied Health Services	<p>Requesting your permission to please advertise 0.08FTE permanent position of Person Administrative Assistant, in the Statewide Audiology Service. This vacancy is now split between two position numbers (Person: 1.0FTE and Person: 0.08FTE) and I am requesting these vacant positions please be advertised together.</p> <p>This vacancy cannot be covered by adding duties to another role or roles. A safe service reduction is not possible. Leaving the role open creates risk (to the time sensitive diagnosis of significant/permanent hearing loss & subsequent assessment and cochlear implantation for infants/children). The role needs 100% coverage as cannot be managed with reduced coverage. This vacancy cannot be covered by other means. Before this position was split into two numbers, this position was the sole Administrative Assistant position in the Statewide Audiology Service.</p> <p>This vacancy occurred following Person Information (s36)</p> <p>This 0.08FTE was used routinely to cover additional hours by a pool of Audiology staff to meet service needs. It was not recruited to permanently in the past, due to past insufficient permanent desk space in the Audiology dept. This position has now been split into two position numbers & I am seeking to advertise together and recruit to both permanently.</p>	<p>Risk to delaying diagnosis of permanent significant hearing loss in infants and children, leading to delays in learning to listen & speak and lifelong implications for educational opportunities & daily life. THIS is the only Tasmanian provider of the statewide newborn hearing screening programme and of public paediatric cochlear implant program.</p>					<p>appoint permanent ***** (Recruitment Approval Process) *****</p>

1129884	Administrative Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals Sth - Allied Health Services	<p>This vacancy occurred following Personal Information (s36)</p> <p>Requesting your permission to please advertise 1.0FE permanent position of Person Administrative Assistant, in the Statewide Audiology Service.</p> <p>This vacancy is now split between two position numbers (Person 1.0FTE and Person 0.08FTE) and I am requesting these vacant positions please be advertised together.</p> <p>This vacancy cannot be covered by adding duties to another role or roles. A safe service reduction is not possible. Leaving the role open creates risk (to the time sensitive diagnosis of significant/permanent hearing loss & subsequent assessment and cochlear implantation for infants/children). The role needs 100% coverage as cannot be managed with reduced coverage. This vacancy cannot be covered by other means.</p> <p>This jobcard was previously declined in 2024 due to new position numbers created whilst the jobcard was in progress.</p>	Risk to delaying diagnosis of permanent significant hearing loss in infants and children, leading to delays in learning to listen & speak and lifelong implications for educational opportunities & daily life. This is the only Tasmanian provider of the statewide newborn hearing screening programme and of public paediatric cochlear implant program.				appoint permanent ***** (Recruitment Approval Process)*****
1129740	Tradesperson - Plumber Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Infra - Asset Management Services	<p>Advert - permanent, full time, 76hpf.</p> <p>Personal Information (s36)</p>	Yes services are compromised due to lack staff resulting in extra stress to the current staff.				appoint permanent ***** (Recruitment Approval Process)*****
1129985	Manager Contract Services Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8	Infra - Commercial Services	<p>Personal Information (s36)</p> <p>This job card is to advertise the position for a permanent appointment.</p>					appoint permanent ***** (Recruitment Approval Process)*****
1129235	Associate Nurse Unit Manager (ANUM) - Ward 3D Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	<p>Advertise Fixed-term advertisement for ANUM covering multiple vacancies:</p> <p>Personal Information (s36)</p> <p>TOTAL 1.27FTE available (96 pf)</p> <p>This recruitment process may be used for future fixed-term vacancies in the ANUM position on Ward 3D.</p>	<p>Person is funded at 4.79 against THS PF 2023-24 - HN. However, this position has been split within the establishment and Business is reported at 0.63fte with multiple FTE still against the position. FTE movement pending.</p> <p>This is a patient facing position and supported by movement.</p> <p>N23001 - Medical Ward 3D LGH All Award Classifications All Project Codes Finance Data Month Ended: June-2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 66.43 Funded FTE (effective 13-Oct-2023) 61.60 YTD Average Paid FTE 65.06 Business Information (6)</p> <p>YTD Average Paid Overtime FTE 6.97 YTD Average Paid Call Backs FTE 0.00 YTD Sick Leave Average FTE 3.05 YTD Annual Leave Average FTE 3.98 YTD Maternity Leave Average FTE 0.82 YTD LSL Average FTE 0.09 YTD Other Leave Average FTE 0.65</p>	Approved			appoint fixed-term ***** (Recruitment Approval Process)*****
1129338	Office Manager - Administrative Services Allied Health Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Launceston General Hospital	<p>Substantive occupant Personal Information (s36)</p> <p>Request to advertise to fill permanently at 1.0FTE. This position is critical to the business and administrative operations of Allied Health, particularly outpatients, with a large volume of clinics and patient throughput (e.g 24,772 attendances last FY), working closely with the outpatient transformation team to align processes and efficient effective practices, and leading change within allied health administrative services working across diverse professional groups.</p>					appoint permanent ***** (Recruitment Approval Process)*****

1129499	Associate Nurse Unit Manager Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	PN Person currently vacant on the ED staffing establishment. To advertise 0.68 FTE (52 pf) permanent. We hope to use this advertising process from PN Person to appoint to subsequent multiple Perm and FT vacancies.	THS Position Funding 2023-24 - Hospitals North reports the position is funded at 0.63ft and 0.68fte on the establishment (fy) Person s substantively vacant. The above jobcard fte is generally due to a change the position number without declining the jobcard, in which it retains the prior pn fte/hpf. N22022 - Emergency Department Nurses All Project Codes Finance Data Month Ended: Jun-24 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 109.16 Funded FTE (effective 13-Oct-2023) 135.51 YTD Average Paid FTE 113.77 Business Information (s 38) YTD Average Paid Overtime FTE 10.11 YTD Average Paid Call Backs FTE 0.00 YTD Sick Leave Average FTE 7.74 YTD Annual Leave Average FTE 8.11 YTD Maternity Leave Average FTE 2.40 YTD LSL Average FTE 0.57 YTD Other Leave Average FTE 1.07				appoint permanent ***** (Recruitment Approval Process)*****
1129947	IT Consultant (Enterprise Systems) Person	Health and Human Services (Tasmanian State Service) Award/Information and Communication Technology (ICT), Level 3	HICT - Digital Technology Services Group	a) The substantive employee Person (s36) b) The Enterprise Systems team supports core critical systems and platforms across DoH (12 FTE across 56 applications) and in 2024/2025, is key to providing strategic and operational support for the Digital Health Strategy and key critical projects. c) This position needs to be filled as the current applications, platforms, projects, strategic initiatives cannot be absorbed into the existing Digital Enterprise Services portfolio as it would introduce operational and strategic risk associated to supporting the current suite of applications and platforms for the DoH. Additionally, it would significantly delay multiple digital health projects and reduce effectiveness of the support provided to existent systems, in 2024/2025. d) This position utilises existing and vacated FTE, so no increase of FTE above ABE will occur.				appoint fixed-term ***** (Recruitment Approval Process)*****	
1129880	Driver Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	CMHW - Tasmanian Health Services	Seeking approval to advertise casual position for 12 months. a) This is a casual Driver position. There is currently only one person on the establishment to service OHST South. Please advertise to ensure a pool of staff are available to provide this service in the South as and when required. b) Drivers are employed specifically to drive the purpose-built mobile dental vans to various schools statewide to deliver the Fissure Sealant and Flouride Varnish Program. c) There are currently no other options. Driving of the purpose-built dental vans is currently not in the scope of the clinical staff. d) This request will not cause an increase in paid FTE above the funded FTE.	S8000 - Oral Health - Statewide Administration All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 20.26 Funded FTE (effective 13-Oct-2023) 20.21 YTD Average Paid FTE 20.43 Business Information (s 38) YTD Average Paid Overtime FTE 0.03 YTD Average Paid Call Backs FTE - Agreed NhpPD for Unit N/A NhpPD Average to Last Pay N/A YTD Sick Leave Average FTE 0.84 YTD Annual Leave Average FTE 1.25 YTD Maternity Leave Average FTE 0.47 YTD LSL Average FTE 0.19 YTD Other Leave Average FTE 0.11			appoint fixed-term ***** (Recruitment Approval Process)*****	
1125232	Administrative Assistant - Pathology Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Launceston General Hospital	The workload of Administrative Assistants Band 2 in the Pathology Office has increased significantly in recent years commensurate with increasing Pathology total workload. Pathology is also putting forward separately a business case for additional admin staff to support workload increases and extended operating hours. Pathology is requesting appointment Fixed Term for 24 months, an additional 1.0 FTE. Due to the Person Info Person Information (s36) position to be advertised at 1.0FTE for fixed term 2 years.	NS1610 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (s 38) YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99			appoint fixed-term ***** (Recruitment Approval Process)*****	

Approved Queries

1129016	Registered Nurse—Community Persons	Nurses and Midwives (Tasmanian State Service) Award—Registered Nurse, Grade 3-4	Primary Health North	Deloraine Hospital	<p>1-Casual Community Nursing staff availability has diminished.</p> <p>2-It is not possible to reorganise permanent staff to cover all leave requirements.</p> <p>3-Not filling this role would lead to an inability to deliver services to clients which would result in adverse health outcomes.</p> <p>4-Not filling this role could lead to staff being unable to take leave, potential claims to permanency and WH&S issues.</p> <p>5-This position is critical to filling the roster.</p>	Query—Can we please look at casual EN as well as casual RN—Approved	Response—In reply to your question yes we are also recruiting for casual Enrolled Nurses (2 very different SOD's for each position)	-	appoint fixed-term ***** (Recruitment Approval Process) *****	Casual
1129160	Project Manager—Persons	Health and Human Services (Tasmanian State Service) Award—General Stream, Band 7	Finance and Business Support	Finance and Business Support	<p>This position has been created to support the ongoing outcomes of the Sustainability project and to provide high level support to the Manager Finance & Business HPC in various areas, including procurement. The role was initially vacant while the Manager Finance & Business HPC position was filled and the new manager was brought up to speed. This position now reports directly to the Manager Finance & Business HPC.</p>	QUERY—Updated from Not Approved to Query based on request from Shane Bond—Approved	<p>Could we please resubmit this one for consideration on Monday as an answer to a query? Could you please include the additional dot points below:</p> <p>• Three Band 7 positions were established to support the Financial Sustainability program.</p> <p>• None of the three positions are currently occupied. One is substantively occupied but the employee is acting as Manager Business and Finance for Hospitals South to backfill Karen Dickens while she acts as the Head of Internal Audit.</p> <p>• A contractor is currently engaged through a panel employment agency in one of the vacant Band 7 roles to progress the Financial Sustainability program. This contractor has been found appointable through applying for a separate Band 7 Project Manager position in Finance and Business Support (currently focused on the Statewide Digital Stock Management project). We are seeking to use that recruitment process to appoint the</p>	-	appoint permanent ***** (Recruitment Approval Process) *****	Full Time
1125756	Infection Control Officer—Persons	Health and Human Services (Tasmanian State Service) Award—General Stream, Health Services Officers, Level 4	Hospitals 5th—Hospital Support Servs	H55—Cleaning Services	<p>Compliant—Personal Information (s36) [REDACTED]—CW</p> <p>Why has this vacancy occurred or been created?</p> <p>a) The funded vacant positions—Infection control Officers work across the RHH. Cleaner of this position is also assigned RHH Wards, including K Block, Cleaning, Rubbish and Linen duties</p> <p>b) This position performs general cleaning duties, including floor and wall maintenance in offices, wards, corridors, toilet blocks and other designated areas throughout the hospital as directed. Also, undertake special cleaning tasks, and other related duties, including removal of garbage, and collection/distribution of linen. The positions in vacancy are responsible for cleaning as part of the cleaning establishment. It will directly impact on regular services of Environmental Services at Royal Hobart Hospital.</p> <p>c) Currently covered by casual cleaners.</p> <p>d) Approved FTE.</p>	QUERY—Please refer to Deputy Secretary HPC. Can you please state why we have Infection Control Officers still given COVID de-escalation? There seems to be a lot of variability between classifications for these roles and Cleaners—can we please understand the differences in the roles/responsibilities.	Response received—Dave to follow up with Kylie regarding additional info required—	-	appoint permanent ***** (Recruitment Approval Process) *****	Full Time
1128785	Clinical Nurse—Consultant—Staff Health—Persons	Nurses and Midwives (Tasmanian State Service) Award—Registered Nurse, Grade 6	Hospitals 5th—OOT—Exec Dir of N&M	EDNM—Staff Health	<p>Compliant—request to advertise permanent vacancy RM</p> <p>The current substantive is retiring from the position, the hours will therefore become vacant on the Staff Health Unit establishment</p> <p>Request to advertise to appoint permanently to this position</p> <p>This is a key leadership position in the Staff Health Unit and requires permanent filling to ensure ongoing provision of the current service</p>	Query—Supply Org Chart	<p>Supplied—See attached (attachment 1)</p> <p>The Staff Health Unit (SHU) sits within the office of EDONM and reports to my portfolio (workforce and wellbeing). The CNC is the team leader of this nurse-led clinic and that provides staff health services for staff across southern Tasmania, including staff immunisations, staff assessment, management of occupational exposure, flu clinics and other staff health concerns.</p> <p>The team also consists of 3-2 CNS (all authorised nurse immunisers and 1-49 admin staff).</p>	-	appoint permanent ***** (Recruitment Approval Process) *****	Part Time

1126545	Registered Nurse- Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals-5th- Medical & Cancer Servs	MCS - Outpatients Specialist Clinic	Complaint - multiple fixed-term advertising for approx 12 months - SN 2x Current Fixed-Term-Contracts ending on the 29/5/24 Personal Information (s36) and 1x current fixed-term contract ending mid-June 2024 Personal Information (s36) will leave a substantial gap in our workforce. Recruitment is necessary to meet the establishment needs, thus, backfill is required. We are currently in the process of benchmarking to increase establishment Backfill 1.47 FTE.	Purpose of benchmarking is to benchmark, not to necessarily increase FTE. So please benchmark on NHPPD- first, and get it cleared by CN&MW, and if the benchmarking suggests an increase in resources is needed, then re-submit for approval.	Personal Information (s36) Personal Information (s36) To decrease the casual pool engagement and increase productivity and workflow within the outpatient service it would be suitable to backfill her current vacant role. The reference in job card to benchmarking was intended fro context of what is occurring in the outpatient setting - noting outpatients is not generally an area that is benchmarked and it is something is long term and work in progress and does not relate to the maternity leave and backfilling, as such I am happy to work with the vacancy committee to mitigate concerns.	appoint fixed-term- ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128856	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Medical Ward NWRH	1) Vacancy has occurred due to the resignation of the following RN's (exit forms attached)- Personal Information (s36) This a total vacancy of 3.52 FTE to fill 2) Is not be able to provide a complete roster of nursing staff to meet patient requirements leading to a reduction in service delivery and decreased patient safety and care 3) The corporate impact is increased workload for nursing staff, potential for industrial concerns to arise, increased double shifts and overtime and staff burnout/absenteeism. 4) This does not increase the paid FTE as it is to fill staff exits and fill existing approved FTE within the current ward establishment 5) This role is critical to maintain a complete roster and provide patient care	How many ENs are on the ward/ what is the ratio of EN to RN? If able, please consider advertising as EN.	"I don't believe I can safely look at advertising these as EN positions. We are struggling to safely staff the medical units with limited experienced staff currently filling positions. As we advertise for 3 medical units the EN positions are difficult to get suitable applicants, the last 3 recruitments have resulted in limited applicants with most successful applicants having less than 12 months experience. Tracker No = 112163 advertised for 8 weeks in total first AD no applicant's 2nd AD 15 applicants 4 successful with positions. 1 declined offer 2 new graduates. Tracker no = 1119145 candidate withdrew Tracker No - 1119142 subsequent appointment 1 FTE new graduate Tracker No - 1121629 only 2 applicants 1 withdrew successful applicant new graduate Tracker no = 1124136 1 x 0.84 FTE transfer from another THS facility 2 years' experience	appoint permanent ***** (Recruitment Approval Process)*****	Multiple FTE - F/T & P/Tpos
1128307	Technical Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Pathology LGH	Personal Information (s36)	Similar Technical Officer role has been queried before. Why are they being re- class'd to a 3, rather than a 2? Same query was raised about Tracker 1117737 Person in an earlier spreadsheet - that query is still outstanding too. 15 JULY - can you confirm whether Pratik has a Cert 4? As thats the only way to make them a Band 3 - see the Award.	**Response to query of 15/07. Thanks for your email. I have reviewed this and confirm that original recruitment to Band 1 was based on attached SOD that had the essential criteria stipulated. The Band 3 role has similar essential criteria. Pratik has done an overseas bachelor's degree (evidence attached) and also doing masters in CQU. Hope this clarifies. Note from Sonia Tuff on PTV 1117737: initially the Pathology Team at the LGH requested a classification review of the Band 1 technical positions with the view to reclassifying these positions to a Band 2. Note on spreadsheet tab dated 3/06: Please refer to Simone Treloar for more information. There is history regarding looking at the Band 1 roles, no ability to reclass as Band 2 in the Award and the Band 1 Technical Officer were "Trainee" positions in preparation to be able to fulfil the Band 3 roles. After discussion the Trainees	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Part Time

1128196	Registrar (Non Accredited) Surgical Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Surgery LGH	Appoint third appointable applicant from DIT 2025 Plastics Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124916.	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Email sent to hiring manager 10/07 -	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Full Time
1128197	Registrar (Non Accredited) Surgical Person	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Surgery LGH	Appoint second appointable applicant from DIT 2025 Urology Registrar (Non Accredited) Surgical recruitment campaign from Tracker#1124586.	We are authorised to offer 4 year contracts, so please offer 4 years. They need to have a plan about how they will assist the Registrar to become accredited.	Email sent to hiring manager 10/07	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	Full Time
1128283	Principal Legal Adviser Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	OTS - DoH - Legal Services	OTS - DoH - Legal Services	Personal Information (s36) The position has key administrative law responsibilities in coordinating the meeting of the agency's statutory obligations under the Right to Information Act 2009, responses to actions brought against the agency under the Anti-Discrimination Act 1998, and compliance with demands for information from Ahpra under the Health Practitioner Regulation National Law (Tasmania), such as during its investigations of allegations of professional misconduct. There are no other suitably qualified staff available to fulfill the duties and volume of work required. This is compounded by an existing band 6 vacancy and another band 7 unavailable on unplanned long-term leave. The request does not cause an increase in FTE above establishment.	Dale to chat to Laura about this one and the other position in Legal Services	<ul style="list-style-type: none"> Job Card requesting to fill 1.0 FTE perm vacancy. Funded Establishment 4.0 FTE Currently Filled \$ 1.0 FTE perm filled and working full time. Fixed Term Vacancy – 2.0 not filled. \$ 1.0 FTE Personal Information (s36) \$ 1.0 FTE Personal Information (s36) Perm Vacancy \$ 1.0 FTE Legal Services Establishment requires further review once new OTS director/GM on board 	appoint permanent ***** (Recruitment Approval Process)*****	Full Time
Query from 22/7									
1129418	Clinical Nurse Consultant Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Advertise to permanently appoint at .21 FTE = 16 hrs pf. Please advertise with IC 1129415 at 1.00 FTE = 76 hrs pf See HOST IC 1129415 Person for total of 1.21 FTE = 92 hrs pf	Risks are to the provision of services and safety in Dept Surgery.	Query 22/7	EC - to confirm hours - no action required by people connect	appoint permanent ***** (Recruitment Approval Process)*****	
1127710	Registered Nurse - Clinical Trials Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	Please advertise for RN to a total of 1 FTE linked with tracker number 1127706. Currently 1 FTE RN is permanently vacant, 1 FTE Research Officer vacant, establishment total of 9.3 FTE allocated (joint RN and RO). The clinical trials unit is a self-funded unit and RN's and RO's are essential for the running and to achieve continued funding and functioning of the unit and to ensure that oncology and haematology clinical trials can be delivered to the Tasmanian population. Recent Personal Information (s36) from the RN role has created this position.		Query 22/7	<p>There is no additional cost, this recruitment is to cover a Person</p> <p>Please see attached financial statement. Business Information (s38) - Darren Giffard</p> <p>Further update 9/08/24:</p> <p>Business Information (s38)</p>	appoint permanent ***** (Recruitment Approval Process)*****	

1129851	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	<p>Advert - perm, part time, from 08/09/2024. Personal Information (s36)</p> <p>as advised by Nursing Director - Surgery, Elizabeth Gadsbey, approval to backfill permanently as due to current staff movement, there is zero risk in permanently backfilling".</p> <p>I have attached the parental leave application form to the Job Card.</p> <p>Please advertise all together in one advert the following vacancies: Position No. Person Tracker No. 1129848 Position No. Person Tracker No. 1129851 Position No. Person Tracker No. 1129853 Position No. Person Tracker No. 1129855 Position No. Person Tracker No. 1129858</p>	Risks are to the provision of services and safety on Ward 5B.	Query 22/7		<p>I covered up with from and business Manager 26/07 Each IC does state the reason for the vacancy though within the section "Why has this vacancy occurred or been created", so I am not understanding what other information I can provide.</p> <p>I need all these vacancies filled to maintains safe staffing to provide ongoing service delivery.</p> <p>From the job cards: Position No. Person Tracker No. 1129848 Perm vacancy, 72 hours, Personal Info Person Position No. Person Tracker No. 1129851 Perm vacancy, 40 hours, Personal Inform Person Personal information (s36) Person and as advised by Nursing Director - Surgery, Elizabeth Gadsbey, approval to backfill permanently as due to current staff movement, there is zero risk in permanently backfilling".</p>	appoint permanent *****(Recruitment Approval Process)*****
1129853	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	<p>Please advertise fixed term at 0.47 FTE from 8/9/24 to 22/02/2025. The Personal Information (s36)</p> <p>Processed on TN 1125552.</p> <p>Personal Information (s36)</p> <p>Please advertise all together in one advert the following vacancies: Position No. Person Tracker No. 1129848 Position No. Person Tracker No. 1129851 Position No. Person Tracker No. 1129853 Position No. Person Tracker No. 1129855 Position No. Person Tracker No. 1129858</p>	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	See Row 4	Query on tracker 1129851	Process)*****
1129855	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	<p>Advert - fixed term, part time from 08/09/2024 - until 01/03/2025. Personal Information (s36)</p> <p>Please advertise all together in one advert the following vacancies: Position No. Person Tracker No. 1129848 Position No. Person Tracker No. 1129851 Position No. Person Tracker No. 1129853 Position No. Person Tracker No. 1129855 Position No. Person Tracker No. 1129858</p>	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	See Row 4	Query on tracker 1129851	appoint fixed-term *****(Recruitment Approval Process)*****
1129858	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	<p>Advert - fixed term, part time from 08/09/2024 until 31/12/2024. Personal Information (s36)</p> <p>Please advertise all together in one advert the following vacancies: Position No. Person Tracker No. 1129848 Position No. Person Tracker No. 1129851 Position No. Person Tracker No. 1129853 Position No. Person Tracker No. 1129855 Position No. Person Tracker No. 1129858</p>	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	See Row 4	Query on tracker 1129851	appoint fixed-term *****(Recruitment Approval Process)*****

1129848	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	<p>Advert - perm, part time from 08/09/2024. Please advertise to fill 0.95 FTE of this position permanently. Personal Information See attached Exit form.</p> <p>Please advertise all together in one advert the following vacancies: Position No. [redacted] racker No. 1129848 Position No. [redacted] racker No. 1129851 Position No. [redacted] racker No. 1129853 Position No. [redacted] racker No. 1129855 Position No. [redacted] racker No. 1129858</p>	Risks are to the provision of services and safety on Ward 58.	Query 22/7	See Row 4	Query on tracker 1129851		appoint permanent ****(Recruitment Approval Process)****
1129772	House Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	<p>Request to subsequently appoint Personal Information (s36)</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	<p>N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 26) 83.48</p> <p>Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.15 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE -</p>	Query 22/7	Personal Information (s36) why are we only appointing on a fixed term basis?	Followed up with Manager 26/07		appoint to vacancy using previous selection process ****(Recruitment Approval Process)****
1130067	Staff Specialist - Gastroenterology Person	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals 5th - Medical & Cancer Servs	<p>a) Personal Information (s36) approval sought to advertise for a Gastroenterologist. This position is essential to treat patient who requires endoscopy procedures. b) If not approved the waiting list will increase, patient will waiting beyond the recommended times. The THS will not meet its endoscopy targets under the service plan. c) This is the most suitable option, locums are more expensive d) No increase above the ABE, Funding provided under the Statewide endoscopy program</p>		Query 22/7	Can this role be advertised as a Statewide Role?	Followed up with Darren and Medical Recruitment South 26/07		appoint fixed-term ****(Recruitment Approval Process)****
1128773	Allied Health Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	<p>Personal Information (s36)</p> <p>We are wanting to fill this 0.2FTE vacancy. This position provided face to face clinical care in the outpatient rehabilitation setting. The current vacancy results in a reduced service of 1 day a week for these patients, which impacts on patient rehabilitation.</p>	Risks are reduced service for patients requiring rehabilitation	Query 22/7	Please provide details on why this needs to be filled at .2what is the risk if it is left unfilled, this there anyone in the team that could fill these hours?	Followed up with Kerri Roberts 26/07		appoint fixed-term ****(Recruitment Approval Process)****
1128355	Discipline Lead - Physiotherapy Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Manager, Level 5, Grade 4	Launceston General Hospital	<p>Personal Information (s36)</p> <p>Current fixed term occupant Personal Information (s36) DA expires in August - tracker 1128300 in progress for short term extension to 13 Sept 2024. This job card to is request an internal EOI to backfill the vacancy arising, with end date to coincide with contract end date for Personal Information (s36)</p>		Query 22/7	Query - Michelle to Talk to Fiona - Can this be advertised permanently?	Followed up Fiona 26/07		appoint fixed-term ****(Recruitment Approval Process)****

1130044	Associate Nurse Unit Manager (ANUM) Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North West	<p>The vacancy has been created as part of the Tasmanian EBA Clause 16 N7M Agreement 2023, which identified the need for ANUM positions in District Hospitals. These positions are essential for ensuring clinical leadership and efficient management of the inpatient ward and the Emergency First Response Unit. Following the TIC conciliation on May 29, 2024, it was agreed to utilise existing Registered Nurse G3-4 positions for this purpose, allowing recruitment to commence as soon as possible.</p> <p>b) What is the clinical risk of not filling the position? Not filling this position poses significant clinical risks. It jeopardises safe staffing levels under the DHITS staffing model, which are crucial for providing timely patient care. The position is responsible for after-hours oversight and management of the District Hospital, and any vacancy could compromise patient safety and care quality. Additionally, reliance on agency staff increases risks and may lead to industrial challenges if the situation is not addressed. There is an industrial risk if this is not progressed. The vacant FTE being held to create this position is currently being filled by agency. Successful permanent recruitment will reduce this financial implication.</p> <p>c) What is the corporate risk of not filling this position? The corporate risk includes increased reliance on casual and agency staff to fill shifts, which can lead to higher operational costs. Failure to cover shifts may reduce the hospital's capacity to accept inpatient transfers, ultimately affecting patient flow and hospital reputation. Moreover, not progressing the recruitment could escalate involvement from the TIC, further complicating staffing and operational issues.</p>	<p>Commentary 5FF A/BM PHS 18/07/24 W34363 - Smithton District Hospital</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 27.05</p> <p>Funded FTE (effective 13-Oct-2023) 28.68 YTD Average Paid FTE 27.95 Business Information (s36)</p> <p>YTD Average Paid Overtime FTE 0.85 YTD Average Paid Call Backs FTE 0.06</p> <p>Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 1.11 YTD Annual Leave Average FTE 2.04 YTD Maternity Leave Average FTE 0.17 YTD LSL Average FTE 0.70 YTD Other Leave Average FTE 0.95</p>	Query 22/7	Michelle to confirm - no follow-up required by People connect.		appoint permanent ***** (Recruitment Approval Process)*****
1129660	Business Support Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Primary Health North West	<p>a) Why has this vacancy occurred or been created? This permanent position is vacant effective Personal Information (s36). The background of this position is that it was permanently filled in the NW but then the North took over the duties of this role as a statewide role from 2017 - 2022 financial years and this position was salary journalled 3 ways between North, South and North West. This role has been filled fixed term due to the FBS restructure, since January 2023 by various employees and is now vacant again effective 12/07/2024.</p> <p>b) What is the clinical risk of not filling the position? NA - not a clinical role</p> <p>c) What is the corporate risk of not filling the position? This role is responsible for monthly reporting of data to the Commonwealth with the minimum data set (MDS) for Commonwealth Home Support Programme (CHSP). This role is responsible for ensuring that the data for CHSP reporting in IPM is accurate and complete and works with the sites who deliver the CHSP services to understand the contract, their funding, activity requirements and the reporting of that to the Commonwealth. This position will prepare the CHSP financial acquittal. This role will work with home care packages (HCP) that are commonwealth funded and be responsible for the oversight of this service that the THS have on the West Coast. The impacts of not filling the position is that the data will not be completed and accurate and the THS will be in breach of our contract with the Commonwealth with our activity outputs. There are financial risks of not having our data accurately recorded in IPM and reported to the Commonwealth each month.</p> <p>d) Will paid FTE increase? This role has been filled at 1FTE but is now vacant, no increase in paid FTE.</p> <p>e) How is the role critical to filling the roster? NA - not a rostered unit</p>		Query 22/7	Confirm with Craig - Ok to action - No action required by People Connect		appoint fixed-term ***** (Recruitment Approval Process)*****
1130036	Business Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	HICT - Office of the Deputy CIO	<p>Please appoint Personal Information (s36)</p> <p>Note: Supporting documentation attached in Notes Tab.</p>		Hold 22/7	Brent please discuss structure with Dale		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129322	Principal Public Health Nutritionist Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Specialist, Level 5, Grade 1-2	CMHW - Public Health Services	<p>This position is vacant due to Personal Information (s36) Please note tracker #1128419</p>		Query 22/7	George Clark please contact Dale to discuss.	Followed up George Clarke 26/07	appoint permanent ***** (Recruitment Approval Process)*****

1129790	Nursing Director Integrated Operations	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 8, Level 3	Mersey Community Hospital	<p>Please advertise an EOI at 1.0 FTE for position number [Person] MCH NDIO.</p> <p>The EOI is requested as a pre-emptive advertisement if the substantive employee (Hayley Morse) should be appointed as A/N&OD MCH while the substantive MCH N&OD is seconded to NW EDONM. This is to ensure that there are no delays in coverage of the position by delaying advertisement. Should the substantive not be appointed it is intended that this vacancy advertisement is withdrawn.</p> <p>This clinical impact of not filling the position is lack of senior oversight over integrated operations, patient flow and staffing for the MCH leading to potential adverse impacts on patients, and patient flow.</p> <p>The corporate impact is increased workload for the NDO and NM IOC positions both of which is not tenable, lack of operational, budgetary and resource oversight for IOC, potential delays to actioning and driving ED review recommendations and local operational plan.</p> <p>This does not increase the paid FTE.</p> <p>This role is critical to the operations of the MCH and statewide patient flow.</p>	<p>W10269 - Nursing - Administration</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 15.72</p> <p>Funded FTE (effective 13-Oct-2023) 12.01</p> <p>YTD Average Paid FTE 13.69</p> <p>Business Information (s 98)</p> <p>YTD Average Paid Overtime FTE 0.20</p> <p>YTD Average Paid Call Backs FTE -</p>	Query 22/7	EC to confirm if [Person] and tap someone if needed to cover - No action required by People Connect		<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1129731	Nursing Director - Operations MCH	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9, Level 2	Mersey Community Hospital	<p>The vacancy has occurred due to the [Personal Information (s36)]</p> <p>The clinical risk of not filling the position includes lack of escalation point/coordination of services and care and resource management.</p> <p>The Corporate risk of not filling the position includes the role is impossible to be conducted as additional duties for other positions. the position sits at Hospital operational/direct Nursing report and Executive levels. The change proposal for the Org structure in the NW is only in early stages, therefore this role remains essential for filling.</p> <p>The paid FTE will not increase whilst the substantive occupant is filling another role. The paid FTE may increase if the substantive's leave in October is paid from this position instead of position [Person].</p> <p>The role is critical to filling the roster.</p>	<p>W10139 - Hospital Management and Administration</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 3.97</p> <p>Funded FTE (effective 13-Oct-2023) 3.50</p> <p>YTD Average Paid FTE 3.55</p> <p>Business Information (s 98)</p> <p>YTD Average Paid Overtime FTE 0.00</p>	Query 22/7	Paula please contact Dale to discuss	Followed up with Paula 26/07	<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1126649	Deputy Chief Nurse and Midwifery Officer	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9, Level 1	CQRA - Nursing and Midwifery	<p>The previous incumbent [Personal Information (s36)]</p> <p>[Personal Information (s36)]</p> <p>advertise permanent vacancy - The Senior policy officer's role is vital in supporting the Nursing Director of Emergency Preparedness and the Office of the Chief Executive in ensuring that Hospitals South is adequately prepared to respond to emergency management issues within its facilities.</p> <p>This role is integral in developing policies and procedures related to business continuity with Hospitals South, Emergency Plans, education, training, redevelopment planning, and hospital security and safety review implementation and management of the Wilson's contract.</p> <p>The outcome produced from the support of this of role has already produced the following outputs:</p> <ul style="list-style-type: none"> • Development of the Conditions of entry policy • Weapons Procedure • Stand up of overcapacity unit • CBRNe policy review • Creation of Hybrid Warden course • Search training implementation • Creation of SAACS working group <p>This role is vital in ongoing risk assessment and management of Hospitals South Emergency Management portfolio and supporting the Nursing Director of Emergency Preparedness and Response in their expanding portfolio or responsibilities.</p> <p>There is a high risk in not supporting the continuation of this position as it means the Nursing Director of Emergency Preparedness will not be able to continue to produce the outputs currently provided to the organisation to support safety, security, preparedness and response</p>	<p>W10139 - Hospital Management and Administration</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 3.97</p> <p>Funded FTE (effective 13-Oct-2023) 3.50</p> <p>YTD Average Paid FTE 3.55</p> <p>Business Information (s 98)</p> <p>YTD Average Paid Overtime FTE 0.00</p>	Query 22/7	Dinesh to please contact Dale to discuss	Followed up with Dinesh 26/07	<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1127954	Senior Policy and Project Officer - Emergency Preparedness and Response	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	Hospitals Sth - OOT Exec Dir of MedS	<p>advertise permanent vacancy - The Senior policy officer's role is vital in supporting the Nursing Director of Emergency Preparedness and the Office of the Chief Executive in ensuring that Hospitals South is adequately prepared to respond to emergency management issues within its facilities.</p> <p>This role is integral in developing policies and procedures related to business continuity with Hospitals South, Emergency Plans, education, training, redevelopment planning, and hospital security and safety review implementation and management of the Wilson's contract.</p> <p>The outcome produced from the support of this of role has already produced the following outputs:</p> <ul style="list-style-type: none"> • Development of the Conditions of entry policy • Weapons Procedure • Stand up of overcapacity unit • CBRNe policy review • Creation of Hybrid Warden course • Search training implementation • Creation of SAACS working group <p>This role is vital in ongoing risk assessment and management of Hospitals South Emergency Management portfolio and supporting the Nursing Director of Emergency Preparedness and Response in their expanding portfolio or responsibilities.</p> <p>There is a high risk in not supporting the continuation of this position as it means the Nursing Director of Emergency Preparedness will not be able to continue to produce the outputs currently provided to the organisation to support safety, security, preparedness and response</p>	<p>W10139 - Hospital Management and Administration</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 3.97</p> <p>Funded FTE (effective 13-Oct-2023) 3.50</p> <p>YTD Average Paid FTE 3.55</p> <p>Business Information (s 98)</p> <p>YTD Average Paid Overtime FTE 0.00</p>	Query 22/7	Hold - Position exist in EPR.		<p>appoint permanent ***** (Recruitment Approval Process)*****</p>

ONGOING QUERIES

1129144	Registered Nurse - Community (Relief) - PERSONA	Nurses and Midwives (Tasmanian State Service) Award - Registered Nurse - Grade 3-4	Primary Health North	Community Nursing South Esk	<p>-RN relief community positions required to backfill short notice leave and annual leave of staff currently working in Community nursing</p> <p>-Community nursing has reduced amount of casual RN availability due to personal circumstances of staff, need to increase casual pool to assist with backfill of shifts at short notice.</p>	Query - Can we please look at casual EN as well as casual RN - Approved	Response - Launceston Community Nursing does not currently have EN within the mode of care, this will need to be considered by senior management therefore it cannot be advertised or recruited to as an EN.	<p>appoint fixed-term ***** (Recruitment Approval Process) *****</p>
1129377	Attendant - PERSONA	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Operating Theatre Ancillary NWRH	<p>Please approve this job card against 1123256 to subsequently appoint casual attendants</p> <p>We are experiencing short falls in our roster to safely staff the unit in line with WHS standards. Currently backfilling with casual employment. If this was not to be filled, we continue to run the risk of unsafe ancillary staffing levels.</p> <p>Corporate risk is not being able to provide safe service to our patients and an increased potential for workers compensation claims.</p> <p>Attendants are critical to running efficiently and supporting our nursing staff to provide safe, equitable care to our patients in the operating theatre. They do this by engaging in stock control, gas management, movement of equipment and patient beds, plus assisting complex patient positioning on the operating table, and upholding infection control standards.</p> <p>The paid FTE will not increase. This will be a casual position only, covering sick leave, annual leave and workers comp.</p>	Query - Why are actual paid FTE at 50 but funded FTE at 40?	Emailed hiring manager 16/07	<p>appoint fixed-term ***** (Recruitment Approval Process) *****</p>
1122241	Discipline Lead - Physiotherapy Services - PERSONA	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Manager, Level 5, Grade 4	Hospitals Sth - Allied Health Services	AHS - Physiotherapy	<p>Compliant - Request to advertise PERM hours in PERSONA</p> <p>Please advertise position PERSONA Discipline Lead Physiotherapy, PERSONAL INFORMATION (S36) has been filled fixed term in interim while recruitment conducted. This position is essential to the operational running of the largest Allied Health department in Hospitals South</p>	Query - Please place on hold until Brendan Docherty (DepSec HPC) does a review of the Allied Health management structure at the RHH - Place someone into to role.	Note emailed to hiring manager on 16/07 - Update 22/7 This role is critical to the running of the area. Can we advertise this on a fixed term basis whilst review of the management structure is undertaken?	<p>appoint permanent ***** (Recruitment Approval Process) *****</p>
1127706	Research Officer - PERSONA	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Hospitals Sth - Medical & Cancer Servs	MCS - Clinical Trials	<p>Compliant - Advertise permanent 1 FTE. SH</p> <p>Please advertise for RN and RO to a total of 2 FTE linked with tracker number 1127710. Currently FTE empty 3.4 across both roles jointly 2.0 of which is Permanent is empty, establishment total of 9.3 FTE allocated (joint RN and RO). The clinical trials unit is a self-funded unit and RN's and RO's are essential for the running and to achieve continued funding and functioning of the unit and to ensure that oncology and haematology clinical trials can be delivered to the Tasmanian population. PERSONA</p>	QUERY - Please refer to Kate Burbury (EDMS Hospitals South) to assess and provide advice back to VC. Can Kate please reach out to Shane Gregory (Assoc Secretary) to discuss. Please refer via email.	<p>From my recon today: This is permanent research officer position within Cancer Clinical Trials.</p> <p>The unit is self-funded.</p> <p>The substantive occupant recently resigned from the role and so this is an advertising job card is to recruit to the position.</p> <p>If you need any more details info I can liaise with Alison West (NUM IA/Holman and Clin Trials) and get back to with whatever information you require - Shane talking to Kate</p>	<p>appoint permanent ***** (Recruitment Approval Process) *****</p>
1129055	Business Officer - PERSONA	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	HICT - Digital Technology Services Group	HICT - Clinical Application Services	<p>The business officer role is a newly created position within Clinical Applications (CA). The duties include patient merging and clerical and clinical systems support.</p> <p>The process of maintaining and merging duplicate records is essential to facilitate appropriate and safe clinical care of patients. Inadequate resources negatively impact on the management of patient duplications which is a clinical risk to patients. Delays have the potential for incorrect patient clinical information being forward to services such as Pathology and Radiology.</p> <p>The position will also fulfill duties within Clinical Applications to support staff access to clinical and clerical systems. Additionally, the incumbent will undertake and manage audits within these systems.</p> <p>5. No Yes, this appointment is required. PERSONAL INFORMATION (S36)</p>	QUERY - Is it a new role or previously existing? We need more information about the previous occupant; why is this role new; and whats the connexion to deceased SRLS? - Hold Dale to discuss with Brent	<p>The Business Officer position created due to substantive employee of Senior Consultant Application Services, PERSONA (Classified at ICT4) working in another role. Business Role was created to cover this vacancy at a band 4</p> <p>A decision was made to restructure the position to include not only the Merging duties, but also Clinical Applications duties. The Merging Officer historically would help with other duties when capacity allowed.</p> <p>One of key Merging Officer duties includes the management of inpatient death certificates. The Merging Officer ensures the patient demographic information outlined on the death certificate aligns with the information within the Patient Management System. In the event it does not it is sent back to EDMS Office for amendment via the Safety Reporting Learning System.</p>	<p>appoint fixed-term ***** (Recruitment Approval Process) *****</p>

1129254	Registered Midwife Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Integrated Maternity Service NWRH	<p>Please advertise multiple 4.68FTE (355.68hrs) Perm Registered Midwife Positions. With the updated NW Maternity Inpatient Ward Staffing Model there is a vacancy of 4.68FTE.</p> <p>Vacant Positions Numbers</p> <p>Person 0.53 (40 pf) 0.84 (64 pf) 0.84 (64 pf) 4 (64 pf) 4 pf f) Total = 356 hours</p> <p>ng position - direct patient care and ward support. ng position - increased overtime, double shifts, leave, compromised patient PPD/Birthrate Plus staffing requirements.</p> <p>Is filling this critical to the roster - Yes</p>	Query - Please refer to CE Hospitals NW Paula Hyland to clarify what model is being used for this. Can Paula please discuss with Dale Webster (Secretary).	Emailed to Paula on 16/07	appoint permanent ***** (Recruitment Approval Process)*****
1127224	Business Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	HICT - Office of the CIO	HICT - Office of the CIO	<p>Compliance Personal Information (s36)</p> <p>The current incumbent Personal Information (s36)</p> <p>This recruitment process yielded a second appointable applicant. Personal Information (s36)</p> <p>Personal Information (s36)</p> <p>This position is crucial to supporting the immediate strategic priorities of the Chief Information Officer, wider department and commitment to the government.</p>	Query - Pls provide org chart within OCIO. 15 JULY - CIO to discuss with Secretary. Update 22/7 Please discuss with Dale	OCIO org chart has been uploaded to this PageUp as requested, in response to the query from the Vacancy Committee. - Update 22/7 Brent supports request	appoint fixed-term ***** (Recruitment Approval Process)*****
1123143	Registered Nurse - X-Ray Escort Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital		<p>Verbalised interest in position by numerous NWRH RN Grade 3 /4. Requesting a 7-month fixed term at 40-hours per fortnight (0.5fte) to commence 20/05/2024.</p> <p>The EOI is needed to cover workload demand, support ward areas so not missing an RN or EN from ward at Radiology and ensure patient safety during transport.</p> <p>The clinical impact of not filling this EOI is that fixed-term staff are important to backfill roster shortfalls and ad-hoc leave, ensuring safe staffing levels and support to the wards.</p> <p>The corporate impact of not filling this EOI is industrial impact due to staff missing from ward areas that can be extended up to one-hour in time resulting in unsafe staffing levels and raising concerns to industrial organisations.</p> <p>Filling the role does not increase the paid FTE. The position is not critical to filling the roster, however, the fixed term position is the most economical way of replacing to meet workload demand. Will reduce the amount of overtime, risk of double shifts and provide the flexibility to allow safe staffing levels.</p>	QUERY - why is this being costed to the discharge lounge costcode? Why do we need an escort in the discharge lounge?	Query sent to Hiring Manager on 28/06 - followed up 12/07	appoint fixed-term ***** (Recruitment Approval Process)*****
1127235	House Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	<p>Request to advertise and fill this newly created permanent position. New position attributed to the opening of new beds in SSSU.</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	Query - QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required - Update 22/7 - Brendan to provide information	appoint permanent ***** (Recruitment Approval Process)*****
1127240	House Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Keeping & Accommodation LGH	<p>Request to advertise and fill this newly created permanent position.</p> <p>Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.</p>	Query - QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required - Update 22/7 - Brendan to provide information	appoint permanent ***** (Recruitment Approval Process)*****
1126386	Business Support Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Infra - Business Support	Infra - Business Support	<p>The current incumbent in this position Personal Information (s36)</p> <p>We now need to advertise the permanent position ASAP.</p>	Query - Please consider Redployee List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au	Manager contacted by RLO on 4 June. In Notes section of PTVe Manager is asked to consider a redeployee. Simone 12 JULY - Redeployee to be assessed - waiting to hear from Case Management if this has been finalised.	appoint permanent ***** (Recruitment Approval Process)*****
1126390	Senior Clinical Psychologist - Tasmanian Fixed Threat Assessment Capability Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Practitioner, Level 5	CMHW - MH & Statewide Services	Forensic Health Services	<p>This position has recently been made a permanently funded position. The position has been a temporary position since 2022. We would now like to advertise the position permanently to ensure continued coverage in this important area.</p>	Query - QUERY - how is it being funded? Have we received the funding from DoI? 19 June - is that cost centre recurrently funded? If fixed term, then job should be fixed term.	PTVE 1123202 finalised 20 May 2024. 50% salary cost is funded by DFPEM until 30 June 2024. This position has been included in the 24-25 budget submission for permanent funding. If the Budget submission is not approved it will be funded by from 'Enabling High Quality MH Reform' cost centre. The PTVe will be updated post 30 June to reflect post funding source changes.	appoint permanent ***** (Recruitment Approval Process)*****

1127550	Allied Health Lead Policy and Projects Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CQRA - Allied Health Strategy & Policy	CQRA - Allied Health Strategy & Policy	Personal Information (s36) In light of acting secretary's advice willing to fill at part time, preference at 0.8FTE. This role is critical to strategic policy deliverables of Allied Health Strategy and Policy and CQRA. Work unit structure has recently been reviewed and finalised.	Query - Subject to CQRA Budget for 24/25	Manager advised	appoint permanent ***** (Recruitment Approval Process)*****
1114729	Clinical Nurse Consultant - Sepsis Program Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - CCCS&I	CCCSI - Microbio & Infectious Diseases	Compliant - request to advertise fixed term position in Person commencing ASAP for a period of approximately 12 months. JF 1. New fixed term position created to support the implementation of the hospital wide sepsis program. 2. Clinical impact. Position will support the implementation of the hospital wide Sepsis Program. Will develop and implement safety and quality initiatives including policy and guidelines as well as education programs. 3. No other options to cover. 4. New position, approved minute attached.	QUERY - is the Sepsis program funded in the State Budget for 24-25?		appoint fixed-term ***** (Recruitment Approval Process)*****
1125723	Registered Nurse Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals Sth - Medical & Cancer Servs	MCS - Cardiology (Ward 2D) - Nursing	Secondments Long term sick leave Maternity Leave	Query - use the example above to add up/detail whats needed. 1 JULY - DID NOT ANSWER QUESTION	** Followed up with hiring manager 15/07 As at PP25 2024, \$200,988 has been paid in overtime to nursing staff at this facility and \$9,577 has been paid in call backs.	appoint fixed-term ***** (Recruitment Approval Process)*****
1126070	Support Services Officer Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals Sth - CCCS&I	CCCSI - DCCM - Nursing	Compliant - request to advertise permanent vacancies RM a) PTVE has been completed for the increase in FTE due to increase in ICU beds b) Clinical impact is decreased patient flow due to the inability to provide timely beds cleans/transfers and patient care c) SSO are required in a critical care environment as they are multi-skilled and complete all restocking, bedspace cleans and assist in manual handling tasks to ensure prompt patient care. The HSO pool will not support SSO.	QUERY - what increase? There does not appear to have been additional beds. 15 JULY - increase still not explained. Whats the increase in beds?	manager on 16/07 I have attached the SOD for your reference. A support services officer (SSO) is different to an orderly or a hospital aide- therefore is not supported by these areas. SSO's are specialised to their area of employment with the ability to decontaminate and maintain specialised equipment as well as assisting with emergency/urgent manual handling of patients. I have attached the PTVE which includes the funding approval for an increase of beds in the DCCM. This has been held up with the unions, and beds are only allowed to open when they are staffed for. In saying this- DCCM has been significantly over capacity and running above and beyond the number for some weeks now. This position is not a new one- each individual employed to this position now gets and individual position number (originally the one number which was Person have also attached a spread sheet with the updated position numbers and funding.	appoint permanent ***** (Recruitment Approval Process)*****
1128220	Administrative Officer - H2HK CAMHS Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	a. Seek approval to advertise new position to newly created Head to Health Kids Tasmania service. b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania. c. There are no other options. d. This is within establishment.	Query - Pls consider redeployment.	16/07 Being reviewed by Case Management.	appoint fixed-term ***** (Recruitment Approval Process)*****
1127281	Manager Community Administration and Facilities Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	Hospitals Sth - SAA&CS	SAACS - Aged, Rehabilitation & PCS	Compliant - request to advertise perm position. JF New position (PTVE tracker 1118164 - position Person first advertising Person Information (s36) t.	QUERY - is this a new job? If so, how is it being funded? 1 JULY - Recruitment, pls check that we have abolished the positions sitting behind this one. If so, APPROVED	***followed up with Recruitment 16/07 Minute approved by CEHS attached. 12 July - Hi Dane In response to your note, I have attached an updated SAACS workforce tracking document which outlines where we are at with the position changes. The position of Area Service Coordinator cannot be abolished until the creation of the Allied Health Stream Director position. Also the role of the Principal Consultant – Community Care & Coordination to be revised on the retirement of the substantive occupant and cannot be abolished until the appointment of the Manager Home Care South is approved.*	appoint permanent ***** (Recruitment Approval Process)*****
1126984	Cleaner (Operating Room Suite) Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Launceston General Hospital	ORS ANCLGH	Please advertise the following Job Cards together: Position No. Person Tracker 1126984 Position No. Person Tracker 1126985 Position No. Person Tracker 1126990 Position No. Person Tracker 1126993	QUERY - Please refer to Deputy Secretary HPC. There the roles/responsibilities.	provide information	Process)*****

1127215	House Services Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	House Services AMU LGH	Personal Information (s36) Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.		QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these IPC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities.	Response received. Dave to follow up with Kylie regarding additional info required Update 22/7 - Brendan to provide information		appoint permanent ***** (Recruitment Approval Process)*****
1125932	Associate Nurse Unit Manager (ANUM) Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Mersey Community Hospital	Operating Theatre MCH	Request to advertise permanent 1.0FTE ANUM position due to ongoing vacancy. As part of the theatre restructure, additional ANUM positions were created with view to increase theatre capacity to 3 theatres and then 4 in the future. This is to fill the general theatre portfolio and temporarily take on the Endoscopy portfolio whilst recruitment is undertaken for a Nurse Manager position. If this position is not filled, it would create ongoing restraints with service delivery and care for patients in theatre as well as management of waitlists.		QUERY - Why are we increasing the ANUM now when the 3rd and 4th theatre is scheduled for later? 15 July - when do you need the roles to be filled why do you need them now when the theatres come later?	***Further query emailed to hiring manager 16/07 ***Answer: total available FTE within new model = 5.0 FTE Current breakdown: 3.0 FTE empty 1.0 FTE occupied and not changing 1.0 FTE occupied but the incumbent is leaving requiring replacement. This role is a sub specialised role for Endoscopy and will result in operational risk if not refilled. ****		appoint permanent ***** (Recruitment Approval Process)*****
1128390	Specialist Pharmacist, Critical Care Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmanian Health Services	SHP - RHH Pharmacy	Seeking to advertise new position to support Critical Care services as per recent FTE increase due to bed number increases within the RHH ICU. The position is responsible for providing direct clinical care to the Critical Care unit, as well as developing and implementing procedures for the smooth and provision of pharmacy services to the area. Not covering this position would put high acuity patients at an even higher level of risk.		Where is the increase in beds, and are they funded? Where is the funding coming from? 15 JULY - See above (row 112). The 12 beds are not open. Please get CE to confirm the # of beds that have been opened.	Attached email (attachment 2) that came back from Bronwen Pinkard assuring us the position was funded. Critical Care increased by 12 beds - and the funding details are contained within the minute. The increase in FTE was put through in November 2023 but it has taken us this long to get confirmation of the funding to be moved from ICU to Pharmacy - as the funding was provided to them direction with the increase in FTE. The FTE increase was completed by ICU on our behalf (PTVE in email to Ed - attached)"		appoint permanent ***** (Recruitment Approval Process)*****
1125696	Principal Business Advisor Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	HICT - Office of the CIO	HICT - Office of the CIO	This position has been funded fixed term by OCIO's permanently funded Band 7 position 516434. The substantive incumbent of permanently funded Band 7 position Person Personal Information (s36) This leaves OCIO position 516434 permanently vacant. It is proposed (in TN 1125310) to fund position Person ongoing, using funding from position Person. It is then planned to run a recruitment process, advertising to fill position Person ongoing. (Concurrently via TN 1125322, it Person Personal Information (s36)		Pls provide org chart within OCIO. 15 JULY - CIO to discuss with Secretary. Update 22/7 Please discuss with Dale	Pls provide org chart within OCIO. 15 JULY - CIO to discuss with Secretary. - Brent Supports request.		appoint permanent ***** (Recruitment Approval Process)*****
1128467	Executive Assistant Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CORA - Nursing and Midwifery	CORA - Nursing and Midwifery	The substantive occupant of Person Personal Information (s36)		Refer back to CMM&MW. Why is it reducing to a Band 3. Please confirm discussion has occurred with the individual. Please also consider this as a Redeployment Opportunity, 15 JULY - PLEASE HOLD PENDING DISCUSSION BETWEEN CPO AND Injury Management team	"The incumbent is on long term sick leave (WC) and medical recommendation is for same job, different business unit. Position must be held for the incumbent for a minimum 12 months hence the fixed term period. Currently utilising agency staff to backfill. Previous recruitment attempt to backfill at Band 4 classification has been unsuccessful. Consider recruitment at Band 3 may generate a wider pool of suitable candidates."		appoint fixed-term ***** (Recruitment Approval Process)*****

Tracker No	Job title	Approved classification	Section	SubSection	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details	Vacancy Committee Decision	Vacancy Committee Comment	Follow-up Response	Budget Comment	Action required
1130364	Registrar in Medical Administration	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - OOT Exec Dir of Meds	Hospitals Sth - OOT Exec Dir of Meds	Medical Administration Registrar - request to advertise for the remainder of trading year (6 months, ending Feb 25) to backfill position until Personal Information (S36) There are two STP funded RACMA Registrar positions in the South. Personal Information (S36) Refer note tab for details.		Approved				appoint fixed-term ***** (Recruitment Approval Process)*****
1130330	Registrar - Infectious Diseases	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals Sth - CCCS&I	CCCSI - Microbio & Infectious Diseases	Doctors in Training annual Recruitment Campaign. Registrar vacancy for 2025 to be advertised for Infectious Diseases. Current Registrar Personal Information (S36) both taking up other positions resulting in vacant FTE for 2025. Request to advertise and recruit vacant approved training Registrar positions. Not filling the Infectious Diseases service registrar positions will result in the inability to maintain current Clinical services (we will be 2 FTE Registrar down) in the field of Infectious Diseases and failure to maintain Clinical services.		Approved	Advertise for the full length of training contact			appoint fixed-term ***** (Recruitment Approval Process)*****
1130381	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Surgical Ward NWRH	Advert - fixed term, part time until 11/04/2025. Personal Information (S36) • Why has this vacancy occurred or been created? Personal Information (S36) • What is the clinical risk of not filling the position? Patient safety will be impacted if not filled. • What is the corporate risk of not filling the position? Increase in agency, casual staff usage, overtime and double shifts. Beds may need to be closed if safe staffing is not achieved. • Will paid FTE increase? (The answer will be yes unless the position is funded and vacant) Yes • How is the role critical to filling the roster? This is a patient facing role and is critical to create a roster to safely staff the ward.	W20990 - Nursing - Surgical Ward All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 54.71 Funded FTE (effective 13-Oct-2023) 51.37 YTD Average Paid FTE 52.47 Business Information (S38) YTD Average Paid Overtime FTE 1.25 YTD Average Paid Call Backs FTE -	Approved	Advertise for the full length of training contact			appoint fixed-term ***** (Recruitment Approval Process)*****
1130771	Senior Physiotherapist - Community	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	Physiotherapy LGH	Advert - fixed term, part time from 09/09/2024 until 26/9/25. Personal Information (S36) A job card was originally placed for 44 hours per fortnight until 3/12/24 tracker 1129562, however Personal Information (S36) Job card Tracker 1129562 can now be archived in place of this new job card.	Reduced Domiciliary Physiotherapy services. This service provides support to patients in their homes to help prevent hospital admissions. It also facilitates Physio review following discharge from hospital to support discharge and help prevent readmission. This service is particularly important for those who are unable to travel for appointments. The position also covers MND clinic.					appoint fixed-term ***** (Recruitment Approval Process)*****
1130511	Registered Nurse (Relief)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	George Town Hospital & Community Centre	Request to advertise true casual position to cover planned and unplanned leave. Service to the community will be reduced if the position is not filled or additional costs incurred by engaging locums to continue services	staffed in accordance with District HITS the safe staffing model for district hospitals, and in order to do this leave / vacancies are required to be backfilled and having a sufficient pool of casuals is essential to achieving this, with agency nurses being the other alternative albeit not the preference. Having a sufficient pool of casuals also assists the hospital in managing staff leave (ie to ensure leave balances do not become excessive due to staff not being able to take leave), overtime and fatigue. Cost Centre N72051 - George Town Hospital (Affordable Budget Establishment (ABE)) FTE 28.94 Business Information (S38) YTD Average Paid Overtime FTE 1.14 YTD Average Paid Call Backs FTE 0.32 Comment Business Information (S38)					appoint fixed-term ***** (Recruitment Approval Process)*****

1130624	Enrolled Nurse (Pool)	Personal Information	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Primary Health North	St Helens Hospital & Commty Serv Ctr	Request to advertise limited casual EN's available to cover planned and unplanned leave resulting in staff overtime and double shifts.	St Helens District Hospital operates 24/7 and is required to be staffed in accordance with District HITS the safe staffing model for district hospitals, and in order to do this leave / vacancies are required to be backfilled and having a sufficient pool of casuals is essential to achieving this, with agency nurses being the other alternative albeit not the preference. Having a sufficient pool of casuals also assists the hospital in managing staff leave (ie to ensure leave balances do not become excessive due to staff not being able to take leave), overtime and fatigue. Cost Centre N72071 – St Helens District Hospital Affordable Budget Establishment (ABE) FTE 28.94 YTD Average Paid FTE 37.02 (PP1) Business Information YTD Average Paid Overtime FTE 1.16 YTD Average Paid Call Backs FTE - Comments This cost centre is within ABE (acknowledging it has been reliant on agency nurses from time to time) and within budget YTD.				appoint fixed-term ***** (Recruitment Approval Process)*****
1130369	Registered Nurse	Personal Information	Nurses and Midwives (Tasmanian State Service) Award Registered Nurse Grade 3-4	Launceston General Hospital	Transit Lounge LGH	Request to advertise fixed term vacancy due to Personal Information The RN Transit Lounge position is required to support transit Lounge timely patient movement in and out of the transit lounge to reduce ED demand and create inpatient ward capacity. If the position is not filled there will potentially be reduced ability to support timely patient movement for these hours. The cover is provided from within budget.	N01871 - Transit Lounge Latest Pay Actual Paid FTE (2025 01) 6.25 Funded FTE (effective 13-Oct-2023) 4.50 YTD Average Paid FTE 6.75 Business Information YTD Average Paid Overtime FTE 0.57 YTD Average Paid Call Backs FTE -	Approved	VC has approved to fill this role on a permanent basis, with the view to relocate duties at the end of the fixed term period if there is no vacancy on the ward		appoint fixed-term ***** (Recruitment Approval Process)*****
1130619	Registered Nurse	Personal Information	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	St Helens Hospital & Commty Serv Ctr	Personal Information (s36)	St Helens District Hospital operates 24/7 and is required to be staffed in accordance with District HITS the safe staffing model for district hospitals, and in order to do this leave / vacancies are required to be backfilled. Cost Centre N72071 – St Helens District Hospital Affordable Budget Establishment (ABE) FTE 28.94 YTD Average Paid FTE 37.02 (PP1) Business Information YTD Average Paid Overtime FTE 1.16 YTD Average Paid Call Backs FTE - Comments This cost centre is within ABE (acknowledging it has been reliant on agency nurses from time to time) and within budget YTD.	Query 5/8	Please provide details of EN to RN Ratios	Response from Nikki Griffith: We have 3.79FTE for EN's and 8.74FTE for RN's (including 1.0FTE for 7/9). We roster 2 RN's on the AM & PM shifts and 1 RN & EN on night shift. We have a busy emergency department that has increased presentations during summer periods. During 25/12/23 – 29/01/24 we were given approval to increase nursing staff to accommodate the increased demand on the emergency department. With this demand on our emergency department, having 2 RN's on shift that can triage and assess patients is vital to providing safe, appropriate patient care. Please let me know if there is any further information I can provide.	appoint fixed-term ***** (Recruitment Approval Process)*****
1130621	Registered Nurse	Personal Information	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	St Helens Hospital & Commty Serv Ctr	Limited casual RN staff available to cover planned and unplanned leave resulting in the use of agency staff and permanent/ fixed term staff completing overtime.	St Helens District Hospital operates 24/7 and is required to be staffed in accordance with District HITS the safe staffing model for district hospitals, and in order to do this leave / vacancies are required to be backfilled and having a sufficient pool of casuals is essential to achieving this, with agency nurses being the other alternative albeit not the preference. Having a sufficient pool of casuals also assists the hospital in managing staff leave (ie to ensure leave balances do not become excessive due to staff not being able to take leave), overtime and fatigue. Cost Centre N72071 – St Helens District Hospital Affordable Budget Establishment (ABE) FTE 28.94 YTD Average Paid FTE 37.02 (PP1) Business Information YTD Average Paid Overtime FTE 1.16 YTD Average Paid Call Backs FTE - Comments This cost centre is within ABE (acknowledging it has been reliant on agency nurses from time to time) and within budget YTD.		Please also advertise Casual Ens for this area.		appoint fixed-term ***** (Recruitment Approval Process)*****

1130349	Central Nurse Specialist - ACAT Assessor Perso	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Assessment & Case Management North	<p>adviser 51 hours for this position number.</p> <p>Cost Centre N78093 – Aged Care Assessment North Affordable Budget Establishment (ABE) FTE 9.40 YTD Average Paid FTE 11.53 (PP26) Business Information</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments This cost centre is over ABE and Budget YTD. The approved establishment is 11.84 FTE (excludes "m" position so as to not double up), whereas funded FTE much lower and not sustainable – appears ACAT being penalised for vacancies and challenges recruiting to assessors when Finance determine ABE/funded FTE Business Information (S36)</p> <p>Personal Information (S36)</p>					appoint fixed-term ***** (Recruitment Approval Process)*****
1130349	Central Nurse Specialist - ACAT Assessor Perso	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Assessment & Case Management North	<p>- .67 FTE Permanent vacancy created by the Personal Information</p> <p>Aiming to run in conjunction with pending job cards 1123662 and 1130349</p> <p>Department of Health KPI's have increased with shorter time frames for processing and finalising assessments. This is a position funded under ACAT establishment and is required to be filled in order for ACAT to try and manage the increased workload. Approving this position is necessary to ensure ACAT can continue to try to meet the KPIs under the ACAP Agreement with the Commonwealth (failure to meet the KPIs can have financial implications in terms of payment of funds being withheld by DoHA). These are monitored monthly by the Commonwealth and regular performance management meeting with ACAT's and managing in each region to ensure these are being met. KPI's have consistently not been met during 2022. A key aim for the State transition was not to delay or block discharge pathways for clients in acute care.</p> <p>Hospital Aged Care Liaison Team (HALT) have historically assisted ACAT North with assessments for TCP clients and worked off a roster system. Currently HALT are unable to provide this assistance. As a consequence ACAT North has been trying to manage the TCP referrals and acute care referrals as a priority without HALT.</p> <p>Business Information (S36)</p> <p>Cost Centre N78093 – Aged Care Assessment North Affordable Budget Establishment (ABE) FTE 9.40 YTD Average Paid FTE 11.53 (PP26) Business Information</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments This cost centre is over ABE and Budget YTD. The approved establishment is 11.84 FTE (excludes "m" position so as to not double up), whereas funded FTE much lower and not sustainable – appears ACAT being penalised for vacancies and challenges recruiting to assessors when Finance determine ABE/funded FTE Business Information (S38)</p> <p>Business Information (S36)</p>					appoint permanent ***** (Recruitment Approval Process)*****
1130390	BASIC TRAINEE - Neurosurgery Perso	Medical Practitioners Agreement 2022, Medical Practitioner, Level 5-11 (Registrar)	Hospitals Sh - Surgical & Periop Servs	SPS - Neurosurgery Medical Staff	<p>Request to advertise vacant FTE for BASIC TRAINEE - Neurosurgery - formerly advertised as Senior Resident Medical Officer. BASIC TRAINEE are recruited for one year only to then transition to junior registrar role. Current BASIC TRAINEES are either being recommended as junior registrars in other units or have accepted other offers (not with THIS). Not filling these BASIC TRAINEE roles will result in the inability to maintain current 24/7 Statewide Neurosurgical services (we will have 2 FTE roster gaps) in the field of Neurosurgery and failure to maintain status as an accredited training/teaching hospital.</p> <p>Perso Medical Staff - Neurosurgery</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01</p> <p>Latest Pay Actual Paid FTE (2025 01) 11.34</p> <p>Funded FTE (effective 13-Oct-2023) 8.10 YTD Average Paid FTE 11.34 Business Information</p> <p>YTD Average Paid Overtime FTE 0.41 YTD Average Paid Call Backs FTE 0.21</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE - YTD Annual Leave Average FTE 0.90 YTD Maternity Leave Average FTE - YTD SL Average FTE - YTD Other Leave Average FTE 0.60</p>	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****
1128318	Technical Officer Perso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Pathology LGH	<p>Personal Information (S36)</p> <p>Personal Information (S36)</p> <p>Position Vacant - Band 1 positions were reclassified to Band 3 through a PVE TN 1117737 process.</p> <p>Business Information</p> <p>N51610 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26</p> <p>Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.92 Business Information</p> <p>YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99</p>	Approved				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130639	Allied Health Professional - Older Persons Mental Health Service Perso	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	MHS Sh - Older Person - Strhn Comnty Tm	<p>a. This position is currently vacant, and Commonwealth Funding has approved extension until 30/06/2027 - it is the intention of this job card to advertise 0.2 FTE of this position. b. This position is vital to the ongoing management of clinical issues relating to the Specialist Dementia Care Unit OPAMHS c. This is the most appropriate way to fill this position at this time d. Filling this position as requested will remain within budget</p>	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****

1130164	Emergency Department Support Officer - Officers, Level 5	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Hospitals Sth - Hospital Support Servs	HSS - Medical Orderlies & Security Servs	a) Funding provided for ESO trial in ED. Additional 2 x 0.4fte needed to cover roster, 0.4 will have the ability to cover leave also b) Staffing needed for trial. c) Casual staff could be used to incur additional costs. d) no change in FTE	Approved			appoint fixed-term ***** (Recruitment Approval Process)*****
1130215	Specialist Medical Practitioner - Psychiatrist	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	CMHW - MH & Statewide Services	MHS Sth - Roy Fagan Centre - Nursing	Position was recently recruited to and was only filled permanently in a part time capacity via tracker 1151708 needing to advertise to permanently fill remaining 0.5 FTE. The position is currently filled by a Locum Dr (5th Aug 24 - 02 Feb 25). Risks include lack of continuity of service to OPMHS patients, as well as financial implications from increased budgetary spend re Locum staff.	Approved	Advertise fulltime		appoint permanent ***** (Recruitment Approval Process)*****
1129633	Senior Dietitian - Tasmanian Paediatric Rehabilitation Service	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professionals, Level 3	Hospitals Sth - Allied Health Services	AHS - Nutrition & Dietetic	Compliant - request to advertise permanent vacancy RM a) Position currently vacant, 15.2hpf b) There would be no dietitian covering Tasmania Paediatric Rehabilitation Services, increasing risk of admission, extended LOS etc because of nutritional deterioration. c) Cannot be covered by more junior staff because of the complexity of the clinical caseload. d) Position is approved in the establishment. TPMS positions were approved by the Secretary in 2022/23 in addition to the existing budgeted establishment.	Query 5/8	for discussion between the Secretary/Dep Sec HPC/Elizabeth McDonald/Dep Sec CMHW		appoint permanent ***** (Recruitment Approval Process)*****
1129716	Laboratory Technician - Preanalytics	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals Sth - CCCS&I	CCCSI - Preanalytics	Compliant - request to advertise permanent vacancies RM a) 3.0FTE permanent hours have been temporarily filled on a fixed term basis. Now seek to permanently recruit to these vacant hours. Hours are vacant due to resignations over the last 6 months. b) There is significant risk of clinical service delays, contributing to increased bed block and ramping, and extended pathology turnaround times if the position is not filled. The additional service activity will have a negative impact on timeliness of pathology testing and increase workplace stress. c) The position is part of the Preanalytics team, that has responsibility to transcribe required tests, patient and doctor information as a part of the specimen reception process. It is fundamental to the smooth operation of analysis, reporting and billing, including Medicare, of Pathology requests. Duties are crucial to the operation of Pathology Services and subsequently the RHH. Failure of this area to be fully staffed has the real potential to result in a critical incident. It has flow on effects to the analysis of samples and result provision to clinicians and ultimately patient flow through the hospital. Associated risks include * Delayed diagnosis * Delayed patient results * Staff dissatisfaction * Overtime payments * Clinical event associated with delayed pathology results. d) Service provision and patient flow through the hospital will be negatively affected if this position not filled.	Approved	YES - Duties are crucial to the operation of Pathology Services and subsequently the RHH. Failure of this area to be fully staffed has the real potential to result in a critical incident. It has flow on effects to the analysis of samples and result provision to clinicians and ultimately patient flow through the hospital.		appoint permanent ***** (Recruitment Approval Process)*****
1130255	Specialist Radiographer	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professionals, Level 3	Hospitals Sth - CCCS&I	CCCSI - DMI - Radiogrphrs / Sonogrphrs	a) Seek approval for recruitment to fill Level 3 General Radiographer position that has been made vacant by George Bland's promotion. b) The Level 3 position in General Radiography needs to be filled as to meet the inherent workload. There is a chronic shortage of radiographers. Failure to fill this position will result in a reduced ability to cover all required shifts potentially resulting in reduced services. c) This is the only option to cover the position. d) This is within ABE			appoint permanent ***** (Recruitment Approval Process)*****	
1130852	Paramedic	Ambulance Tasmania Award, Paramedic	CMHW - Ambulance Tasmania	AT - E&MS - Rgnal Optrms Sth - Hbt	6.0FTE to appoint successful applicants from Employment Register Processing Card - Paramedic - South 2023 - 2025 on tracker 1107429 for a fixed term period of 12 months each. Names to be provided once selection report has been signed off. Person moved via tracker 1130820 Person moved via tracker 1130841 Person moved via tracker 1130839 Person moved via tracker 1130841 Person moved via tracker 1130846 Person moved via tracker 1130849	Query 5/8	Response provided from Louise Seward: There is no one that has applied to a permanent process as well as the register. These are only fixed term paramedic vacancies we can not appoint to them permanently as they are fixed term child positions of substantive ICP's positions. Kind regards, Lou	appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	
1130137	Health Services Officer (Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	CMHW - MH & Statewide Services	MHS Sth - Millbrook Rise - Non Nursing	a) subsequent casual appointments from selection report - 1174077 Personnel Info casual staff required to cover staff member Person b) Without casual staff, unable to provide key function of facility to provide food to consumers at Millbrook Rise Centre. c) This is the best option to cover this secondment period.		Without casual staff, unable to provide key function of facility to provide food to consumers at Millbrook Rise Centre. 574170 - Inpatient & ETS-Millbrook Rise All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 56.40 Funded FTE (effective 13-Oct-2023) 55.80 YTD Average Paid FTE 56.40 BUSINESS INFO	How is the budget being managed	appoint fixed-term ***** (Recruitment Approval Process)*****

1130601	Paramedic	Person	Ambulance Tasmania Award, Paramedic	CMHW - Ambulance Tasmania	AT - E&MS - Rgnal Oprtns Sth - Hbt	<p>Personal Information (s36)</p> <p>Name to be provided job and has been approved</p> <p>Personal Information (s30) therefore this position is permanently vacant.</p> <p>All other applicants ranked higher and who selected southern region have been offered and accepted permanency form this process.</p>						appoint permanent ***** (Recruitment Approval Process)*****
1130760	Attendant	Person	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Attendant Services NWRH	<p>Please advertise to recruitment position</p> <p>Personal Information (s30)</p> <p>The critical risk of not filling this position will impact clinical care and patient outcomes, also affecting nurses manhandling patients and transporting patient to and from wards. The corporate risk to not filling this position are delays in service delivery and workload in balance. No. this position is vacant and is funded. This role is critical to filling the roster to ensure patients receive inpatient care and de-escalation in Code Black situations as they arise.</p>	<p>W20249 - Medical Orderlies</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2025 01</p> <p>Latest Pay Actual Paid FTE (2025 01) 24.89</p> <p>Funded FTE (effective 13-Oct-2023) 21.75</p> <p>YTD Average Paid FTE 24.89</p> <p>Business Information</p> <p>YTD Average Paid Overtime FTE 2.28</p>	Approved		How is the budget being managed	appoint permanent ***** (Recruitment Approval Process)*****	
1130765	Senior Social Worker	Person	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Primary Health North West	Social Work Services NW	<p>Advertise to recruitment position</p> <p>Personal Information (s36)</p> <p>a) Substantive</p> <p>b) Without this position, the additional caseload demands will generate risks to:</p> <p>a) increased waiting list for service</p> <p>b) inability to provide preventative health interventions via groupwork</p> <p>c) inability to provide Social Work Intervention Fast Tracked (SWIFT) service which is aimed at minimising risk of hospital ED presentations.</p> <p>c) no other options but to permanently recruit this permanent resignation. This 0.3FTE vacancy cannot be absorbed by current staffing levels.</p> <p>d) no increase in paid FTE, advertising to fill the same amount of hours that are approved and have been working but will be vacant due to a permanent resignation.</p>	<p>Commentary CLC BM PHS 30/07/24</p> <p>W30563 - Allied - Social Work</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2025 01</p> <p>Latest Pay Actual Paid FTE (2025 01) 1.59</p> <p>Funded FTE (effective 13-Oct-2023) 2.00</p> <p>YTD Average Paid FTE 1.59</p> <p>Business Information</p> <p>YTD Average Paid Overtime FTE -</p> <p>YTD Average Paid Call Backs FTE</p>				appoint permanent ***** (Recruitment Approval Process)*****	
1130503	Clinical Nurse Consultant - Lead Practitioner	Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - MH & Statewide Services	MHS NW - Child & Adolescent	<p>a) 3 new positions are proposed in region, part of the CAMHS Reform: NW - Personal Info</p> <p>• North - Personal Info</p> <p>• South - Personal Info</p> <p>b) This is a senior clinical position in a highly specialised team providing therapy to children and young people who are vulnerable, have experienced trauma and are at risk of harm. This position will also be providing leadership and supervision to members of the small team. The risk of not advertising/recruiting is that the Out of Home Care program in the NW will not be able to be established.</p> <p>c) Given the specialisation of the role and the size of the team (3 clinicians), this role cannot be filled by others and is essential for achieving the goals of the CAMHS reform.</p> <p>d) within ABE</p>	<p>This is a new senior role as part of the CAMHS reform. This position is a senior clinical position in the out of home care team, working with vulnerable children and young people who have experienced trauma, are case managed by child safety services and are living outside the family home, and are at increased risk of poor mental health outcomes. This position is essential in supporting and supervising the team working with small case loads.</p> <p>This is a senior clinical position in a highly specialised team providing therapy to children and young people who are vulnerable, have experienced trauma and are at risk of harm. This position will also be providing leadership and supervision to members of the small team. The risk of not advertising/recruiting is that the Out of Home Care program in the NW, N and South will not be able to be established.</p>				appoint permanent ***** (Recruitment Approval Process)*****	
1130574	Clinical Nurse Specialist - CAMHS	Person	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	MHS NW - Child & Adolescent	<p>a) Vacancies on the establishment means that CAMHS NW are unable to service their region. Multiple ads have gone out with a range of outcomes, including lack of applicants, unsuitable applicants, or suitable applicants have withdrawn.</p> <p>Please advertise to appoint to 1.0 FTE to this dual classified role AHP 3 or CNS</p> <p>b) CAMHS has 7.0 FTE clinical Multi Disciplinary Team either AHP 3 or CNS. CAMHS is a very small community team which provides assessment, consultation, liaison and planning to the 2 Emergency Departments and Paediatrics and Spencer. CAMHS has already had some adverse publicity and industrial action and not filling this position increases the risk of industrial action and the risk to the service reputation. Further there is the community expectation of CAMHS growth following the Govt announcements and our current capacity does not meet these community expectations.</p> <p>c) All options have been considered. Reduced staff makes it difficult to cover both intake and urgent assessments and case management and management into the hospital.</p> <p>d) The request will cause not cause any increase in FTE above the ABE.</p>	<p>Community CAMHSNW only has a small FTE establishment and as such being down by any amount of FTE tends to make a significant impact on service delivery</p> <p>CAMHS has 7.0 FTE clinical Multi Disciplinary Team either AHP 3 or CNS. CAMHS is a very small community team which provides assessment, consultation, liaison and planning to the 2 Emergency Departments and Paediatrics and Spencer.</p> <p>CAMHS has already had some adverse publicity and industrial action and not filling this position increases the risk of industrial action and the risk to the service reputation. Further there is the community expectation of CAMHS growth following the Govt announcements and our current capacity does not meet these community expectations.</p>				appoint permanent ***** (Recruitment Approval Process)*****	

1130668	Allied Health Professional - Personal Information	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	MHS NW - Child & Adolescent	<p>a) Vacancies on the establishment means that CAMHS NW are unable to service their region. multiple ads have gone out with a range of outcomes, including lack of applicants, unsuitable applicants or suitable applicants have withdrawn. Please advertise to appoint to 1.0 FTE to this dual classified role AHP 3 or CNS</p> <p>b) CAMHS has 7.0 FTE clinical Multi Disciplinary Team either AHP 3 or CNS. CAMHS is a very small community team which provides assessment, consultation, liaison and planning to the 2 Emergency Departments and Paediatrics and Spencer. CAMHS has already had some adverse publicity and industrial action and not filling this position increases the risk of industrial action and the risk to the service reputation. Further there is the community expectation of CAMHS growth following the Govt announcements and our current capacity does not meet these community expectations.</p> <p>c) All options have been considered. Reduced staff makes it difficult to cover both intake and urgent assessments and case management and management into the hospital.</p> <p>d) The request will cause not cause any increase in FTE above the ABE.</p>	<p>Yes-Community CAMHSNW only has a small FTE establishment and as such being down by any amount of FTE tends to make a significant impact on service delivery CAMHS has 7.0 FTE clinical Multi Disciplinary Team either AHP 3 or CNS. CAMHS is a very small community team which provides assessment, consultation, liaison and planning to the 2 Emergency Departments and Paediatrics and Spencer. CAMHS has already had some adverse publicity and industrial action and not filling this position increases the risk of industrial action and the risk to the service reputation. Further there is the community expectation of CAMHS growth following the Govt announcements and our current capacity does not meet these community expectations.</p>				appoint permanent ***** (Recruitment Approval Process)*****
1130594	Allied Health Professional - Lead Practitioner - Personal Information	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CMHW - MH & Statewide Services	MHS NW - Child & Adolescent	<p>a) Request to advertise 3 new positions, one for each region, part of the CAMHS reform. Personal Information</p> <ul style="list-style-type: none"> North - Personal Information South - Personal Information <p>b) This is a senior clinical position in a highly specialised team providing therapy to children and young people who are vulnerable, have experienced trauma and are at risk of harm. This position will also be providing leadership and supervision to members of the a small team. The risk of not advertising/recruiting is that the Out of Home Care program in the NW will not be able to be established.</p> <p>c) Given the specialisation of the role and the size of the team (3 clinicians), this role can not be filled by others and is essential for achieving the goals of the CAMHS reform.</p> <p>d) within ABE</p>	<p>This is a new senior role as part of the CAMHS reform. This position is a senior clinical position in the out of home care team, working with vulnerable children and young people who have experienced trauma, are case managed by child safety services and are living outside the family home, and are at increased risk of poor mental health outcomes. This position is essential in supporting and supervising the team working with small case loads.</p> <p>This is a senior clinical position in a highly specialised team providing therapy to children and young people who are vulnerable, have experienced trauma and are at risk of harm. This position will also be providing leadership and supervision to members of the a small team. The risk of not advertising/recruiting is that the Out of Home Care program in the NW, North and South will not be able to be established</p>				appoint permanent ***** (Recruitment Approval Process)*****
1130593	Staff Specialist - Neurodevelopmental Paediatrician - Personal Information	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Hospitals Sth - WACS	WACS - Children's & Youth Medical	<p>Request to advertise This will be as the lead paediatrician in a service that is developing and expanding with links with CAMHS and community-based services, there is a dedicated CNC and GP with a special interest (GPS in the Team) Greater than 1200 patients on the neurodevelopment clinic waitlist. Last recruitment process resulted in the successful applicant turning down the job re-advertising.</p>					appoint permanent ***** (Recruitment Approval Process)*****
1130144	Registrar (Psychiatry) - Personal Information	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	CMHW - MH & Statewide Services	MHS Sth - MH Inpatient Unit - Medical	<p>Request fixed term IOA to Personal Information from the employment register Personal Information (S36)</p> <p>Personal Information has been interviewed and selection report has been completed.</p>	<p>Position is critical to the service and provides essential medical support. The position also participates in the on-call roster to support after hours service delivery requirements at the emergency department at RHH and MWH/MHSSU</p>				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1125851	Radiographer - Personal Information	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Hospitals Sth - CCCS&I	CCCSI - DMI - Radiographers / Sonographers	<p>A - Longstanding Vacancy. Seek approval to recruit fixed term appointment from Allied Health Professionals Employment Casual Employment Register. Personal Information (S36)</p> <p>B - Previous recruiting campaigns to recruit permanent radiographers has failed to produce appointments. Failure to recruit will result in service delivery reduction.</p> <p>C - This is the only option to fill this vacancy.</p> <p>D - This within ABE.</p>	<p>DMI service delivery will be affected.</p>				appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1120653	Enrolled Nurse - Personal Information	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Hospitals Sth - Medical & Cancer Servs	MCS - General Medicine (Ward K-10 East)	<p>Please appoint Personal Information (S36)</p> <p>there is vacancy within this establishment.</p>					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****

1130218	Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	Acute Medical Unit LGH	Due to the vacancy of several positions, the Department of Medicine wish to appoint Personal Information (s36) to this vacancy from the employment register rather than maintaining a locum contract with him.	This position is established and funded at 1.0FTE THS PF 2023-24 - HN. Recruitment will decrease the locum cost. N21010 - Medical Staff - Dept of Medicine All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 30.12 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.61 Business Information YTD Average Paid Overtime FTE 1.81 YTD Average Paid Call Backs FTE 0.76 YTD Sick Leave Average FTE 0.88 YTD Annual Leave Average FTE 2.78 YTD Maternity Leave Average FTE 0.76 YTD LSL Average FTE 0.21 YTD Other Leave Average FTE 0.84	Approved		How is the budget being managed	appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1130657	Staff Specialist - Obstetrics & Gynaecology	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Medical Staff LGH (WACS)	Permanent appoint for Personal Information (s36) submitted an exit form to date.		Query 5/8	Please confirm details of appointment and more detail regarding why the vacancy has occurred the justification for why the vacancy has occurred is the same of all three jobcards for this role. Personal Information (s36) please confirm start date for appointment.	Toly Pavlov has replied that Jeanette Smith and Frank Clark are away at the moment and has requested more time to respond. He had anticipated Personal Information (s36)	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130660	Staff Specialist - Obstetrics & Gynaecology	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Medical Staff LGH (WACS)	Permanently appointment from subsequent SR for Personal Information (s36) Approved 24 July 2024 by Personal Information (s36) 1124572 attached. Has not submitted an exit form to date.		Query 5/8	Please confirm details of appointment and more detail regarding why the vacancy has occurred the justification for why the vacancy has occurred is the same of all three jobcards for this role. Please confirm start date	Followed up on tracker 1130657	appoint permanent ***** (Recruitment Approval Process)*****
1130659	Staff Specialist - Obstetrics & Gynaecology	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Medical Staff LGH (WACS)	permanently appoint from subsequent SR for Personal Information (s36) Approved 24 July 2024 by Personal Information (s36) 1124572 attached. Has not submitted an exit form to date.		Query 5/8	Please confirm details of appointment and more detail regarding why the vacancy has occurred the justification for why the vacancy has occurred is the same of all three jobcards for this role. Personal Information (s36)	Followed up on tracker 1130657	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130290	Medical Scientist (Microbiology)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Hospitals Sth - CCCS&I	CCCSI - Microbio & Infectious Diseases	Personal Information (s36) b. If the position is not filled, then there may be a reduction in services in the Microbiology department will occur. There will be a risk to patient care and bed blockage due to the position not being able to be filled. There is the potential for staff burnout, and there are not enough employees to cover the workload. c. There are no options to cover these duties as the department is working at full capacity. d. There will be no increase in FTE for this position (1.0FTE) is allocated and funded.	Yes - if the position is not filled there will be a reduction in services and on-call will be reduced causing bed blockage and a decrease in patient care.				appoint fixed-term ***** (Recruitment Approval Process)*****
1130220	Attendant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Operating Theatre Ancillary NWRH	Personal Information (s36) We are experiencing short falls in our roster to safely staff the unit in line with WHS standards. Currently backfilling with casual employment. If this was not to be filled, we continue to run the risk of unsafe ancillary staffing levels. Corporate risk is not being able to provide safe service to our patients and an increased potential for workers compensation claims. Attendees are critical to running efficiently and supporting our nursing staff to provide safe, equitable care to our patients in the operating theatre. They do this by engaging in stock control, gas management, movement of equipment and patient beds, plus assisting complex patient positioning on the operating table, and upholding infection control standards. The paid FTE will increase as there will be two people being paid in the same position number.	W23771 - Nursing - Operating Theatre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 50.81 Funded FTE (effective 13-Oct-2023) 40.30 YTD Average Paid FTE 53.02 Business Information YTD Average Paid Overtime FTE 0.99				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130211	Food Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Food Services LGH	Appoint as permanent Personal Information (s36)	N61829 - Food Services LGH - Patients N61839 - Food Services LGH - External Catering Latest Pay Actual Paid FTE (2025 01) 107.75 Funded FTE (effective 13-Oct-2023) 107.06 YTD Average Paid FTE 107.75 Business Information YTD Average Paid Overtime FTE 1.38 YTD Average Paid Call Backs FTE -	Approved	Question Budget	appoint permanent ***** (Recruitment Approval Process)*****	

1129204	Flight Paramedic - Rotary Wing PerfSO	Ambulance Tasmania Award Flight Paramedic	CMHW - Ambulance Tasmania	AT - Aero-medical & Medical Retrieval Unit	Personal Information (s36)					appoint permanent ***** (Recruitment Approval Process)*****
1129086	Specialist Pharmacist - Correctional Health PerfSO	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	Forensic Health Services	Please appoint Personal Information (s36)	service across the whole of Correctional Health Services (state-wide) including the Wilfred Lopes Centre. Without filling the position there would be a significant reduction in capacity to meet pharmacy work load, impacting on service delivery. The pharmacy department would be understaffed, resulting in current time lines not being met with clinical staff and patients not receiving medications in timely manner. Additional workload pressure/stress would be placed on remaining staff to fulfil pharmacy services to ensure current timelines and workloads are met. This could result in unnecessary sick or stress leave and/or industrial action. b) The pharmacy team is small, providing specialised pharmacy services across the whole of CPHS (state-wide) including ADOC and WLC. Filling this position is necessary to meet required FTE for Specialist Pharmacists on the establishment to maintain the roster/staffing at safe pharmacist levels and carry out essential services. If left unfilled there will be a significant reduction in capacity to meet clinical needs within the business unit, directly impacting service delivery. c) There are no other options to fill this as this is a crucial role within the department. Utilising casual staff to fill the required FTE does not provide the stability the department requires to maintain an efficient and safe pharmacy service. d) This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services.	578285 - Pharmacy - Statewide Forensic Health Service (SFHS) All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 7.18 Funded FTE (effective 13-Oct-2023) 5.36 YTD Average Paid FTE 7.18			appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129242	Associate Nurse Unit Manager (ANUM) PerfSO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	WLC - Nursing SMHU	Personal Information (s36) Our intention is to fill a subsequent position from the recruitment occurring on 1127345. b) The Wilfred Lopes Centre is a specialised secure forensic mental health facility. The ANUM positions apply advanced clinical skills and knowledge within the discipline of mental health nursing. These are direct care roles and provide clinical leadership / guidance to floor staff on a fully rotational roster. The impact of these positions not being filled would be that the roster would not be covered with the advanced level of clinical skills and leadership required within a specialised facility. c) This cannot be filled with casuals as there are no ANUM's on the roster and there is no capacity to increase hours from the existing ANUM's. d) Recruitment to this position will not cause an increase in FTE above the Affordable Budget Estimate.	mental health facility. The ANUM positions apply advanced clinical skills and knowledge within the discipline of mental health nursing. These are direct care roles and provide clinical leadership / guidance to floor staff on a fully rotational roster. The impact of these positions not being filled would be that the roster would not be covered with the advanced level of clinical skills and leadership required within a specialised facility. 578270 - Wilfred Lopes Centre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 68.04 Funded FTE (effective 13-Oct-2023) 69.83 YTD Average Paid FTE 68.04 Business Information (S38) YTD Average Paid Overtime FTE 1.12 YTD Average Paid Call Backs FTE 0.12			appoint permanent ***** (Recruitment Approval Process)*****	
1129190	Phlebotomy Technician (Casual/Relief) PerfSO	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Lunceston General Hospital	Pathology LGH	Approval to advertise casual phlebotomy technicians as and when required. Difficulty in covering Ward phlebotomy shifts due to low nurse availability.	NS1610 - Pathology Latest Pay Actual Paid FTE (2025 01) 71.13 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.13 YTD Budget \$ 17,013,402 YTD Actual \$ 18,403,987 YTD Average Paid Overtime FTE 1.92 YTD Average Paid Call Backs FTE 1.97			appoint fixed-term ***** (Recruitment Approval Process)*****	
1129211	Cleaner/Kitchen Hand (Relief) PerfSO	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	George Town Hospital & Community Centre	Advertise true casual position to cover planned and unplanned leave. Service to the community will be reduced if the position is not filled.	Cost Centre N72051 - George Town Hospital Affordable Budget Establishment (ABE) FTE 28.94 YTD Average Paid FTE 30.30 (PP01) Business Information (S38) YTD Average Paid Overtime FTE 1.14 YTD Average Paid Call Backs FTE 0.32 Comments This cost centre is over ABE and budget YTD. In relation to ABE, UTAS WOCCF averaged 0.20 FTE (fully covered by UTAS funding) reflecting it flexes up during student placements and the establishment is only the funded FTE for weeks when no students being 0.11 FTE. Also leave has averaged 4.61 FTE which is in excess of funded casual FTE of around 3.93 FTE, the flex up provisions in District HITS (and this site regularly uses the flexing up provisions to accommodate occupancy and acuity) with the associated FTE not provided for in the establishment due to the as and when required nature rather it was factored into the contingency provision in the business case Business Information (S38)			appoint fixed-term ***** (Recruitment Approval Process)*****	

112910	Registered Nurse - Community P O F S O	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Primary Health North	George Town Hospital & Community Centre	<p>Service to the community will be reduced if the position is not filled or additional costs incurred by engaging locums to continue services</p> <p>Cost Centre N74363 - Community Nursing George Town Affordable Budget Establishment (ABE) FTE 2.40 YTD Average Paid FTE 2.00 (PP01)</p> <p>Business Information (\$)</p> <p>YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE -</p> <p>Business Information (\$38)</p>						appoint permanent ***** (Recruitment Approval Process)*****
113054	Home Help Personal Care P O F S O	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	Home Help & Personal Care South Esk	<p>Proposed to advertise 34 hours of this position due to resignation, or</p> <p>Personal Information (\$36)</p> <p>In addition the service has been covering other shortfalls in recruitment by utilising casual staff and asking permanent staff to work additional shifts. At the moment only 587 hours of the available 634.6 hours is filled leaving a shortfall of 47.6 hours. Current practice is not sustainable.</p> <p>b) Recruiting permanently to 40 hours will enable a three day a week roster to be covered and increase casual staff availability.</p> <p>c) Service reduction is not possible as patient hours tied to KPIs required by the Commonwealth under the funding agreement (actual outputs are reported to the Commonwealth and State monthly via the MDS with performance against output targets monitored by the funding bodies).</p> <p>d) Risk of non compliance with funding agreement if role not filled, resulting in loss of funding. Full FTE required to cover the rostered hours to ensure current clients continue to receive the service as per their care plan / accepted referral. Risk of staff burn out and stress due to inability to cover rosters and subsequent complaints.</p> <p>e) Service already operating on skeleton staff with some staff picking up extra hours to cover short-term leave and vacancies. No ability to increase existing part-time staff further.</p> <p>f) Service entirely funded by Commonwealth Home Support Program (CHSP) and Home and Community Care (HACC) with associated requirements around compliance and service delivery.</p>	<p>Risk of not being able to meet service targets and non-compliance with Commonwealth funding agreement if role is not filled, resulting in loss of funding.</p> <p>Cost Centre N76103 - Home Help Launceston Affordable Budget Establishment (ABE) FTE 16.87 YTD Average Paid FTE 13.13 (PP1)</p> <p>Business Information (\$38)</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments This HACC/CHSP funded service is within ABE and budget.</p>					appoint permanent ***** (Recruitment Approval Process)*****
113095	Home Help Personal Care P O F S O	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Primary Health North	Home Help & Personal Care South Esk	<p>Proposed to advertise 34 hours of this position due to resignation, or</p> <p>Personal Information (\$36)</p> <p>In addition the service has been covering other shortfalls in recruitment by utilising casual staff and asking permanent staff to work additional shifts. At the moment only 587 hours of the available 634.6 hours is filled leaving a shortfall of 47.6 hours. Current practice is not sustainable.</p> <p>b) Recruiting permanently to 34 hours will enable a three day a week roster to be covered and increase casual staff availability.</p> <p>c) Service reduction is not possible as patient hours tied to KPIs required by the Commonwealth under the funding agreement (actual outputs are reported to the Commonwealth and State monthly via the MDS with performance against output targets monitored by the funding bodies).</p> <p>d) Risk of non compliance with funding agreement if role not filled, resulting in loss of funding. Full FTE required to cover the rostered hours to ensure current clients continue to receive the service as per their care plan / accepted referral.</p> <p>e) Service already operating on skeleton staff with some staff picking up extra hours to cover short-term leave and vacancies. No ability to increase existing part-time staff further.</p> <p>f) Service entirely funded by Commonwealth Home Support Program (CHSP) and Home and Community Care (HACC) with associated requirements around compliance and service delivery.</p>	<p>Risk of not being able to meet service targets and non-compliance with Commonwealth funding agreement if role is not filled, resulting in loss of funding.</p> <p>Cost Centre N76103 - Home Help Launceston Affordable Budget Establishment (ABE) FTE 16.87 YTD Average Paid FTE 13.13 (PP1)</p> <p>Business Information (\$)</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments This HACC/CHSP funded service is within ABE and budget.</p>					appoint permanent ***** (Recruitment Approval Process)*****
113042	Health Care Assistant P O F S O	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North	Community Dementia Service	<p>Request to advertise Casual positions Recent resignation of casual HCAs from Community Dementia.</p>	<p>Availability of a stable pool of casuals is required to provide an appropriate level of leave cover, enable continuity of service, and prevent staff burnout.</p> <p>Cost Centre N74443 - Community Dementia Service Affordable Budget Establishment (ABE) FTE 10.43 YTD Average Paid FTE 11.43 (PP1)</p> <p>Business Information (\$)</p> <p>YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments</p> <p>Over ABE and budget YTD. This cost centre has averaged leave at 1.23 FTE per pay period whereas its casual positions on the establishment and in ABE is 1.00 FTE and additional FTE is incurred in complying with the META policy requirements / there was a study day for staff on 25/02/24. The net budget for this cost centre only increased by 5% between 2019-20 and 2023-24 which isn't enough to keep pace with wage increases, cost of living impacts on operational expenses etc.</p>					appoint fixed-term ***** (Recruitment Approval Process)*****

112918	Staff Specialist - General Medicine/Acute Care Services	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Medical Staff LGH (Medicine)	Request to advertise Creation of new position due to decrease in Personal Information (s36)	This position was created via an approved PTVE comprising vacant fractional funded and established FTE. The position has a patient facing function, with a desirable requirement in stroke. The position supports a on call roster, patient care and patient flow, but also has a role with supervision of junior BPT Registrars and BPT RMOs when on shift. N21010 - Medical Staff - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 30.12 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.61 Business Information (s36) YTD Average Paid Overtime FTE 1.81 YTD Average Paid Call Backs FTE 0.76 YTD Sick Leave Average FTE 0.88 YTD Annual Leave Average FTE 2.78 YTD Maternity Leave Average FTE 0.76 YTD LSI Average FTE 0.21 YTD Other Leave Average FTE 0.84				appoint permanent ***** (Recruitment Approval Process)*****
113052	Allied Health Assistant	Health and Human Services (Tasmanian State Services) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	Allied Health North	Kasual AHA's required to fill vacant shifts on a needs basis. Current casual AHA's have very limited availability to pick up extra shifts. Please provide 1 year contract from start date. Subsequently appointment from TN 1103840, applicants ranked 1-8 appointed through original process, Personal Information (s36)	Unable to fill vacant shifts. Will need to reduce services across inpatient and outpatient settings. This will affect patient care and patient flow. Also means other Physios need to complete tasks that require 2 assist.				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130280	Food Service Assistant	Health and Human Services (Tasmanian State Services) Award, General Stream, Health Services Officers, Level 2	North West Regional Hospital	North West Regional Hospital	Request to advertise permanent vacancy 1. Why has this vacancy been created? Personal Information (s36) 2. What are the essential requirements for the position? Personal Information (s36) If not filled, there is risk of patients not receiving adequate care re: dietary requirements. 3. What is the corporate risk of not filling the position? Additional casual use: inability to fill roster, Overtime, Reliance on staff to work overtime, Industrial Action. 4. Will paid FTE increase? (The answer will be yes unless the position is funded and vacant) No 5. How is the role critical to filling the roster? This is a permanent position and is vital to filling the roster.	W20109 - Food Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 29.95 Funded FTE (effective 13-Oct-2023) 21.31 YTD Average Paid FTE 29.95 Business Information (s36) YTD Average Paid Overtime FTE 0.18	Approved			appoint permanent ***** (Recruitment Approval Process)*****
1130105	Emergency Department Support Officer	Health and Human Services (Tasmanian State Services) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	DEM Ancillary NWRH	security review of emergency departments in Tasmania, the recommendation to have EDSO in all EDs as notified by the Secretary of Health. A minute is attached to T/N 1128099 as approved by the CEH for these positions to be implemented. The other 3 Major hospitals in the state have already implemented the position with MCH being the last to come on board. EDSO's will assist in the reduction of safety events promoting a safer environment for staff and patients. Their role in code blacks and attending aggressive patients will improve the safety of patients, visitors and employees within the hospital. 1) This vacancy was created due to the response to the safety and security review of the states ED's 2) The clinical impact of not filling this position will not address a major concern to reduce the risk of occupational violence towards staff, service delivery, decreased patient safety, with increased risk of adverse events. 3) The corporate impact is injuries to staff and patients carried out by aggressors if not de-escalated in a timely manner. This will lead to increasing workers compensation claims and likely industrial/union involvement. 4) This does increase the paid FTE. NB Approved due to Secretary Letter and Minute approval by CE HNW. Note the amount of	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 62.69 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 63.12 Business Information (s36) YTD Average Paid Overtime FTE 2.79 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD Sick Leave Average FTE 4.10 YTD Annual Leave Average FTE 4.38 YTD Maternity Leave Average FTE 1.43 YTD LSI Average FTE 0.79 YTD Other Leave Average FTE 2.03	Approved			appoint permanent ***** (Recruitment Approval Process)*****

1130248	Emergency Department Support Officer PERSO	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	DEM Ancillary NNRH	<p>Tasmania, the recommendation to have EDSO in all EDs as notified by the Secretary of Health.</p> <p>A minute is attached to TW 1128099 as approved by the CEH for these positions to be implemented.</p> <p>The other 3 Major hospitals in the state have already implemented the position with MCH being the last to come on board.</p> <p>EDSO's will assist in the reduction of safety events promoting a safer environment for staff and patients. Their role in code blacks and attending aggressive patients will improve the safety of patients, visitors and employees within the hospital.</p> <p>1) This vacancy was created due to the response to the safety and security review of the states ED's</p> <p>2) The clinical impact of not filling this position will not address a major concern to reduce the risk of occupational violence towards staff, service delivery, decreased patient safety, with increased risk of adverse events.</p> <p>3) The corporate impact is injuries to staff and patients carried out by aggressors if not de-escalated in a timely manner. This will lead to increasing workers compensation claims and likely industrial/union involvement.</p> <p>4) This does increase the paid FTE. RB Approved due to Secretary Letter and Minute approval by CE HNW. Note the amount of \$227,432 is unfunded.</p>	W13572 - Nursing - ED All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 52.17 Funded FTE (effective 13-Oct-2023) 48.11 YTD Average Paid FTE 50.23 Business Information (S3) YTD Average Paid Overtime FTE 1.61	Approved	Question Budget	appoint permanent ***** (Recruitment Approval Process)*****
1127769	Medical Scientist - Core Laboratory PERSO	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Hospitals Sth - CCCS&I	CCCSI - Biochemistry	<p>Compliant - request to advertise permanent vacancy RM</p> <p>Personal Information (S3B)</p> <p>We now seek permission to permanently back-fill the position made vacant by Personal Inf</p> <p>It is essential to fill this position as there is no capacity for other staff to absorb these roles without placing the after-hours roster service at further and significant risk of becoming unsustainable or falling altogether.</p> <p>The clinical impact of the after-hours roster becoming unsustainable is that continuation of a comprehensive 24/7 roster may not be achievable into the future. This could severely impact result turn-around times after-hours in particular. There would likely be budgetary (overtime) and industrial (staff stress, failure to conform to registered rostering agreement, etc.) impacts.</p>				appoint permanent ***** (Recruitment Approval Process)*****
1130351	Clinical Nurse Consultant - Older Persons Mental Health Service PERSO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - MH & Statewide Services	MHS Sth - Older Person	<p>a. Request to advertise fixed term funded role.</p> <p>b. This position is vital to the ongoing management of the OPMHS Specialist Dementia Care Unit</p> <p>c. This is the most appropriate way to manage this position at this time</p> <p>d. Filling this position as requested will remain within allocated budget</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1130617	Registered Nurse - Child and Family Health Nurse PERSO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	CMHW - Tasmanian Health Services	CHAPS NW	<p>a) Request to advertise permanent vacant hours against North West CHAPS establishment for position numbers</p> <p>PERSO 14 FTE (Permanent 5.7 & fixed term 0.44 FTE) PERSO (Queenstown) 0.2 FTE (Permanent) and PERSO (King Island) 0.2 FTE (Permanent) PERSO to be advertised as Multiple FTE - F/T & P/T positions.</p> <p>Current vacancy not filled from latest recruitment. Casual contract only issued for one year at a time and expiring. CHAPS currently use casual staff when under FTE and require leave backfill.</p> <p>b) If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list time are extended. The key performance indicator for CHAPS may not be met within appropriate timeframes.</p> <p>c) CHAPS State-wide have attempted to recruit CFHNs with minimal successful applicants in the last recruitment round. This role is essential for provision of frontline delivery of clinical services and if not filled the CHAPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is corporate risk related to operational safety and industrial risk. This role is critical to filling the roster.</p> <p>d) This will not cause increase in FTE over ABE.</p>	Client appointments are cancelled and wait list time are extended. The key performance indicator for CHAPS may not be met within appropriate timeframes. c) CHAPS State-wide have attempted to recruit CFHNs with minimal successful applicants in the last recruitment round. This role is essential for provision of frontline delivery of clinical services and if not filled the CHAPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is corporate risk related to operational safety and industrial risk. This role is critical to filling the roster. PERSO Child Health Parenting and Admin NW All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 17.08 Funded FTE (effective 13-Oct-2023) 20.68 YTD Average Paid FTE 17.08 Business Information YTD Average Paid Overtime FTE 0.10 YTD Average Paid Call Backs FTE -	Query 5/8	Please provide details of EN to RN Ratios - can this role be filled by a EN?	appoint permanent ***** (Recruitment Approval Process)*****

1129760	Clinical Nurse Consultant - Standards of Practice PfISO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - OOT Exec Dir of N&M	EDNM - Standards of Pract Unit	Compliant - request to advertise fixed term vacancy RM Substantive employee Terri Cooper has been seconded for 12 months commencing 05 August 2024 to Clinical Nurse Consultant (CNC) Diagnostic Breast Imaging Position Number PfISO	Query 5/8	Please provide structure of/outline services	Documents supplied in chat:	for NM Clinical Governance Unit which the CNC position is within. The CNC SOD is still currently titles Standards of Practice however as per the attached approved Change Proposal, the SOD reviews are in the final review stage by Brent Foreman The second page of the Form and Function Diagram, lists out the specific portfolio components that is listed against the CNC that Personal Information (S36) The NMS Organisational Chart (attached) also lists the positions under the Green Portfolio Group for Clinical Governance as reflected by the Change Proposal. Please let me know if you need any further information in order to progress this request Cheers Cherie	appoint fixed-term ***** (Recruitment Approval Process)*****
1128859	Senior Occupational Therapist PfISO	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals Sth - Allied Health Services	AHS - Occupational Therapy	Compliant - request to advertise fixed term vacancy RM Seeking to appoint to 0.4FTE vacancy in the only OT position in the Tasmanian Community Paediatric Service (TCPS). This is a fully patient facing role seeing vulnerable children in the community, appropriately graded. Funded through Kids Care Clinics until 30 June 2025. Unable to over from existing staff. Impact on vulnerable children accessing short term targeted Occupational Therapy interventions if the position is not filled.					appoint fixed-term ***** (Recruitment Approval Process)*****
1130434	Associate Nurse Unit Manager (ANUM) Integrated Operations Centre PfISO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - Integrated Optrns Centre	IDC - Nursing Staff & Support Unit	Personal Information (S36) B. The IOC ANUM role provides management and oversight of the activities of the Staffing & Support unit and supports the ongoing recruitment and orientation of Casual Pool employees. Supports the efficient and effective provision of care based on clinical standards and best practice principles through the daily management of staff from the Permanent Pool, Casual Pool, and Patient Safety Assistant cohorts. C. This position can only be filled by staff who have the specialised organisation wide skills and knowledge to do the role effectively. D. This appointment is not increasing any FTE. 2.09 Total FTE is available. 0.5 FTE is filled by a staff member who is currently away on annual leave. 1.0 FTE has been made available by D. Webber being appointed to NUM Staffing & Support PfISO vacating the IOC ANUM position PfISO therefore, there is currently a 1.5 FTE vacancy against this ANUM position. Please see D Webber's attached IOC NUM contract and IOC ANUM exit form. Personal Information (S36)					appoint permanent ***** (Recruitment Approval Process)*****
1130449	Senior Project Officer - CAMHS Reform PfISO	Health and Human Services (Tasmanian State Service) Award, General Stream Band 7	CMHW - MH & Statewide Services	Mental Health Services South	The occupant of this position had resigned and taken a position in another agency. a) Briefly state the reason for the vacancy and intended action. The occupant of this position had resigned and taken a position in another agency. b) Justification as to the clinical and/or corporate impact of the duties and the risk to the service if it is not filled. The risk of not filling this position is to significantly delay or prevent the delivery of Government commitments to implement the recommendations of the Child and Adolescent Mental Health (CAMHS) Review. These recommendations will address significant gaps and shortfalls in the current CAMHS system, and support enhanced access and responses for children and young people experiencing severe and complex mental health problems. c) What options to cover the duties have been considered. There are no options to cover the duties. d) Provide details if the request will cause an increase in FTE above the ABE as this will require higher approval from the Budget and Finance Sub-Committee of the State Health Service Joint Executive Committee unless there. N/A	Justification as to the clinical and/or corporate impact of the duties and the risk to the service if it is not filled. The risk of not filling this position is to significantly delay or prevent the delivery of Government commitments to implement the recommendations of the Child and Adolescent Mental Health (CAMHS) Review. These recommendations will address significant gaps and shortfalls in the current CAMHS system, and support enhanced access and responses for children and young people experiencing severe and complex mental health problems.				appoint fixed-term ***** (Recruitment Approval Process)*****

1130451	Team Leader - Clinical Pharmacy Personal Information (s36)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmanian Health Services	SHIP - MCH Pharmacy	Request to advertise fixed term vacancy due to Personal Information (s36) as a level 3 Pharmacist, who is already backfilling this position will increase her backfill to 0.4FTE, to pay 0.8FTE, vacant and requiring backfill for the duration of Personal Information (s36)	The impact of not filling this role is high. This role forms part of the MCH Pharmacy management team which is responsible for providing supervision and leadership to the other team members. This position oversees key pharmacy services within the MCH inpatient facility. If the position is not filled service delivery to a number of patients throughout the hospital will be greatly impacted. It coordinates clinical pharmacy services to hospital patients, aligning service provision with relevant standards, and taking an active approach in aligning service delivery with the requirements of the hospital, and the resources available. All options have been considered, there are limited availability of other senior staff to step into the position.				appoint fixed-term ***** (Recruitment Approval Process)*****
1130452	Deputy Manager - Nutrition and Dietetics Service Personal Information (s36)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	Hospitals 5th - Allied Health Services	AHS - Nutrition & Dietetic	a. Seek to advertise 1.0 FTE, 76 hours per fortnight for term for 12 months (19/08/24 until 18/08/25). The vacancy exists due to unfilled FTE. Total amount of FTE in this position is 2.8FTE, current filled is 0.8FTE. b. Current shortages in HIM, resulting in less support for senior and junior staff in managing complex cases across the organisation. Clinical caseload of this position will support managing complex cases across the organisation more specifically medical wards, oncology, surgical wards, and intensive care. Clinical ratio - 50% clinical (face to face patient interaction) and 50% supervision of junior and senior staff and provide clinical leadership and professional support. c. No other permanent staff are wanting to increase their hours d. No change in establishment or budget.	Approved				appoint fixed-term ***** (Recruitment Approval Process)*****
1130678	Senior Scientist (Microbiology) Personal Information (s36)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Hospitals 5th - CCCS&I	CCCS - Microbio & Infectious Diseases	Personal Information (s36) Seek approval to fill the position fixed term for the period of 8 months from the recruitment process tracker number: 1126816. b. If the position is not filled, then there may be a reduction in services in the Microbiology department will occur. There will be a risk to patient care and bed blockage due to the position not being able to be filled. There is the potential for staff burnout, and there are not enough employees to cover the workload. c. There are no options to cover these duties as the department is working at full capacity. d. There will be no increase in FTE for this position (1.0FTE) is allocated and funded.	Yes - if the position is not filled there will be a reduction in services and on-call will be reduced causing bed blockage and a decrease in patient care.				appoint fixed-term ***** (Recruitment Approval Process)*****
1130453	Clinical Nurse Consultant - Chronic Kidney Disease and Dialysis Personal Information (s36)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Renal LGH	Please advertise this permanent 56 hpf This is to fill a permanent vacant position due to substantive Personal Information (s36)	Note Position is funded at 0.74 the currently fixed term contract Personal Information (s36) N23114 - Renal Services - Kings Meadows Satellite Unit All Award Classifications All Project Codes Finance Data Month Ended: Jun-24 Latest Pay Period: 2023 01 Latest Pay Actual Paid FTE (2023 01) 26.57 Funded FTE (effective 13-Oct-2023) 22.51 YTD Average Paid FTE 26.57 Business Information (s) YTD Average Paid Overtime FTE 2.33 YTD Average Paid Call Backs FTE 0.09 YTD Sick Leave Average FTE 0.79 YTD Annual Leave Average FTE 2.22 YTD Maternity Leave Average FTE 0.00 YTD LSL Average FTE 1.16 YTD Other Leave Average FTE 0.11	Approved	Question Budget		appoint permanent ***** (Recruitment Approval Process)*****
1130463	Associate Nurse Unit Manager Personal Information (s36)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Launceston General Hospital	Renal LGH	Please advertise permanent 16 hours Personal Information (s36)	THIS Position Funding 2023-24 - Hospitals North reports is funded at 0.63 N23104 - Renal Dialysis - LGH All Award Classifications All Project Codes Finance Data Month Ended: Jun-2024 Latest Pay Period: 2023 01 Latest Pay Actual Paid FTE (2023 01) 11.11 Funded FTE (effective 13-Oct-2023) 8.55 YTD Average Paid FTE 11.11 Business Information (s) YTD Average Paid Overtime FTE 0.06 YTD Average Paid Call Backs FTE 0.14 YTD Sick Leave Average FTE 0.86 YTD Annual Leave Average FTE 0.55 YTD Maternity Leave Average FTE 0.00 YTD LSL Average FTE 0.00 YTD Other Leave Average FTE 0.11				appoint permanent ***** (Recruitment Approval Process)*****

1130395	Word Mark (Operating Room Suite) PERSO	Health and Human Services (Tasmanian State Service) Award, General Stream - Band 2	Launceston General Hospital	ORS ANC LGH	<p>Adopt Fixed Term Part Time (60hr) until 22/07/2025 Personal Information (s36)</p> <p>Clinical position integral in support for elective and emergency surgery Other staff unavailable to increase hours Please advertise fixed term to cover period of HDA</p>					appoint fixed-term ***** (Recruitment Approval Process)*****
1130501	Clinical Nurse Consultant - Flow Manager PERSO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	North West Regional Hospital	Operating Theatre NWRH	<p>1. • Why has this vacancy occurred or been created? PERSO</p> <p>2. • What is the clinical risk of not filling the position? There is a real risk to the safety and wellbeing of patients if this position is not filled and if not staffed adequately due to the nature of this role being the centre touch point for the coordination and flow of daily activities for both the elective and emergency sessions. This role coordinates all patient flow through our perioperative environment - Monday to Friday.</p> <p>3. • What is the corporate risk of not filling the position? The clinical impact of not filling is increased use of agency, casual or overtime, double shifts to cover roster shortfalls and unplanned sick leave in order to keep theatre procedures running. This is a critical position to maintain safe staffing.</p> <p>4. • Will paid FTE increase? Yes as we will be paying maternity leave</p> <p>5. • How is the role critical to filling the roster? To allow for safe staffing and rostering, I will need to fill this vacancy with experienced theatre nurses. This role is a technical workflow role that is pivotal to the flow of theatre and support to the NUM.</p> <p>Personal Information (s36)</p> <p>If we are unable to appoint the remainder 0.3 FTE this will have implications and impact on the QPSS team and maintaining the standards, RCA's and other tasks that are assigned to each individual Clinical Nurse Consultant.</p> <p>The Clinical Nurse Consultants work across the Mersey Community Hospital and the Northwest Regional Hospital attend departmental meetings and assisting with ensure all standards are being met and documentation is up to date it a Short Notice Assessment was to be advised (24 hours' notice). Please see notes for further details.</p> <p>The additional FTE noted in this request is part of identified Q&S positions to be increased as part of the NW structure realignment currently being finalised. Funding has been identified as a combination of vacant positions being repositioned for the realignment. This additional FTEs will be funded in the case of substitution.</p> <p>Personal Information (s36)</p>	<p>W23771 - Nursing - Operating Theatre</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 48.31 Funded FTE (effective 13-Oct-2023) 40.30 YTD Average Paid FTE 48.31 Business Information (s36) YTD Average Paid Overtime FTE 1.21 YTD Average Paid Call Backs FTE 1.02</p>			appoint fixed-term ***** (Recruitment Approval Process)*****	
1130260	Clinical Nurse Consultant - Patient Safety PERSO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals NW - City & Pnt Safety	Hospitals NW - City & Pnt Safety	<p>Personal Information (s36)</p> <p>445032 - MCH QPSS 445033 - NWRH QPSS All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 16.12 Funded FTE (effective 13-Oct-2023) 6.99 YTD Average Paid FTE 16.12 Business Information (s36) YTD Average Paid Overtime FTE 0.35 YTD Average Paid Call Backs FTE</p>				appoint permanent ***** (Recruitment Approval Process)*****	
1129895	Clinical Coordinator - Community Nursing PERSO	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Community Nursing South Esk	<p>Personal Information (s36)</p> <p>This enables the full time role to be job shared - full justification for importance of this role provided in the recently approved PIVE that slightly increased position to enable it to operate at 8 hours shifts supported by 2.6</p> <p>Personal Information (s36)</p>	<p>Cost Centre N74383 – Community Nursing Launceston all project codes including the ComRRS project (project code 5486) Affordable Budget Establishment (ABE) FTE 40.39 YTD Average Paid FTE 46.73 (PP26) Business Information (s36) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE 0.02 Business Information (s38)</p>	Query 5/8	Please provide details of scope of role	Stacey Higgins: The clinical coordinator position provides leadership and coordination of patient care for the nursing team this includes management of daily patient allocation including consideration of staff skill mix and clinical needs, oversight of clinical care provision, supporting staff in management of complex clinics, facilitation of handover processes and ensuring ongoing care including liaising with external sources. This role also works to mentor and support less experienced staff, directs and oversees provision of care by Health Care Assistants and assists with processing referrals. This position was established in 2019 as a result of a workplace grievance and unsustainable workloads. Clinical Coordinator positions are now established in Community Nursing services throughout the state. There are 2 clinical coordinators on each shift each managing up to 8 staff per day, 35 client visits/occasions of service per day and approximately 200 patients a month. The service itself manages over 400 referrals per month with a morning and evening	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129865	Senior Speech Pathologist PERSO	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Launceston General Hospital	Speech Pathology LGH	<p>Personal Information (s36)</p> <p>This role is essential to support higher level clinical care and maximise senior leadership to support a newly forming team of young and inexperienced AH 1-2 Speech Pathologists working our inpatient services.</p>				appoint fixed-term ***** (Recruitment Approval Process)*****	
1130343	Allied Health Professional PERSO	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 1-2	Launceston General Hospital	Allied Health North	<p>Personal Information (s36)</p> <p>Multiple Physio positions vacant at the moment and limited casuals available to provide cover to vacant shifts.</p> <p>Appoint fixed term to casual position from AHP Level 1/2 employment register (Tracker No: 1128520 Vacancy Title: ER: AHP - Physiotherapist (2024-26))</p>	<p>Reduced ability to cover Physio Level 1/2 rotations in acute care, rehabilitation and outpatient clinics. This affects the patient care provided and has an impact on patient flow. A casual Physio will help cover casual shifts while recruitment takes place to permanent vacancies.</p>			appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****	

1129391	Project Support Officer - Rural Generalist Pathway Program	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	COBA - Gen Pract and Primary Care	COBA - Gen Pract and Primary Care	1. Request to fulfil 1FTE for 13 months from 02/09/2024 recruiting to back fill this position on a fixed term contract. 2. Person currently in role will be going on parental leave. 3. Approval for backfilling obtained from Prof Dinesh Arya, Deputy Secretary, COBA. Minute attached.	Yes- risk to the Tasmanian Rural Generalist Pathway Coordination unit's (TRGP-CU) ability to fulfil its obligations under the Commonwealth agreements for delivery of the TRGP-CU activities and the #PDP.				Support Officer OPMHS Packers No: 1130070 The current Senior Project Officer(SPO)-OPMHS does not have any project support and has been utilising project support from other reform streams on an ad hoc basis which is not sustainable and the other project support officers are at capacity. The SPO is the only dedicated project resource allocated to the implementation of the Review of Ray Fagan report which is not sustainable and compromises project implementation timeliness, and deliverables. There are project support positions available to all the other reform streams, including adult and ADO. This is recognised by CMHW leadership and the position was endorsed at the OPMHS Project Control Group in April 2024. The SPO attends multiple meetings and needs support with the preparation and distribution of meeting papers, coordination of actions from these meetings and project documentation. The SPO is not able to Chair, or Co-Chair these meetings and reform consultations effectively as the SPO position is also	appoint fixed-term ***** (Recruitment Approval Process)*****
1130070	Project Support Officer OPMHS	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	CMHW - MH & Statewide Services	Mental Health Services South	a. This is a newly created position. b. This position is vital to the ongoing project management for OPMHS c. There are no other suitable options to fill this position at this time. d. Filling this position as requested will remain within the allocated budget.						appoint fixed-term ***** (Recruitment Approval Process)*****
1129893	Senior Finance Officer - Ambulance	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	FBS - Revenue Management	FBS - Revenue Management Sth	Request to advertise permanent vacancy The split of Ambulance Business Support and Ambulance Billing and the abolishment of position no 515116 has enabled Statewide Revenue Management to re-structure the Ambulance revenue resourcing and create this Band 4 position. This request is to progress the recruitment process to fill this position in a permanent capacity. This position is essential to ensure timely billing for Ambulance services which is an important revenue source for the Agency.						appoint permanent ***** (Recruitment Approval Process)*****
1129892	Coordinator - Statewide Complaints Management Oversight Unit	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	OTS - Doh - GEMS	OTS - Doh - GEMS	Please advertise band 6 Coordinator Role to fill permanently. SCMOU establishment upon commencement included the role of a Data Analyst. This role was determined by management to no longer be required and has been converted via PTVIE to a general Band 6 Coordinator role to support complaint management workload and SCMOU outputs. Failure to fill this role poses a risk to the organisation as Tier 1 complaints may not be managed in line with the framework, there may also be impact on workload to other areas including QPSS teams, Legal Services & Employee Relations. A review of the SCMOU structure and additional FTE requirements is underway in readiness for advice on CDI budget funding. This request is not an increase in FTE above establishment.						appoint permanent ***** (Recruitment Approval Process)*****
1130861	Business Analyst	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	North West Regional Hospital	Integrated Maternity Service NWRH	Request to advertise permanent vacancy This position is a newly created position to support the new established Maternity Inpatient Service at NWRH. This position is fully funded under the funding allocated to the transition of maternity services from private to public. This position will support the Business Manager to provide important analysis, reporting and guidance for the new NUM and her team along with the new appointed Nursing Director of Womens and Children's services. There is a need to support this service with rostering, establishment & FTE along with budget management, educating the Team on delegations, procurement and providing training in the use of department templates etc and all other associated business processes.	W20099 - Business Management Unit W10099 - Business Management Unit All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2023 01 Latest Pay Actual Paid FTE (2025 01) 3.97 Funded FTE (effective 13-Oct-2023) 4.00 YTD Average Paid FTE 3.97 Business Information YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE -	Query 5/8	Paula please contact the Secretary to discuss this role	Communicated to Paula 8/08		appoint permanent ***** (Recruitment Approval Process)*****
1130642	Principal Project Manager	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	Hospitals & Primary Care	Hospitals & Primary Care	Request to advertise permanent vacancy Incumbent permanently transferred within State Service.	Projects within the HPC Directorate being delayed or under resourced.	Query 5/8	Please consider Redeployment options? Position title to be updated to - Principal Officer			appoint permanent ***** (Recruitment Approval Process)*****
1130654	Receptionist - Medical Imaging	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals Sth - CCCS&I	CCCS&I - DMI - Clinical Adminn & Support	Please advertise fixed term vacancy. Substantive Occupant We would like to cover this position as the reception area in the Diagnostic Radiology (DR) is a busy and demanding area and cannot be left to 1 receptionist to cover 2 modalities. The main medical imaging area doesn't have the resources to cover both areas either. Documentation attached.	N/A					appoint fixed-term ***** (Recruitment Approval Process)*****

1130461	Executive Support Officer - Perso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Hospitals & Primary Care - Hospitals Sth	Hospitals & Primary Care - Hospitals Sth	Position Perso has been converted from fixed-term to permanent (PIVE 1128564) The position has been filled on a fixed term basis, and recruitment should now occur to recruit to the permanent position	The EDOP is a key Hospitals South position, responsible for leading the strategic and operational management of the Hospital to support the Service Plan, Patient Flow & Access, Finance & Budgets, and other relevant performance indicators. It is essential for a role at this level to have dedicated administrative support. Should recruitment not proceed administrative support would fall on the existing ESO for the Chief Executive Hospitals South. There is no capacity in that role to take on additional duties and would result in a significant decrease in output and productivity when working to support two senior executive leadership roles in a tertiary hospital, and subsequently have a negative impact on the workflow processes between the Office of the CEHS and the Office of the Deputy Secretary and other major stakeholders.	Approved			appoint permanent ***** (Recruitment Approval Process)*****
1130362	Associate Nurse Unit Manager (ANUM) - Perso	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse Grade 5	Hospitals Sth - SA&CS	SAACS - Midlands Multi Purpose Centre	Requesting to advertise permanent position to commence asap. Introduction of introducing ANUMs into District Hospitals has been in process for the past few years. Consultation with key stakeholders has occurred and permission obtained to advertise. Recent decision at TIC with ANMF and statewide District Hospitals outcome DH to introduce ANUM positions by converting RN positions - FTE neutral, and advertise ANUMs asap.	Noncompliance with implementation				appoint permanent ***** (Recruitment Approval Process)*****
1130360	Associate Nurse Unit Manager (ANUM) - Perso	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SA&CS	SAACS - Midlands Multi Purpose Centre	Requesting to advertise permanent position to commence asap. Introduction of introducing ANUMs into District Hospitals has been in process for the past few years. Consultation with key stakeholders has occurred and permission obtained to advertise. Recent outcome at the TIC with ANMF directed to create and advertise externally ANUM positions as per EBA in district hospitals.		Query 5/8	Please confirm role is FTE Neutral - as per award.	Response from Rachel Broughton: Introduction of ANUMs - not additional to numbers. The FTE subtracted from Gr 3/4 nursing staff FTE. Further clarification requested regarding FTE neutral. Current Grade 3/4 FTE = 8.98. Grade 5 FTE = 1.68. This figure deducted from 8.98 thereby changing 3/4 FTE to 7.3. No overall increase in Registered Nurses.	appoint permanent ***** (Recruitment Approval Process)*****
1130933	HR Services Officer - Perso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	P&C - People Services	P&C - Recruitment Services	Personal Information (s36) Filling of this role is required to ensure ongoing services delivery to a range of portfolio areas, not filling this role will result in an increase in overtime across all positions in the team (bands 2 - 5) to ensure recruitment activity is completed in a timely manner. There is also a number of staff taking leave in the coming months or acting in other roles that will not be backfilled due to the short term nature (up to 1 month) filling this role will assist in covering the duties of these roles that are not being backfilled.					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130240	Principal Coordinator & Investigator - SCMOU - Perso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	OTS - DoH - GEMS	OTS - DoH - GEMS	Request approval to advertise this permanent vacancy. Failure to fill this position will have significant impact on SCMOU's ability to undertake investigation and activities related to Tier 1 complaints, including child safeguarding event reporting, integrity commission and OHCC complaints. Personal Information (s36) This position is included in the funded establishment for SCMOU.					appoint permanent ***** (Recruitment Approval Process)*****
1130546	Administrative Assistant - Perso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	CMHW - MH & Statewide Services	Alcohol and Drug North	A) Admin Assistant Band 2 position has become vacant due to employee leaving the agency. Please advertise permanent role. B) this vacant permanent part time position is not filled ADS North reception will not have backfill for sick leave or rec leave and will be unable to attend to clients face to face, attend to client service phone calls and unable to attend to client prescriptions and filing. The occupant of this role will also cover leave of the employee working .8 in this role There is no other admin staff who are able to pick up these hours. C) THON LGH pool office is no longer available for casual backfill and we do not have any other Band 2 staff on site. D) The request to fill this vacant position is within the current establishment, will not increase FTE or budget. The Project Support Officer (Tracker ID: 1123278; 527929) became vacant on 15 July 2024. There is an advertisement current for the associated CAMHS Reform PSO position (Tracker ID: 1129296; 527929). It is time and process efficient to seek to appoint from the current advertisement rather than create a new advertisement. Commonwealth and State government commitments relating to the Tasmanian CAMHS Reform means the project support officer roles are crucial in the roll out of CAMHS Reform projects - Head to Health Kids, Youth Mental Health, Out of Home Care and Hospital in the Home initiatives. Not filling the position will contribute to delay or inability to meet Government commitments.	Latest Pay Actual Paid FTE (2025 01) 17.76 Funded FTE (effective 13-Oct-2023) 23.93 YTD Average Paid FTE 0.26 Business Information (s36) YTD Average Paid Overtime FTE 0.05 YTD Average Paid Call Backs FTE				appoint permanent ***** (Recruitment Approval Process)*****
1130546	Project Support Officer - CAMHS Reform - Perso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	Commonwealth and State government commitments relating to the Tasmanian CAMHS Reform means the project support officer roles are crucial in the roll out of CAMHS Reform projects - Head to Health Kids, Youth Mental Health, Out of Home Care and Hospital in the Home initiatives. Not filling the position will contribute to delay or inability to meet Government commitments.	Commonwealth and State government commitments relating to the Tasmanian CAMHS Reform means the project support officer roles are crucial in the roll out of CAMHS Reform projects - Head to Health Kids, Youth Mental Health, Out of Home Care and Hospital in the Home initiatives. Not filling the position will contribute to delay or inability to meet Government commitments.				appoint fixed-term ***** (Recruitment Approval Process)*****

1130767	HR Administrative Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	P&C - People Services	P&C - Recruitment Services	Request to fill additional hours on current selection process. Personal Information (s36)					appoint permanent ***** (Recruitment Approval Process)*****
1123028	Administration Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	Hospitals Sh - WACS	WACS - Administration	Personal Information (s36) This position provides essential support to the WACS Medical and Nursing levels of Department. Tasks include: - co-ordinating policies and guidelines - managing doctors and nursing sick leave - onboarding new staff - processing payroll related documents, timesheets, OT etc - provide a communication channel for staff and HoD - co-ordinating education programs for medical staffing - co-ordinating stream meetings There are no appropriately trained available staff to cover this role and the workload is too great to reallocate tasks.					appoint fixed-term ***** (Recruitment Approval Process)*****
1130432	ITSM Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	HICT - Digital Technology Services Group	HICT - Service Management Practice	This position has been PTVEd and moved from HICT Client Services Support to HICT DTSG / PC Deployment to provide logistical, reporting and chargeable services support. The position seeks to use a subsequent appointment from the recruitment action for position Perso Tracker 1127358. Personal Information (s36) The intention is to appoint to position Perso which is pending a PTVe to change the Title from Technician to ITSM Officer and the Classification from ICT1 to Band 5. This job card has been raised under equivalent position Perso. Approvals/checks can begin while awaiting the PTVe to be finalised.					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130571	Data Development Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	PPRR - Monitoring Reporting & Analysis	PPRR - Health Information Team	This position became vacant due to the promotion of the previous incumbent. The position was subsequently re-banded from band 4 to band 5 by offsetting the increase in position cost with the savings produced by re-banding position number Perso from band 6 down to band 5. As a result, position numbers Perso and Perso both have matching SoDs. During the recruitment process for position number Perso (tracker number 1118208), two applicants, in addition to the successful applicant were deemed appointable by the selection board based on merit by order of preference listed below. Personal Information (s36) I am seeking to appoint Personal Information (s36) to this position based on the selection panel identifying her as the second choice in the selection process for position number Perso.	Clear risks exist in relation to the Department's ability to meet obligations set out in the National Health Reform agreement between the Commonwealth and the state of Tasmania for Activity Based Funding. Activity Based Funding supports around 40 per cent of the cost of admissible hospital activity carried out by the state. This position is required to maintain data and systems supporting the collection and collation of data for submissions to the Independent Hospital and Aged Care Pricing Authority, the Australian Institute of Health and Welfare and other commonwealth bodies in support of this agreement. Not filling this vacancy has the potential to impact the Health Information Teams ability to meet these obligations and may impact funding from the Commonwealth.				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130571	Senior IT Officer - Servers	Health and Human Services (Tasmanian State Service) Award/Information and Communication Technology (ICT), Level 2	HICT - Digital Technology Services Group	HICT - Servers	Substantive position holder Personal Information (s36) please see Personal Information (s36) Personal Information (s36)	The server team currently has 4 positions vacant and urgently need to fill these as soon as possible. This position is required to maintain Digital Infrastructure service delivery and to assist with Infrastructure Projects.				appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1130469	Admissions Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Surgery LGH	Advert - permanent, full time from 03/11/2024. a) The reason for the vacancy and intended action: Newly created permanent full time position (PTVE 1119225) - to be advertised. b) Justification as to the clinical and/or corporate impact of the duties and the risk to the service if it is not filled. Potential delays in patient preparation & poor theatre utilization. Potential impact upon Elective Surgery Waiting List management. Dependence upon Pool to backfill shifts. Overtime of other staff in Admissions if working understaffed. c) What options to cover the duties have been considered. Request staff from Pool. d) Provide details if the request will cause an increase in FTE above the ABE. Will not increase the FTE - New business case has been approved. Newly created position.					appoint permanent ***** (Recruitment Approval Process)*****

1130073	Administrative Support Officer - Patient Safety	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals NW - Qty & Pnt Safety	Hospitals NW - Qty & Pnt Safety	<p>Personal Information (s36)</p> <p>The position also has currently vacant 18.24 permanent hours currently occupied fixed term. This position is crucial in supporting the Executive Director of Quality and Safety as well as the Quality and Patient Safety Service team on a daily basis.</p>	<p>445032 - MCH QPSS 445033 - NWRH QPSS All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024-26</p> <p>Latest Pay Actual Paid FTE (2024-26) 15.14</p> <p>Funded FTE (effective 13-Oct-2023) 6.99 YTD Average Paid FTE 15.28</p> <p>Business Information (s38)</p> <p>YTD Average Paid Overtime FTE 0.02</p>	Approved			appoint permanent ***** (Recruitment Approval Process)*****
1129376	Aboriginal Health Liaison Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Launceston General Hospital	Social Work LGH	<p>Personal Information (s36)</p> <p>Proposal to fill at FTE 0.4.</p> <p>2. The Aboriginal Health Liaison Officer is a specialist position established to provide culturally appropriate services to indigenous persons accessing THIS-N services. It also provides significant liaison to Aboriginal Health, TAC and other community based services including those on Flinders and Cape Barren Islands. This position is considered essential to the management of complex cases and discharge planning and ensuring culturally appropriate service provision. 3. Failure to fill this position would result in increased risk to the management of indigenous patients, complex acute and chronic presentations and their successful discharge back to the community. Potential risks could include longer lengths of stay, sub optimal assessment and referrals for community support, delays in discharge planning and increased readmissions. 4. There are no other persons who identify as being indigenous; an essential requirement of this position. 5. Failure to fill this position would result in significant adverse effects upon the provision of culturally appropriate and assisted THIS-N services to the indigenous community in the region. 6. This position is essential to the provision of services by the SW Dept and HS-N. extension of secondment of substantive occupant to RHN (tracker 1129319) at 0.6FTE, retaining 0.4FTE in this position. Request to advertise for fixed term EDI to backfill 0.6.</p>					appoint fixed-term ***** (Recruitment Approval Process)*****
1130486	Assistant Director of Nursing - Primary Health North	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 8 - Level 4	Primary Health North	Primary Health Area Coordinator Sth Esk	<p>A PTVE (Tracker 1119467) was recently approved to create this Primary Health North ADON position. PHN is now seeking to advertise permanently</p> <p>Increasing requirements and workloads make the current Primary Health North Executive unsustainable and filling this newly created ADON position will assist in addressing that issue by providing the PHN Nursing Director and PHN with additional support / resourcing and a manageable direct reporting structure. Please see notes for additional information.</p> <p>Note: The position is fully funded from the Flinders Island residential aged care 24/7 RN supplement from the Commonwealth (the 2023-24 surplus for N72041 illustrates the capacity to cover this position) hence its cost string N72041-421-2380.</p>	<p>Not filling this position will lead to delays in achieving business outcomes and meeting deadlines and potential staff turnover.</p> <p>As per PTVE this is fully funded from new RN 24/7 residential aged care supplement. As per figures below, N72041 that is funding this position has the financial capacity to cover the cost and remain within budget. Cost Centre N72041 - Flinders Island MPC</p> <p>Business Information (s38)</p>				appoint permanent ***** (Recruitment Approval Process)*****
1130800	System Administrator	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Infra - Asset Management Services	Infra - Facilities & Engineering Mth	<p>Advertise to permanent vacancy as incumbent</p> <p>Personal Information (s36)</p>		Yes, The position needed to be filled to ensure the preventative maintenance tasks are initiated and completed. The position also ensures that contractors are registered and inducted. The Systems Administrator is essential for the implementation of the Assetic system in the north.			appoint permanent ***** (Recruitment Approval Process)*****
1130854	Executive Director of Nursing/Midwifery - North West	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9 - Level 3	Hospital & Primary Care - Hospitals NW	Co-Director Medical & Surgical NWRH	<p>The current EDONM will be moving to a Statewide role with the Hospitals and Primary Care Office (Deputy Secretary Office) and has relinquished the permanent EDON role. This role is the key nursing professional lead in the NW and is responsible for direction of nursing education and research and nursing workforce matters. The role will work closely with the professional lead for medicine and allied health. Together they are responsible for clinical governance in the north west.</p>			Approved		appoint permanent ***** (Recruitment Approval Process)*****
Outstanding Queries										
1128220	Administrative Officer - H2HK CAMHS	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - MH & Statewide Services	MHS Sth - Child & Adolescents	<p>a. Seek approval to advertise new position to newly created Head to Health Kids Tasmania service.</p> <p>b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania.</p> <p>c. There are no other options.</p> <p>d. This is within establishment.</p> <p>* Administrative support has been identified as necessary for operations of the new H2HK services as part of a complex, existing child and family service system</p> <p>* Not establishing the administration positions puts at risk the effectiveness of the H2HK services, and therefore the commitments of the Tasmanian Government under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding.</p>	<p>* Administrative support has been identified as necessary for operations of the new H2HK services as part of a complex, existing child and family service system</p> <p>* Not establishing the administration positions puts at risk the effectiveness of the H2HK services, and therefore the commitments of the Tasmanian Government under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania: Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding.</p>		Query - Pls consider redeployment.	16/07 Being reviewed by Case Management.	appoint fixed-term ***** (Recruitment Approval Process)*****
1127550	Allied Health Lead Policy and Projects	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CQRA - Allied Health Strategy & Policy	CQRA - Allied Health Strategy & Policy	<p>Personal Information (s36)</p> <p>Request to fill permanent L1DYE. In right of acting secretary advice willing to fill at part time, preference at 0.8FTE. This role is critical to strategic policy deliverables of Allied Health Strategy and Policy and CQRA. Work unit structure has recently been reviewed and finalised.</p>			Query - Subject to CQRA Budget for 24/25	Manager advised	appoint permanent ***** (Recruitment Approval Process)*****

1130167	Enrolled Nurse Perfso	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	CMHW - MH & Statewide Services	CPHS - Risdon Prison Hospital	<p>maintain the roster at safe nursing levels. Without the required FTE for nurses there is a risk of extra shifts, overtime and unsafe staffing levels. This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services.</p> <p>572250 - Correctional Primary Health Services</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 55.08</p> <p>2x full time positions to be permanently appointed. Required to meet FTE for nurses on the establishment to maintain the roster at safe nursing levels. Without the required FTE for nurses there is a risk of extra shifts, overtime and unsafe staffing levels.</p> <p>The vacant FTE for this position will be covered by excess overtime and casual shifts.</p> <p>This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services.</p> <p>Funded FTE (effective 13-Oct-2023) 56.45 YTD Average Paid FTE 55.03</p> <p>Business Information (S3) YTD Average Paid Overtime FTE 2.06 YTD Average Paid Call Backs FTE 0.31</p> <p>Agreed NHPD for Unit NHPD Average to Last Pay</p>	Query 30/7	Why is this the same narrative as 1130156. Is there any calculation on NHPD etc?	Updated job card attached. Response: Please be advised that the job cards have been amended with the required narrative and hope they are reviewed at the next Vacancy Control Committee Meeting.	appoint permanent ***** (Recruitment Approval Process)*****
1129757	Registered Nurse Perfso	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 4K LGH	<p>Recruitment process required for multiple positions left unfilled due to staff movement and inability to recruit in previous selection process.</p> <p>Request to externally recruit to fill.</p> <p>Personal Information (S36)</p>	Query 30/7	Can some be EN (a third) rather than RN? Do we need to create EN roles in addition to establishment, to allow conversion from RN to EN? Like create an EN(a) position.	Sent to Laura Martin 02/08	appoint fixed-term ***** (Recruitment Approval Process)*****
1129377	Attendant Perfso	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Operating Theatre Ancillary NWRH	<p>Please approve this job card against 1123256 to subsequently appoint casual attendants</p> <p>We are experiencing short falls in our roster to safely staff the unit in line with WHS standards. Currently backfilling with casual employment. If this was not to be filled, we continue to run the risk of unsafe ancillary staffing levels.</p> <p>Corporate risk is not being able to provide safe service to our patients and an increased potential for workers compensation claims.</p> <p>Attendants are critical to running efficiently and supporting our nursing staff to provide safe, equitable care to our patients in the operating theatre. They do this by engaging in stock control, gas management, movement of equipment and patient beds, plus assisting complex patient positioning on the operating table, and upholding infection control standards.</p> <p>The paid FTE will not increase. This will be a casual position only, covering sick leave, annual leave and workers comp.</p> <p>W23771 - Nursing - Operating Theatre</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25</p> <p>Latest Pay Actual Paid FTE (2024 25) 50.05</p> <p>Funded FTE (effective 13-Oct-2023) 40.30 YTD Average Paid FTE 53.10</p> <p>Business Information (S35) YTD Average Paid Overtime FTE 0.97</p>	Query 15/7	Query - Why are actual paid FTE at 50 but funded FTE at 40?	Update 31/7 Personal Information	appoint fixed-term ***** (Recruitment Approval Process)*****
1129110	Clinical Nurse Educator Perfso	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sh - OOT Exec Dir of N&M	EDNM - Edu & Practice Devt Unit	<p>Compliant - request to advertise permanent vacancy RM</p> <p>a) Substantive position holder Personal Information (S3)</p> <p>b) Established position working in critical care environment of ED to provide education and learning development to over 200 head count of nursing staff, with responsibilities for assessment of competence for progression to areas such as triage and resus and supporting novice ED nurses</p> <p>c) Nil appointable grade-six role at classification</p> <p>d) Nil</p>	Query 22/7	Dinesh to please contact Dale to discuss	Emailed to Dinesh 01/08	appoint permanent ***** (Recruitment Approval Process)*****
1127281	Manager Community Administration and Facilities Perfso	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	Hospitals Sh - SAA&CS	SAA&CS - Aged, Rehabilitation & PCS	<p>Compliant - request to advertise perm position. If</p> <p>New position (PTVE tracker 1118164 - position Perfso first advertising</p> <p>This position manages the admin team for community health centres - which are used by a range of THS and other organisations and manages sites.</p>		QUERY - is this a new job? If so, how is it being funded? 1 JULY - Recruitment, pls check that we have abolished the positions sitting behind this one. If so, APPROVED	****followed up with Recruitment 16/07 Minute approved by CEHS attached. 12 July - Hi Dane In response to your note, I have attached an updated SA&CS workforce tracking document which outlines where we are at with the position changes. The position of Area Service Coordinator cannot be abolished until the creation of the Allied Health Stream Director position. Also the role of the Principal Consultant - Community Care & Coordination to be revised on the retirement of the substantive occupant and cannot be abolished until the appointment of the Manager Home Care South is approved.***	appoint permanent ***** (Recruitment Approval Process)*****

1128467	Executive Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	COBA - Nursing and Midwifery	COBA - Nursing and Midwifery	Personal Information (s36)		Query 2/7	Refer back to CNM&MW. Why is it reducing to a Band 3. Please confirm discussion has occurred with the individual. Please also consider this as a Redeployment Opportunity. 15 JULY - PLEASE HOLD PENDING DISCUSSION BETWEEN CPO AND Injury Management team	The incumbent is on long term sick leave (WC) and medical recommendation is for same job, different business unit. Position must be held for the incumbent for a minimum 12 months hence the fixed term period. Currently utilising agency staff to backfill. Previous recruitment attempt to backfill at Band 4 classification has been unsuccessful. Consider recruitment at Band 3 may generate a wider pool of suitable candidates.	appoint fixed-term ***** (Recruitment Approval Process)*****
1129851	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 5B LGH	Advert - perm, part time, from 08/09/2024. Please advertise 0.53 FTE permanently at [redacted] and as advised by Nursing Director - Surgery, Elizabeth Gadsbey, approval to backfill permanently as due to current staff movement, there is zero risk in permanently backfilling'. I have attached the parental leave application form to the Job Card. Please advertise all together in one advert the following vacancies: Position No. [redacted] Tracker No. 1129848 Position No. [redacted] Tracker No. 1129851 Position No. [redacted] Tracker No. 1129853 Position No. [redacted] Tracker No. 1129855 Position No. [redacted] Tracker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Manager 26/07 Each IC does state the reason for the vacancy though within the section "Why has this vacancy occurred or been created", so I am not understanding what other information I can provide. I need all these vacancies filled to maintain safe staffing to provide ongoing service delivery. From the job cards: Position No. [redacted] Tracker No. 1129848 Perm vacancy, 72 hours Position No. [redacted] Tracker No. 1129851 Perm vacancy, 40 hours The substantive in this Position No. on maternity leave and as advised by Nursing Director - Surgery, Elizabeth Gadsbey, approval to backfill permanently as due to current staff movement, there is zero risk in permanently backfilling'.	appoint permanent ***** (Recruitment Approval Process)*****
1129858	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 5B LGH	Advert - fixed term, part time from 08/09/2024 until 31/12/2024. The substantive [redacted] Personal Information (s36) Please advertise all together in one advert the following vacancies: Position No. [redacted] Tracker No. 1129848 Position No. [redacted] Tracker No. 1129851 Position No. [redacted] Tracker No. 1129853 Position No. [redacted] Tracker No. 1129855 Position No. [redacted] Tracker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07	appoint fixed-term ***** (Recruitment Approval Process)*****
1129418	Clinical Nurse Consultant	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Medical Staff Surgery LGH	Advertise to permanently appoint at .21 FTE = 16 hrs pf. Please advertise with K 1129415 at 1.00 FTE = 76 hrs pf See HOSY IC 1129415 (529665) - for total of 1.21 FTE = 92 hrs pf New position - hours vacant.	Risks are to the provision of services and safety in Dept Surgery.				appoint permanent ***** (Recruitment Approval Process)*****
1129853	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 5B LGH	Please advertise fixed term at 0.47 FTE from 8/9/24 to 22/02/2025. The substantive [redacted] Personal Information (s36) Processed on TN 1125552. Please advertise all together in one advert the following vacancies: Position No. [redacted] Tracker No. 1129848 Position No. [redacted] Tracker No. 1129851 Position No. [redacted] Tracker No. 1129853 Position No. [redacted] Tracker No. 1129855 Position No. [redacted] Tracker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07	appoint fixed-term ***** (Recruitment Approval Process)*****
1129855	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Ward 5B LGH	Advert - fixed term, part time from 08/09/2024 - until 03/03/2025. The substantive [redacted] Personal Information (s36) Please advertise all together in one advert the following vacancies: Position No. [redacted] Tracker No. 1129848 Position No. [redacted] Tracker No. 1129851 Position No. [redacted] Tracker No. 1129853 Position No. [redacted] Tracker No. 1129855 Position No. [redacted] Tracker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07	appoint fixed-term ***** (Recruitment Approval Process)*****

1129848	Registered Nurse	Personal Information (s36)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Lunceston General Hospital	Ward 5B LGH	Advert - perm part time from 08/09/2024. Please advertise to fill 0.95 FTE of this position permanently as Substitute Chef Sapkota has now exited the position. See attached Exit form. Please advertise all together in one advert the following vacancies: Position No. Personal Information (s36) Tracker No. 1129848 Position No. Personal Information (s36) Tracker No. 1129851 Position No. Personal Information (s36) Tracker No. 1129853 Position No. Personal Information (s36) Tracker No. 1129855 Position No. Personal Information (s36) Tracker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07	appoint permanent ***** (Recruitment Approval Process)*****	
1128355	Discipline Lead - Physiotherapy	Personal Information (s36)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Manager, Level 5, Grade 4	Lunceston General Hospital	Physiotherapy LGH	Substantive incumbent Personal Information (s36) This job card is to request an interim LOI to backfill the vacancy arising, with end date to coincide with contract end date for NZalucki		Query 22/7	Query - Michelle to Talk to Fiona - Can this be advertised permanently?	Followed up Fiona 26/07	appoint fixed-term ***** (Recruitment Approval Process)*****	
1130044	Deputy Nurse Unit Manager (ANUM)	Personal Information (s36)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North West	Smitthton District Hospital	The vacancy has been created as part of the Tasmanian EBA Clause 16 N7M Agreement 2023, which identified the need for ANUM positions in District Hospitals. These positions are essential for ensuring clinical leadership and efficient management of the inpatient ward and the Emergency First Response Unit. Following the TIC conciliation on May 29, 2024, it was agreed to utilise existing Registered Nurse G3-4 positions for this purpose, following recruitment to commence as soon as possible. b) What is the clinical risk of not filling the position? Not filling this position poses significant clinical risks. It jeopardises safe staffing levels under the DHITS staffing model, which are crucial for providing timely patient care. The position is responsible for after-hours oversight and management of the District Hospital, and any vacancy could compromise patient safety and care quality. Additionally, reliance on agency staff increases risks and may lead to industrial challenges if the situation is not addressed. There is an industrial risk if this is not progressed. The vacant FTE being held to create this position is currently being filled by agency. Successful permanent recruitment will reduce this financial implication. c) What is the corporate risk of not filling this position? The corporate risk includes increased reliance on casual and agency staff to fill shifts, which can lead to higher operational costs. Failure to cover shifts may reduce the hospital's capacity to accept inpatient transfers ultimately affecting patient flow and	Commentary SF/ A/ BM PHS 18/07/24 W34363 - Smitthton District Hospital All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 27.05 Funded FTE (effective 13-Oct-2023) 28.68 YTD Average Paid FTE 27.57 YTD Average Paid Overtime FTE 0.85 YTD Average Paid Call Backs FTE 0.06 Agreed Nil/PO for Unit Nil/PO Average to Last Pay YTD Sick Leave Average FTE 1.11 YTD Annual Leave Average FTE 2.04 YTD Maternity Leave Average FTE 0.17 YTD LSI Average FTE 0.70 YTD Other Leave Average FTE 0.95	Query 22/7	Michelle to confirm	No action required by People Connect	appoint permanent ***** (Recruitment Approval Process)*****	
1126649	Deputy Chief Nurse and Midwifery	Personal Information (s36)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9, Level 1	CORA - Nursing and Midwifery	CORA - Nursing and Midwifery	The previous incumbent Personal Information (s36)		Query 22/7	Dinesh to please contact Dale to discuss - update 30/7 - check if Dinesh has contacted Dale		appoint permanent ***** (Recruitment Approval Process)*****	
1127954	Senior Policy and Project Officer - Emergency Preparedness and Response	Personal Information (s36)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	Hospitals 5th - DOT Exec Dir of MedS	EDMS - Response Coordination	that can be approved if this job card is approved, see Personal Information (s36) advertise permanent vacancy - The Senior policy officer's role is vital in supporting the Nursing Director of Emergency Preparedness and the Office of the Chief Executive in ensuring that Hospitals South is adequately prepared to respond to emergency management issues within its facilities. This role is integral in developing policies and procedures related to business continuity with Hospitals South, Emergency Plans, education, training, redevelopment planning, and hospital security and safety review implementation and management of the Wilson's contract. The outcome produced from the support of this of role has already produced the following outputs: • Development of the Conditions of entry policy • Weapons Procedure • Stand up of overcapacity unit • CBRNe policy review • Creation of Hybrid Warden course • Search training implementation • Creation of SAACS working group This role is vital in ongoing risk assessment and management of Hospitals South Emergency Management portfolio and supporting the Nursing Director of Emergency Preparedness and Response in their expanding portfolio or responsibilities. There is a high risk in not supporting the continuation of this position as it means the Nursing Director of Emergency	This role is vital in ongoing risk assessment and management of Hospitals South Emergency Management portfolio and supporting the Nursing Director of Emergency Preparedness and Response in their expanding portfolio or responsibilities. There is a high risk in not supporting the continuation of this position as it means the Nursing Director of Emergency					appoint permanent ***** (Recruitment Approval Process)*****
1129322	Principal Public Health Nutritionist	Personal Information (s36)	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Specialist, Level 5, Grade 1-2	CMHW - Public Health Services	PHS - Partnership Development	This position is vacant due to Personal Information (s36) Please note tracker #1128419		Query 22/7	George Clark please contact Dale to discuss. Update 30/7 - check if George has talked to Dale		appoint permanent ***** (Recruitment Approval Process)*****	
1129772	House Services Assistant	Personal Information (s36)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Lunceston General Hospital	House Keeping & Accommodation LGH	Request to subsequently appoint Personal Information (s36) Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards best management and patient flow movement requirements.	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 26) 83.48 Funded FTE (effective 13-Oct-2023) 75.81 YTD Average Paid FTE 80.15 YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE -	Query 22/7	Personal Information (s36) why are we only appointing on a fixed term basis?	Response provided by Lyn McIntacton Personal Information (s36) The panel were unanimous that a fixed term appointment would be more suitable at this time. Response was also provided to North Recruitment for their info.		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****

					<p>Please advertise an EOI at 1.0 FTE for position number [Person] MCH NDO.</p> <p>The EOI is requested as a permanent advertisement if the substantive employee [Person] should be appointed as N/NSCO MCH while the substantive MCH NDO is seconded to NW EDONM. This is to ensure that there are no delays in coverage of the position by delaying advertisement. Should the substantive not be appointed it is intended that this vacancy advertisement is withdrawn.</p> <p>The clinical impact of not filling the position is lack of senior oversight over integrated operations, patient flow and staffing for the MCH leading to potential adverse impacts on patients, and patient flow.</p> <p>The corporate impact is increased workload for the NDO and NM IOC positions both of which is not tenable. Lack of operational budgetary and resource oversight for IOC, potential delays to actioning and driving ED review recommendations and local operational plan.</p> <p>This does not increase the paid FTE.</p> <p>This role is critical to the operations of the MCH and statewide patient flow.</p>	<p>W10269 - Nursing - Administration</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 15.72</p> <p>Funded FTE (effective 13-Oct-2023) 12.01 YTD Average Paid FTE 13.69</p> <p>Business Information</p> <p>YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE -</p>				<p>Emailed to Recruitment 01/05/2024 Update 30/7 EOI to confirm if [Person] if so will amend job card to 'tap' someone in to the role to cover the short term period.</p>		<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>		
1129790	Nurses Director Integrated Operations [Person]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse Grade 8, Level 3	Mersey Community Hospital	Staffing Resources MCH				Query 22/7						
1130123	Branch Station Officer [Person]	Ambulance Tasmania Award, Branch Station Officer	CMHW - Ambulance Tasmania	AT - EBMS - Rgnal Oprtns Nth - Gpe Town	Request to permanently appoint additional FTE to from advertised process on tracker 11212426. This position and its host are vacant			Query 22/7	Why are these a and b jobs					<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1130122	Branch Station Officer [Person]	Ambulance Tasmania Award, Branch Station Officer	CMHW - Ambulance Tasmania	AT - EBMS - Rgnal Oprtns Nth - Gpe Town	Request to permanently appoint additional FTE to from advertised process on tracker 11212426. This position and its host are vacant			Query 22/7	Why are these a and b jobs					<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1129135	Project Nurse [Person]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Director of Nursing LGH	Advertisement to permanently appoint [Person] (s36)	<p>N5919 - Administration - Nursing Services</p> <p>Latest Pay Actual Paid FTE (2024 26) 5.76</p> <p>Funded FTE (effective 13-Oct-2023) 4.76</p> <p>YTD Average Paid FTE 4.80</p> <p>Business Information</p> <p>YTD Average Paid Overtime FTE 0.05 YTD Average Paid Call Backs FTE 0.01</p>		Query 30/7	What projects is this role working on? - Discuss with PHC - Monthly Accountability meeting - with Dep Sec HPC -					<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1130024	Coordinator - Patient Travel Assistance Scheme (PTAS) [Person]	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	CMHW - Tasmanian Health Services	Patient Travel Assistance Scheme (PTAS)	PTAS previously had one Coordinator for N/NW (position still vacant) however after the independent review and additional workload approval was granted from the secretary to fill the positions fixed term for two years - (Minute- attached in notes section.)	<p>Service Delivery will be impacted. Flight and accommodation bookings will not be able to be undertaken and reimbursements will be delayed.</p> <p>The service also reviews interstate requests to determine if they can be done intrastate therefore saving the hospitals significant travel costs. Overtime will be required if the position is not filled. Approval was given from the secretary to fill the positions fixed term for two years.</p>		Query 30/7	Is this a duplicate of above.					<p>appoint fixed-term ***** (Recruitment Approval Process)*****</p>
1129823	Manager Administration Services [Person]	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	Hospitals & Primary Care - Hospitals Sth	Hospitals & Primary Care - Hospitals Sth	Seek to advertise vacancy. This vacant position was recently moved from the Office of the CEHS to IOC to manage the services that will transition to IOC from HIMS (ED clerks, Admissions, Ward Clerks). PTVL (1129932) submitted to update SOD as reporting lines and selection criteria were out of date. Position is essential for leading the strategic and operational changes that will occur with embedding administrative services into IOC. Position is funded. Will consider using existing staff on redeployment list (dependent upon suitability assessment) - otherwise will advertise.			Query 30/7	Pls consider redeployee list first, or what is in CE Hospitals South office for redeployment.					<p>appoint permanent ***** (Recruitment Approval Process)*****</p>
1130192	Associate Nurse Unit Manager (ANUM) [Person]	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - SAACBS	SAACBS - Resi Trnst Care Prog - Peacock 3	Requesting to advertise this vacant position permanently commencing asap. Position currently unoccupied and vacant the establishment. Require filling this position to enable completion roster gaps and provide a leadership role.			Query 30/7	We are due to be out of this program by January. Shouldn't be advertised permanently. Do EOI for 6 months, or Cant we do it via HDA?					<p>appoint permanent ***** (Recruitment Approval Process)*****</p>

1130234	Business Operations Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream Band 5	CMHW - Tasmanian Health Services	OHST Nth - Northern Dental Centre	<p>a) This is a new position for OHST northern region.</p> <p>b) This position is required to be filled to support the Area Manager and the northern management team with administrative functions such as management of safety events, auditing, complaints management, human resource functions such as recruitment and onboarding, and assist with general operational organisation.</p> <p>c) There are no other options for filling this position.</p> <p>d) This is a new position therefore is an additional FTE however is fully funded.</p>	<p>S82000 - Oral Health - North Administration</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: June 2024</p> <p>Latest Pay Period: 2024 26</p> <p>Latest Pay Actual Paid FTE (2024 26) 8.47</p> <p>Funded FTE (effective 13-Oct-2023) 8.44</p> <p>YTD Average Paid FTE 8.85</p> <p>Business Information</p> <p>YTD Average Paid Overtime FTE -</p> <p>YTD Average Paid Call Backs FTE -</p> <p>Agreed Nil/PPD for Unit N/A</p> <p>Nil/PPD Average to Last Pay N/A</p> <p>YTD Sick Leave Average FTE 0.64</p> <p>YTD Annual Leave Average FTE 0.52</p> <p>YTD Maternity Leave Average FTE -</p> <p>YTD LSI Average FTE 0.05</p> <p>YTD Other Leave Average FTE 0.02</p>	Query 30/7	Over budget so how is it fully funded position? Please explain what is happening with the budget.	Sent to Kristy Haycroft Q2/08	appoint permanent ***** (Recruitment Approval Process)*****
1125723	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - Medical & Cancer Servs	MCS - Cardiology (Ward 2D) - Nursing	<p>Secondments</p> <p>Long term sick leave</p> <p>Maternity Leave</p>			HOLD - to be filled by current list of applicants		appoint fixed-term ***** (Recruitment Approval Process)*****
1114729	Clinical Nurse Consultant - Sepsis Program	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals 5th - CCCS&i	CCCSI - Microbio & Infectious Diseases	<p>Compliant - request to advertise fixed term position commencing ASAP for a period of approximately 12 months. If:</p> <ol style="list-style-type: none"> 1. New fixed term position created to support the implementation of the hospital wide sepsis program. 2. Clinical impact. Position will support the implementation of the hospital wide Sepsis Program. Will develop and implement safety and quality initiatives including policy and guidelines as well as education programs. 3. No other options to cover. 4. New position, approved minute attached. 			QUERY - is the Sepsis program funded in the State Budget for 24-25?		appoint fixed-term ***** (Recruitment Approval Process)*****
1121143	Registered Nurse - X-Ray Escort	Nurses and Midwives (Tasmanian State Service) Award Registered Nurse Grade 3-4	North West Regional Hospital		<p>Verbalised interest in position by numerous NWRH RN Grade 3/4. Requesting a 7-month fixed term at 40-hours per fortnight (0.5fte) to commence 20/05/2024. The EOI is needed to cover workload demand, support ward areas so not missing an RN or EN from ward at Radiology and ensure patient safety during transport. The clinical impact of not filling this EOI is that fixed-term staff are important to backfill roster shortfalls and ad-hoc leave, ensuring safe staffing levels and support to the wards. The corporate impact of not filling this EOI is industrial impact due to staff missing from ward areas that can be extended up to one-hour in time resulting in unsafe staffing levels and raising concerns to industrial organisations. Filling the role does not increase the paid FTE. The position is not critical to filling the roster, however, the fixed term position is the most economical way of replacing to meet workload demand. Will reduce the amount of overtime risk of double shifts and provide the flexibility to allow safe staffing levels.</p>	<p>W20741 - Discharge Lounge</p> <p>All Award Classifications</p> <p>All Project Codes</p> <p>Finance Data Month Ended: May 2024</p> <p>Latest Pay Period: 2024 24</p> <p>Latest Pay Actual Paid FTE (2024 24) 3.00</p> <p>Funded FTE (effective 13-Oct-2023) 3.00</p> <p>YTD Average Paid FTE 3.43</p> <p>Business Information</p> <p>YTD Average Paid Overtime FTE 0.10</p>				appoint fixed-term ***** (Recruitment Approval Process)*****

Tracker No	Job title	Approved classification	Section	Why has this vacancy occurred or been created?	Are there risks to services and business outcomes if this request is not approved? If yes - please provide details.	Vacancy Committee Decision	Vacancy Committee Comment	Follow-up Response	Budget Comment	Action required
112970	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals SH - CCC&I	Compliant - request to advertise permanent vacancies RM a) constant changes in FTE availability due to Perm staff secondment, mat leave, temp reduction in hours b) Clinical impact is patients may not be cared for by nursing staff with requisite skills in the interventional radiology department including Angio suite. Corporate impact - cancellation of booked/deferred interventional treatment. Impact for the state as the only interventional radiology department in the State and accept referrals 24 hours a day. Decreased staff in the unit also impacts the emergency department and radiology services that are required time critically. Also increased overtime and double shifts which poses an industrial and work/health & safety issue, as well as inability to provide an on-call roster to ensure a service is able to be offered for the State. c) CS-4 nurses provide direct patient care; no alternatives to filling the position d) It is within NHPPD.						appoint permanent ***** (Recruitment Approval Process)*****
113016	Associate Nurse Unit Manager (ANUM) - Correctional Primary Health Services	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	CMHW - MH & Statewide Services	Vacant FTE, 2 positions request to advertise Required to meet FTE for nurses on the establishment to maintain the roster at safe nursing levels. Without the required FTE for nurses there is a risk of extra shifts, overtime and unsafe staffing levels. The vacant FTE for this position will be covered by excess overtime and casual shifts. This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services.	Required to meet FTE for nurses on the establishment to maintain the roster at safe nursing levels. Without the required FTE for nurses there is a risk of extra shifts, overtime and unsafe staffing levels. This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services. 57250 - Correctional Primary Health Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 55.08 Funded FTE (effective 13-Oct-2023)	Query - 30/07/2024	Why is this the same narrative as tracker 113016? Is there any calculation on NHPPD etc?	Emailed to Sharon Morrison 02/08		appoint permanent ***** (Recruitment Approval Process)*****
113017	Enrolled Nurse	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	CMHW - MH & Statewide Services	Request to advertise 2x full time positions Required to meet FTE for nurses on the establishment to maintain the roster at safe nursing levels. Without the required FTE for nurses there is a risk of extra shifts, overtime and unsafe staffing levels. The vacant FTE for this position will be covered by excess overtime and casual shifts. This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services.	Required to meet FTE for nurses on the establishment to maintain the roster at safe nursing levels. Without the required FTE for nurses there is a risk of extra shifts, overtime and unsafe staffing levels. This role is part of the required FTE on the establishment to fill the roster and provide safe staffing levels. This position being occupied is essential in the provision of front line clinical services. 57250 - Correctional Primary Health Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 55.08 Funded FTE (effective 13-Oct-2023)	Query - 30/07/2024	Why is this the same narrative as 113016. Is there any calculation on NHPPD etc?	Emailed to Sharon Morrison 02/08		appoint permanent ***** (Recruitment Approval Process)*****
113029	Registrar - Cardiothoracic Surgery	Medical Practitioners Agreement 2022, Medical Practitioners Level 5-11 (Registrar)	Hospitals SH - Medical & Cancer Serv	Current service registrar Personal Information (s36)	Not filling the Cardiothoracic service registrar position will result in the inability to maintain current 24/7 Statewide services in the field of Cardiovascular Surgery and failure to maintain status as an accredited training/teaching hospital.	APPROVED -	Can this pls be advertised as length of contract?			appoint fixed-term ***** (Recruitment Approval Process)*****
113019	Registered Nurse (Community Relief - WOS Services)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals SH - Integrated Optics Centre	Casual Community Contract Required						appoint fixed-term ***** (Recruitment Approval Process)*****
113038	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Advert - fixed term, part time until 11/04/2025. • Why has this vacancy occurred or been created? • What is the clinical risk of not filling the position? Patient safety will be impacted if not filled. • What is the corporate risk of not filling the position? Increase in agency, casual staff usage, overtime and double shifts. Beds may need to be closed if safe staffing is not achieved. • Will paid FTE increase? The answer will be yes unless the position is funded and vacant? Yes • How is the role critical to filling the roster? This is a patient facing role and is critical to create a roster to safely staff the ward.	W2090 - Nursing - Surgical Ward All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 94.71 Funded FTE (effective 13-Oct-2023) 51.37 YTD Average Paid FTE 52.47 Business Information (s36) YTD Average Paid Overtime FTE 1.25 YTD Average Paid Call Backs FTE -	APPROVED -			Budget query. How are they attempting to get back to sustainable budgeting.	appoint fixed-term ***** (Recruitment Approval Process)*****
1129814	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Advert - perm, part time commencing asap Personal Information (s36) The RN position is required to support Transit Lounge timely patient movement in and out of the transit lounge to reduce ED demand and create inpatient ward capacity. The RN position is required to support Transit Lounge timely patient movement in and out of the transit lounge to reduce ED demand and create inpatient ward capacity. If the position is not filled there will potentially be reduced ability to support timely patient movement for these hours. The cover is provided from within budget.	N01971 - Transit Lounge Latest Pay Actual Paid FTE (2024 26) 6.47 Funded FTE (effective 13-Oct-2023) 4.50 YTD Average Paid FTE 6.67 Business Information (s36) YTD Average Paid Overtime FTE 0.37 YTD Average Paid Call Backs FTE -	Query - 30/07/2024	Can it be advertised as an EN instead? What are they doing that justifies the RN position - what else is it being used for beyond transit lounge that justifies the RN classification.	Response from Alexander Smeaton Hi Fiona I spoke to All about the staffing of transit - If we were to convert to EN we would reduce the scope of work the transit lounge can do. We are planning on increasing the scope of the unit to take trail of void (we need a bladder scanner). The RN will do IV antibiotics and blood transfusion etc - we would have to stop this if position was EN. We would also reduce the ability to pull the		appoint permanent ***** (Recruitment Approval Process)*****
1130349	Clinical Nurse Specialist - ACAT Assessor	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Advertise - fixed term part time 64hpf until 09/10/2024 Personal Information (s36)	Risks are as per associated job card seeking to permanently advertise 55 hours for this position number. Cost Centre N78093 - Aged Care Assessment North Affordable Budget Establishment (ABE) FTE 9.40 YTD Average Paid FTE 11.53 (PP26) Business Information (s36) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments: This cost centre is over ABE and Budget YTD. The approved establishment is 11.84 FTE (excludes 'm' position so as to not double up), whereas funded FTE much lower and not sustainable - appears ACAT being penalised for vacancies and challenges recruiting to assessors when Finance determine ABE/funded FTE Business Information (s36)	APPROVED -	Can this be a dual classification with AHP? So we increase our chances of filling them.			appoint fixed-term ***** (Recruitment Approval Process)*****
1123950	Clinical Nurse Specialist - ACAT Assessor	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Advertise - permanent, part time, 51hpf - 0.7 FTE permanent vacancy created by the resignation of [redacted] Aiming to run in conjunction with pending job cards Department of Health KPI's have increased with shorter time frames for processing and finalising assessments. This is a position funded under ACAT establishment and is required to be filled in order for ACAT to try and manage the increased workload. Approving this position is necessary to ensure ACAT can continue to try to meet the KPI's under the ACAP Agreement with the Commonwealth (allows to meet the KPI's can have financial implications in terms of payment of funds being withheld by DoHA). These are monitored monthly by the Commonwealth and regular performance management meeting with ACAT's and managing in each region to ensure these are being met. KPI's have consistently not been met during 2022. A key aim for the State transition was not to delay or block discharge pathways for clients in acute care. Hospital Aged Care Liaison Team (HALT) have historically assisted ACAT North with assessments for TCP clients and worked off a roster system. Currently HALT are unable to recruitment process required for multiple positions left unfilled due to staff movement and inability to recruit in previous selection process. Request to externally recruit to fill: Personal Information (s36) Total - 5.42FTE vacancy	Cost Centre N78093 - Aged Care Assessment North Affordable Budget Establishment (ABE) FTE 9.40 YTD Average Paid FTE 11.53 (PP26) Business Information (s36) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments: This cost centre is over ABE and Budget YTD. The approved establishment is 11.84 FTE (excludes 'm' position so as to not double up), whereas funded FTE much lower and not sustainable - appears ACAT being penalised for vacancies and challenges recruiting to assessors when Finance determine ABE/funded FTE Business Information (s36)	APPROVED -	Can this be a dual classification with AHP? So we increase our chances of filling them.			appoint permanent ***** (Recruitment Approval Process)*****
1129757	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Recruitment process required for multiple positions left unfilled due to staff movement and inability to recruit in previous selection process. Request to externally recruit to fill: Personal Information (s36)		Query - 30/07/2024	Can some be EN (a third) rather than RN? Do we need to create EN roles in addition to establishment, to allow conversion from RN to EN? Like create an EN(a) position.	Sent to Laura Martin 02/08		appoint fixed-term ***** (Recruitment Approval Process)*****

1130118	Dental Officer	Health and Human Services (Tasmanian State Service) Award, Dental Officer, Level 3	CMHW - Tasmanian Health Services	Request to appoint 1 FTE in position [redacted] fixed term for upcoming graduate state wide New Graduate campaign b) Clinical impact of not filling this role is significant as patients will not receive adequate dental care. Rural communities will be disadvantaged and waiting lists will increase and become unsustainable. OHST provides emergency, episodic dental care, general dental care and relief of pain appointments for eligible patients. There is a high demand to access care and patients must be triaged as demand outstrips staffing levels. Dental Officers are crucial to service delivery. OHST Dental Officer activity contributes towards securing funding and is measured in Dental Weighted Activity Units (DWAUs) and through KPI data. c) Dental Officers (DOs) are highly skilled and vital to maintain service delivery at OHST. The roster is dependent on an adequate number of Dental Officers to deliver service to our patients. There are no other options for filling this position. d) This request will not cause an increase in paid FTE above the funded FTE. Temporary use of this position number in order to attract graduates whilst waiting for the temp grad positions to be extended by PVE.	S81010 - Oral Health - South Adult All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 54.50 Funded FTE (effective 13-Oct-2023) 51.71 YTD Average Paid FTE 55.36 Business Information (638) YTD Average Paid Overtime FTE 0.02 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit N/A NHPD Average to Last Pay N/A YTD S&L Leave Average FTE 4.01 YTD Annual Leave Average FTE 4.19 YTD Maternity Leave Average FTE 1.21 YTD ISL Average FTE 0.83				appoint fixed-term *****(Recruitment Approval Process)****	
1129058	Enrolled Nurse (CASUAL POOL)	Nurses and Midwives (Tasmanian State Service) Award, Enrolled Nurse, Grade 2	Launceston General Hospital	Personal Information (S36)	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 26) 3.51 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.00 Business Information (638) YTD Average Paid Overtime FTE 0.11 YTD Average Paid Call Backs FTE -				appoint fixed-term from Employment Register *****(Recruitment Approval Process)****	
1129554	Registered Nurse (CASUAL POOL)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Personal Information (S36)	N55949 - Nursing Pool Latest Pay Actual Paid FTE (2024 26) 3.51 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 1.00 Business Information (638) YTD Average Paid Overtime FTE 0.11 YTD Average Paid Call Backs FTE -				appoint fixed-term from Employment Register *****(Recruitment Approval Process)****	
1128996	Clinical Lead Social Worker - Sub ACute and Acute Care Services	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	Hospitals Sth - Allied Health Services	Personal Information (S36)	Substantive occupant has a reduction in hours until Jan 2025. This is a vital SAACS Clinical lead role, responsible for a large team across multiple sites and programs such as High, CTCP, Regat, NNDH, R/C. Not appropriate to fill at a lower grade due to complex patient cohort and staff support with Guardianship & NDIS cases. Risks if not filled: appropriate level of staff support, stress/unreasonable workload for current clinical lead on reduced 0.6 FTE Position: 10% clinical/patient are 30% staff support, service development				appoint to vacancy using previous selection process *****(Recruitment Approval Process)****	
1128643	Technical Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Personal Information (S36)	N51630 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (638) YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99	APPROVED -		How will they manage their budget	appoint to vacancy using previous selection process *****(Recruitment Approval Process)****	
1128318	Technical Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Launceston General Hospital	Personal Information (S36)	N51630 - Pathology Latest Pay Actual Paid FTE (2024 26) 72.26 Funded FTE (effective 13-Oct-2023) 64.36 YTD Average Paid FTE 71.82 Business Information (638) YTD Average Paid Overtime FTE 1.68 YTD Average Paid Call Backs FTE 1.99	APPROVED -		How will they manage their budget	appoint to vacancy using previous selection process *****(Recruitment Approval Process)****	
1128775	Allied Health Professional	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	a) Seek permission to advertise the AHP3 Casual Pool to enable casual backfilling of staff shortages and to reduce usage of agency staff b) This is a casual allied health 3 pool. It is utilised for urgent short term backfill. We are currently understaffed in allied health so no option to reallocate workload. This pool is vital to the many teams across mental health where urgent backfill is needed. c) The clinical impact would be great as these are a very vulnerable group of consumers at risk. This is crucial to filling positions and supporting service delivery. The casual pool will potentially reduce the usage of agency staff.	This is a casual allied health level 3 pool. It is utilised for urgent short term backfill. We are currently understaffed in allied health so no option to reallocate workload. This pool is vital to the many teams across mental health where urgent backfill is required. 570010 - Relief Rotational Staff - South All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 4.50 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 0.91 Business Information (638) YTD Average Paid Overtime FTE 0.07				appoint fixed-term *****(Recruitment Approval Process)****	
1130177	Cleaner (5 Day Week)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	CMHW - MH & Statewide Services	Please arrange for fixed term advertising of position [redacted] a) [redacted] b. The service will be severely impacted if there are vacancies left unfilled in this position c. There are no other alternatives - casuals are already in high usage in this area d. This request is within the allocated budget and FTE allowance						appoint fixed-term *****(Recruitment Approval Process)****
1129425	Flight Paramedic - Fixed Wing	Ambulance Tasmania Award, Flight Paramedic	CMHW - Ambulance Tasmania	Request to advertise permanent vacancy due to [redacted] we need to have flexibility around this permanent FTE and would like to be able to appoint part time or full time permanently as well as fixed term depending on successful candidate/s.		APPROVED -	APPROVED - but fill on full-time basis, not part-time.			appoint permanent *****(Recruitment Approval Process)****
1129906	Clinical Nurse Consultant - Triage OPHMS - South	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - MH & Statewide Services	a. This is a newly created position (Tracker No: 1126135) - request to advertise b. This position is required to perform duties in accordance with the Clinical Nurse Consultant Triage Statement of Duties. c. There are no other suitable options to fill this position at this time d. Filling this position as requested will remain within allocated budget.						appoint permanent *****(Recruitment Approval Process)****
1129903	Allied Health - Triage OPHMS - South	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - MH & Statewide Services	a. This is a newly created position (Tracker No: 1126133) - request to advertise b. This position is required to perform duties in accordance with the Allied Health Triage Statement of duties. c. There are no other suitable options to fill this position at this time d. Filling this position as requested will remain within allocated budget.						appoint permanent *****(Recruitment Approval Process)****
1130183	Radiation Therapist	Radiation Therapists Agreement, Radiation Therapist Level 1-2	Hospitals Sth - Medical & Cancer Servs	a. Seek approval to advertise and appoint fixed term Radiation Therapist for a period of 6 months b. Minimum Radiation Therapist FTE is required to operate current clinical hours. Decrease in FTE will mean that clinic hours would be reduced by one hour. c. Existing staff are operating at capacity with the volume and complexity of clinical requirements d. No change to overall FTE		APPROVED -	APPROVED to advertise permanently, not fixed term. Unlikely to fill this in September, so lets advertise perm 1.0 FTE. If Holman Clinic doesn't have need for them, we do elsewhere.			appoint fixed-term *****(Recruitment Approval Process)****
1130122	Branch Station Officer	Ambulance Tasmania Award, Branch Station Officer	CMHW - Ambulance Tasmania	Request to permanently appoint additional FTE (1 FTE) to from advertised process on tracker 112426. This position and its host are vacant		Query - 30/07/2024	Why are these a and b jobs.	BSO roles can be filled by Paramedics or Intensive care paramedics. This role tagged as a (b) position as it is funded by the host position - Branch Station Officer ICP role which is currently vacant. the employee appointed to the role that corresponds with their qualifications		appoint permanent *****(Recruitment Approval Process)****
1130122	Branch Station Officer	Ambulance Tasmania Award, Branch Station Officer	CMHW - Ambulance Tasmania	Request to permanently appoint additional FTE (1 FTE) to from advertised process on tracker 112426. This position and its host are vacant		Query - 30/07/2024	Why are these a and b jobs	BSO roles can be filled by Paramedics or Intensive care paramedics. This role tagged as a (a) position as it is funded by the host position - Branch Station Officer ICP role which is currently vacant. the employee appointed to the role that corresponds with their qualifications		appoint permanent *****(Recruitment Approval Process)****
1130127	Branch Station Officer	Ambulance Tasmania Award, Branch Station Officer	CMHW - Ambulance Tasmania	Request to permanently appoint additional 0.53 FTE (Block off/Block on) to from advertised process on tracker 112426. 0.53 of this position is substantively held by [redacted]		Query - 30/07/2024	Why are these a and b jobs	BSO roles can be filled by Paramedics or Intensive care paramedics. This role tagged as a (b) position as it is funded by the host position - Branch Station Officer ICP role which is currently vacant. the employee appointed to the role that corresponds with their qualifications		appoint permanent *****(Recruitment Approval Process)****

113033	Catering Services Officer - (Brief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	CMHW - MH & Statewide Services	<p>a) Request to subsequently appoint casually from selection report</p> <p>b) Without casual staff, unable to provide key function of facility to provide food to consumers at Millbrook Rise Centre.</p> <p>c) This is the best option to cover this secondment period.</p>	<p>Without casual staff, unable to provide key function of facility to provide food to consumers at Millbrook Rise Centre.</p> <p>574370 - Inpatient & ETS-Milbrook Rise</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 56.40</p> <p>Funded FTE (effective 13-Oct-2023) 55.80 YTD Average Paid FTE 56.40 Business Information (638) YTD Average Paid Overtime FTE 2.35 YTD Average Paid Call Backs FTE 0.21</p>	APPROVED -		How are we getting back to sustainable budget.	appoint fixed-term ***** (Recruitment Approval Process)*****
113000	Allied Health Professional - Complex Virtual Care Programs	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	Hospitals SH - OOT Exec Dir of Meds	<p>Please approve recruitment to this position fixed term. This position has been funded from the Post Covid Navigation Allied Health position which is being abolished. The position is integral to the planning and implementation of the ED review recommendations to integrate chronic disease management with Care@home.</p>	<p>Yes, the service is required to integrate chronic disease management within the service. This position will provide significant support to this integration.</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1128370	Registered Midwife	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals SH - WACS	<p>Compliant - new employee off register, max period of 12 months. RMA</p> <p>There are hours available under this establishment Please appoint Vanessa Reddy to this position number for a 12 month fixed term contract at 0.7fte</p>					appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
113043	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals SH - Medical & Cancer Servs	<p>Subsequent appointment from recent process -</p> <p>Please appoint to K10E Significant permanent RN deficit, unable to recruit to establishment. Deficit 18.44 FTE</p>					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
112992	Specialist Medical Practitioner - Consultant Psychiatrist (OPMHS)	Medical Practitioners Agreement 2022, Specialist Medical Practitioner Level 1-11	CMHW - MH & Statewide Services	<p>Please advertise fixed term vacancy until 30 June 2027. Funding of the Specialist Dementia Care Unit (SDCU) has been received for a further three years, with the position needing to be advertised for this period.</p>	<p>There are several risks across Older Persons Mental Health Service (should the request not be approved), including those impacting service delivery directly, and also financial implications given that funding has been secured specific to the Specialist Dementia Care Unit (SDCU).</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1130176	Multiskilled Domestic	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	CMHW - MH & Statewide Services	<p>Please arrange for permanent advertising of position</p> <p>Personal Information (636)</p> <p>creating a 1.0FTE vacancy in this position. We would like to advertise to recruit to fill the role permanently.</p> <p>b. The service will be severely impacted if there are vacancies left unfilled in this position</p> <p>c. There are no other alternatives - casuals are already in high usage in this area</p> <p>d. This request is within the allocated budget and FTE allowance</p>					appoint permanent ***** (Recruitment Approval Process)*****
1130315	Registered Nurse - Child and Family Health Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	CMHW - Tasmanian Health Services	<p>Request to advertise 5 permanent and 3 FTE fixed term until 30/06/2025</p> <p>a) CHAPS South has 0.5 permanent and 3.0 fixed term vacant FTE on the establishment under position number</p> <p>Request approval to advertise multiple vacant permanent and fixed term FTE 7/7 & P/T against P to assist with ongoing staff shortages. Fixed term FTE vacant until 30/06/2025 due to recent ANUM South recruitment 7/7: 1122339</p> <p>b) If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHAPS may not be met within appropriate timeframes.</p> <p>c) CHAPS have attempted to recruit CHNS State-wide with minimal successful applicants leaving unfilled FTE against the establishment. This role is essential for provision of frontline delivery of clinical services and if not filled the CHAPS will not be able to meet delivery of clinical services, impacting on clinical needs of the client population. There is a corporate risk related to operational safety and industry risk. These roles are critical to filling the roster.</p> <p>d) This will not cause an increase in FTE above the ABE.</p> <p>e. N/A.</p>	<p>If unable to fill vacant FTE then service delivery is impacted. Client appointments are cancelled and wait list times are extended. The key performance indicators for CHAPS may not be met within appropriate timeframes.</p> <p>559010 - Child Health Parenting and Admin South</p> <p>All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2025 01 Latest Pay Actual Paid FTE (2025 01) 42.41</p> <p>Funded FTE (effective 13-Oct-2023) 46.28 YTD Average Paid FTE 42.41 Business Information (638) YTD Average Paid Overtime FTE -</p>				appoint permanent ***** (Recruitment Approval Process)*****
1129146	Food Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Hospitals SH - Hospital Support Servs	<p>Compliant - additional FTE for ad on 1126089 RM.</p> <p>A. Position is currently vacant. Personal Information (630)</p> <p>B. Delays in delivery of meals to patients. Each staff member is assigned ward(s) to deliver and collect breakfast, morning/afternoon tea, and lunch. Increased costs associated with the employment of casual staff and increased overtime/sick leave</p> <p>C. Escalation plan has been devised for the shortfall of meal delivery FSO's below: Fill with casuals, if not available... Loss of 1. Fill with supervisor - will result in no quality checks, delays to ordering, disruption to staff rostering and delays in ability to provide late order dietary requirements. Loss of 2. Functions will not be provided for and the closure of the store window impacting on grocery items provided to wards. Loss of 3. Staff taken from Café, resulting to closure of applicable services in Café (a loss of 3 Café staff, will result in the full closure of the staff Café). Any further - All the above plus DPM and OPU will need to pick up and deliver their own meal delivery rods. This will further escalate to other non-resourced wards needing to deliver their own meals.</p> <p>D. N/A.</p>					appoint permanent ***** (Recruitment Approval Process)*****
1129903	GP Registrar/Rural Generalist Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Hospitals SH - OOT Exec Dir of Meds	<p>1. Request to fulfill 0.42fte (32hpf) from the GP Registrar/Rural Generalist Registrar campaign on tracker 1122879. Selection report is awaiting delegate sign off.</p> <p>2. Establishment of positions as per the Commonwealth FFA Agreement for Single Employer Model</p> <p>3. This is a new job card to replace the resigned registrar.</p> <p>4. There are considerable pressures in General Practice for workforce and the thought of this not going through is of great concern. Everyday increases in need in the community and employment barriers that appear from the outside to have little cause. (even if from the inside the barriers are large) will affect the evaluation of the SEM program.</p>	<p>This is a commonwealth funded project</p>				appoint fixed-term ***** (Recruitment Approval Process)*****
1130504	Allied Health Professional - Lead Practitioner	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	CMHW - MH & Statewide Services	<p>a) This is a new position, part of the CAMHS Reform request to advertise permanent vacancy</p> <p>b) This is a senior clinical position in a highly specialised team providing therapy to children and young people who are vulnerable, have experienced trauma and are at risk of harm. This position will also be providing leadership and supervision to members of the small team. The risk of not advertising/recruiting is that the Out of Home Care program in the NW will not be able to be established.</p> <p>c) Given the specialisation of the role and the size of the team (3 clinicians), this role cannot be filled by others and is essential for achieving the goals of the CAMHS reform.</p> <p>d) within ABE</p>	<p>This is a new senior role as part of the CAMHS reform. This position is a senior clinical position in the out of home care team, working with vulnerable children and young people who have experienced trauma, are case managed by child safety services and are living outside the family home, and are at increased risk of poor mental health outcomes. This position is essential in supporting and supervising the team working with small case loads.</p>				appoint permanent ***** (Recruitment Approval Process)*****
1130502	Clinical Nurse Consultant - Lead Practitioner	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - MH & Statewide Services	<p>a) This is a new position, part of the CAMHS Reform request to advertise permanent vacancy</p> <p>b) This is a senior clinical position in a highly specialised team providing therapy to children and young people who are vulnerable, have experienced trauma and are at risk of harm. This position will also be providing leadership and supervision to members of the small team. The risk of not advertising/recruiting is that the Out of Home Care program in the NW will not be able to be established.</p> <p>c) Given the specialisation of the role and the size of the team (3 clinicians), this role cannot be filled by others and is essential for achieving the goals of the CAMHS reform.</p> <p>d) within ABE</p>	<p>This is a new senior role as part of the CAMHS reform. This position is a senior clinical position in the out of home care team, working with vulnerable children and young people who have experienced trauma, are case managed by child safety services and are living outside the family home, and are at increased risk of poor mental health outcomes. This position is essential in supporting and supervising the team working with small case loads.</p>				appoint permanent ***** (Recruitment Approval Process)*****
1130168	Registrar	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	<p>Due to the vacancy of several registrar positions, the Department of Medicine wish to appoint</p>	<p>This position is established and funded at 1.0FTE THS PF 2023-24 - HN.</p> <p>Recruitment will decrease the locum cost.</p> <p>N21010 - Medical Staff - Dept of Medicine All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 30.12 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.61 Business Information (630) YTD Average Paid Overtime FTE 1.81 YTD Average Paid Call Backs FTE 0.76 YTD Sick Leave Average FTE 0.88 YTD Annual Leave Average FTE 2.78 YTD Maternity Leave Average FTE 0.76 YTD LSL Average FTE 0.21</p>	APPROVED	APPROVED		appoint fixed-term from Employment Register ***** (Recruitment Approval Process)*****
1129414	Registrar (Accredited) Nephrology	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	Launceston General Hospital	<p>Recruitment for 2025 Advanced Trainee in Nephrology: Launceston General Hospital is part of the Victoria Tasmania Match for advanced training in nephrology. Dr Anita Sridharan has been selected as the successful applicant.</p>	<p>This position is funded and established - THS PF 2023-24 HN</p> <p>Unlike Surgery and WACS where the respective college entered into an agreement with hospital sites for clinical trainees (registrars) to rotate. The RACP does not operate in this way. Instead all applicants for advanced trainees are reviewed/assessed where applicants are ranked by merit for their preferred training site for the 12-month period.</p> <p>Relocation costs are applied the same as those on a rotation, that is accommodation during the term of the 12-month contract.</p> <p>N23094 - Renal Dialysis - Administration All Award Classifications All Project Codes</p> <p>Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26</p>				appoint fixed-term ***** (Recruitment Approval Process)*****

112993	Registrar - STP Advanced Trainee	Medical Practitioners Agreement 2022, Medical Practitioner Level 5-11 (Registrar)	North West Regional Hospital	Personal Information (s36)	W10770 - Medical - Medicine W20770 - Medical - Medicine All Award Classifications 4619 - Training More Specialists - RACP Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 1.12 Funded FTE (effective 13-Oct-2023)- YTD Average Paid FTE 0.31 Business Information (s36) YTD Average Paid Overtime FTE 0.08 YTD Average Paid Call Backs FTE - Agreed NHPD for Unit NHPD Average to Last Pay YTD S&L Leave Average FTE - YTD Annual Leave Average FTE 0.01 YTD Maternity Leave Average FTE - YTD S&L Average FTE - YTD Other Leave Average FTE -					appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
112907	Emergency Medical Dispatcher	Ambulance Tasmania Award, Emergency Medical Dispatcher	CMHW - Ambulance Tasmania	Subsequent Permanent & Fixed-term appointments from recruitment process #1120546, attached on Multi FTE Spreadsheet. Applicant names to be advised. Personal Information (s36) Personal Information (s36) Personal Information (s36) Personal Information (s36) Personal Information (s36)						appoint fixed-term ***** (Recruitment Approval Process)*****
112920	Attendant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Please approve an additional 76 hrs fixed term for 6 months commencing 13 Oct 2023 on tracker 112325 to cover Personal Information (s36) Personal Information (s36) We are experiencing short falls in our roster to safely staff the unit in line with WHS standards. Currently backfilling with casual employment. If this was not to be filled, we continue to run the risk of unsafe ancillary staffing levels. Corporate risk is not being able to provide safe service to our patients and an increased potential for workers compensation claims. Attendants are critical to running efficiently and supporting our nursing staff to provide safe, equitable care to our patients in the operating theatre. They do this by engaging in stock control, gas management, movement of equipment and patient beds, plus assisting complex patient positioning on the operating table, and upholding infection control standards. The paid FTE will increase as there will be two people being paid in the same position number.	W23771 - Nursing - Operating Theatre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 50.81 Funded FTE (effective 13-Oct-2023) 40.30 YTD Average Paid FTE 53.02 Business Information (s36) YTD Average Paid Overtime FTE 0.99	APPROVED		How are we getting back to sustainable budget.		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
113006	Flight Paramedic - Rotary Wing	Ambulance Tasmania Award, Flight Paramedic	CMHW - Ambulance Tasmania	Personal Information (s36)		QUERY	Pls Can we see the full picture/org structure across these 3 flight paramedic roles	Sent to Emily Byers 02/08		appoint permanent ***** (Recruitment Approval Process)*****
112920	Flight Paramedic - Rotary Wing	Ambulance Tasmania Award, Flight Paramedic	CMHW - Ambulance Tasmania	Personal Information (s36)		QUERY	Pls Can we see the full picture/org structure across these 3 flight paramedic roles	Query from VC sent on tracker 1130086 as it was a request for the same information.		appoint permanent ***** (Recruitment Approval Process)*****
112920	Flight Paramedic - Fixed Wing	Ambulance Tasmania Award, Flight Paramedic	CMHW - Ambulance Tasmania	Personal Information (s36)		QUERY	Pls Can we see the full picture/org structure across these 3 flight paramedic roles	Query from VC sent on tracker 1130086 as it was a request for the same information.		appoint permanent ***** (Recruitment Approval Process)*****
112914	Environmental Cleaner	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Launceston General Hospital	Personal Information (s36) 2.Gaps in roster will need to be filled with casual positions 3. Terminal cleaning unable to be completed in a timely manner. Insufficient resources to undertake COVID-19 related terminal cleaning requirements. Increased bed block. Ongoing risk of multi resistant organism (MRO) endemicity at LGH with associated patient colonisation and infection. Increasing colonisation pressure with existing state-wide growth in MRO isolates. Increased rates of notifiable disease (e.g. VRE, CPE), preventable clinical outcomes and antibiotic resistant infections. 4. Risks of healthcare associated infection KPIs, internal and external public reporting of HAI data (e.g. MRO acquisition and attribution reported publicly, cleaning effectiveness reported locally and at state level) 5. This is a permanently funded existing position 6. Yes	N55929 - Infection Control Latest Pay Actual Paid FTE (2024 26) 18.48 Funded FTE (effective 13-Oct-2023) 12.71 YTD Average Paid FTE 19.38 Business Information (s36) YTD Average Paid Overtime FTE 0.36 YTD Average Paid Call Backs FTE 0.01	APPROVED	APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.			appoint permanent ***** (Recruitment Approval Process)*****
112914	Environmental Cleaner	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Launceston General Hospital	Personal Information (s36) 2.Gaps in roster will need to be filled with casual positions 3. Terminal cleaning unable to be completed in a timely manner. Insufficient resources to undertake COVID-19 related terminal cleaning requirements. Increased bed block. Ongoing risk of multi resistant organism (MRO) endemicity at LGH with associated patient colonisation and infection. Increasing colonisation pressure with existing state-wide growth in MRO isolates. Increased rates of notifiable disease (e.g. VRE, CPE), preventable clinical outcomes and antibiotic resistant infections. 4. Risks of healthcare associated infection KPIs, internal and external public reporting of HAI data (e.g. MRO acquisition and attribution reported publicly, cleaning effectiveness reported locally and at state level) 5. This is a permanently funded existing position 6. Yes	N55929 - Infection Control Latest Pay Actual Paid FTE (2024 26) 18.48 Funded FTE (effective 13-Oct-2023) 12.71 YTD Average Paid FTE 19.38 Business Information (s36) YTD Average Paid Overtime FTE 0.36 YTD Average Paid Call Backs FTE 0.01	APPROVED	APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.			appoint permanent ***** (Recruitment Approval Process)*****
112914	Environmental Cleaner Pool & Casual Relief	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Launceston General Hospital	1. Advertise for casuals appointed a 12 month fixed term contract. Reduction in available casual staff due to alternate work - unable to fill shifts for sick leave etc. 2. Unable to supply staff to cover unexpected leave 3. Terminal cleaning unable to be completed in a timely manner. Insufficient resources to undertake COVID-19 related terminal cleaning requirements. Increased bed block. Ongoing risk of multi resistant organism (MRO) endemicity at LGH with associated patient colonisation and infection. Increasing colonisation pressure with existing state-wide growth in MRO isolates. Increased rates of notifiable disease (e.g. VRE, CPE), preventable clinical outcomes and antibiotic resistant infections. 4. Risks of healthcare associated infection KPIs, internal and external public reporting of HAI data (e.g. MRO acquisition and attribution reported publicly, cleaning effectiveness reported locally and at state level) 5. Yes / No 6. Yes	N55929 - Infection Control Latest Pay Actual Paid FTE (2024 26) 18.48 Funded FTE (effective 13-Oct-2023) 12.71 YTD Average Paid FTE 19.38 Business Information (s36) YTD Average Paid Overtime FTE 0.36 YTD Average Paid Call Backs FTE 0.01	APPROVED	APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.			appoint fixed-term ***** (Recruitment Approval Process)*****
112913	Environmental Cleaner	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Launceston General Hospital	2.Gaps in roster will need to be filled with casual positions 3. Terminal cleaning unable to be completed in a timely manner. Insufficient resources to undertake COVID-19 related terminal cleaning requirements. Increased bed block. Ongoing risk of multi resistant organism (MRO) endemicity at LGH with associated patient colonisation and infection. Increasing colonisation pressure with existing state-wide growth in MRO isolates. Increased rates of notifiable disease (e.g. VRE, CPE), preventable clinical outcomes and antibiotic resistant infections. 4. Risks of healthcare associated infection KPIs, internal and external public reporting of HAI data (e.g. MRO acquisition and attribution reported publicly, cleaning effectiveness reported locally and at state level) 5. This is a permanently funded existing position 6. Yes	N55929 - Infection Control Latest Pay Actual Paid FTE (2024 26) 18.48 Funded FTE (effective 13-Oct-2023) 12.71 YTD Average Paid FTE 19.38 Business Information (s36) YTD Average Paid Overtime FTE 0.36 YTD Average Paid Call Backs FTE 0.01	APPROVED	APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.			appoint permanent ***** (Recruitment Approval Process)*****
113007	Cook	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Primary Health North	Advertise these hours permanently to ensure Flinders Island has its required level of Cooks to undertake meal preparation and service at this site (noting this district hospital has residential aged care, day centre and inpatients for catering). Hours became vacant due to Adriana SACMIAS permanent reduction in hours from 6/8fn to 8/8fn as she has secured other employment outside of the DOI. This leaves a significant deficit and one that cannot rely on the only other one permanent cook or the casual cooks to fill. Flinders has 1 x cook per day, 7 days per week so no capacity to reduce further. Filling this role enables a fully functioning service across the kitchen and meal delivery. If these hours are not filled, Flinders Island risks not being able to provide meals to patients and residents.	Flinders Island risks not being able to provide meals to residents and patients if this request is not approved. Cost Centre N72041 - Flinders Island MKP Affordable Budget Establishment (ABE) FTE 28.43 YTD Average Paid FTE 26.12 (PP26) Business Information (s36) YTD Average Paid Overtime FTE 0.26 YTD Average Paid Call Backs FTE 0.14 Comments Within budget and ABE YTD, noting this site has a high reliance on agency nurses, changes to Commonwealth residential aged care funding have been to the benefit of Flinders Island with the utilisation of some of that increased funding being delayed due to lead time to get positions posted and minor capital works projects completed.					appoint permanent ***** (Recruitment Approval Process)*****
113002	Cst Technician	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Launceston General Hospital	Advertise to appoint permanently commencing ASAP @16hpf. Vacancy created from retirement Personal Information (s36) Please proceed to enable remaining FTE 0.21 to be filled (16hpf) Note SoD to be updated to include WWVP (in progress).	Full service delivery in Ortho Clinic requires the Plaster Technician.					appoint permanent ***** (Recruitment Approval Process)*****

1129818	Staff Specialist - General Medicine/Acute Care Services	Medical Practitioners Agreement 2022: Specialist Medical Practitioner Level 1-11	Launceston General Hospital	Creation of new position due to decrease in hours request to advertise	This position was created via an approved FTE comprising vacant fractional funded and established FTE. The position has a patient facing function, with a desirable requirement in stroke. The position supports a on call roster, patient care and patient flow, but also has a role with supervision of junior BPT Registrars and BPT RMOs when on shift. NZ1010 - Medical Staff - Department of Medicine All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 30.12 Funded FTE (effective 13-Oct-2023) 48.04 YTD Average Paid FTE 34.61 Business Information (s.36)	QUERY	Description doesn't make sense. Which other job has reduced their hours? Why are we asking for a 1.0 FTE if there has been a reduction?	I am responding on behalf of the Dept. of Medicine as the Business Manager for Dr Lee-Archer, A/Director of Medicine. The position is substantially vacant at 1.0FTE, and advertising is essential to reduce long term locum costs. The wording "creation of new position due to decrease in hours" may have caused confusion for the Vacancy Committee.	How are we getting back to sustainable budget.	appoint permanent ***** (Recruitment Approval Process)*****
113028	Food Service Assistant (Casual/Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	North West Regional Hospital	Seeking approval to advertise and appoint multiple casuals (permanent advertising process on tracker 1130280) 1. Why has this vacancy occurred or been created? We currently have the majority of casual pool backfilling fixed term positions whilst staff are on long term leave leaving the casual pool at a minimum to cover additional shifts. 2. What is the clinical risk of not filling the position? Inability to fill the roster and meet patient needs. Reduction in services. Minimum ability to meet daily requirements. Inability to meet additional needs and requests. 3. What is the corporate risk of not filling the position? Industrial action. Loss of staff - the department has previously experienced high staff turnover. Adding additional pressures has previously resulted in this. Increase on overtime. Inability to fill roster. 4. Will paid FTE increase? (The answer will be yes unless the position is funded and vacant) 5. How is the role critical to filling the roster? In addition to Winter Bed Management - minimal casual pool doesn't allow for bucketed leave cover. Sick leave and additional leave requirements are made difficult to cover.	W20109 - Food Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 31.70 Funded FTE (effective 13-Oct-2023) 21.31 YTD Average Paid FTE 26.94 Business Information (s.36) YTD Average Paid Overtime FTE 0.65 YTD Average Paid Call Backs FTE 0.01					appoint fixed-term ***** (Recruitment Approval Process)*****
113010	Emergency Department Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	In response to the security review of emergency departments in Tasmania, the recommendation to have EDOs in all EDs as notified by the Secretary of Health. A minute is attached to T/A 1128099 as approved by the CHX for these positions to be implemented. The other 3 Major hospitals in the state have already implemented the position with MCH being the last to come on board. EDSOs will assist in the reduction of safety events promoting a safer environment for staff and patients. Their role in code blacks and attending aggressive patients will improve the safety of patients, visitors and employees within the hospital. 1) This vacancy was created due to the response to the safety and security review of the states EDs 2) The clinical impact of not filling this position will not address a major concern to reduce the risk of occupational violence towards staff, service delivery, decreased patient safety, with increased risk of adverse events. 3) The corporate impact is injuries to staff and patients carried out by aggressors if not de-escalated in a timely manner. This will lead to increasing workers compensation claims and likely industrial/union involvement. 4) This does increase the paid FTE. RB Approved due to	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 62.69 Funded FTE (effective 13-Oct-2023) 49.67 Business Information (s.36) YTD Average Paid Overtime FTE 2.79 YTD Average Paid Call Backs FTE - Agreed NHP/DP for Unit NHP/DP Average to Last Pay YTD S&K Leave Average FTE 4.10 YTD Annual Leave Average FTE 4.38 YTD Maternity Leave Average FTE 1.43	APPROVED			How are we getting back to sustainable budget.	appoint permanent ***** (Recruitment Approval Process)*****
113028	Emergency Department Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	In response to the security review of emergency departments in Tasmania, the recommendation to have EDOs in all EDs as notified by the Secretary of Health. A minute is attached to T/A 1128099 as approved by the CHX for these positions to be implemented. The other 3 Major hospitals in the state have already implemented the position with MCH being the last to come on board. EDSOs will assist in the reduction of safety events promoting a safer environment for staff and patients. Their role in code blacks and attending aggressive patients will improve the safety of patients, visitors and employees within the hospital. 1) This vacancy was created due to the response to the safety and security review of the states EDs 2) The clinical impact of not filling this position will not address a major concern to reduce the risk of occupational violence towards staff, service delivery, decreased patient safety, with increased risk of adverse events. 3) The corporate impact is injuries to staff and patients carried out by aggressors if not de-escalated in a timely manner. This will lead to increasing workers compensation claims and likely industrial/union involvement. 4) This does increase the paid FTE. RB Approved due to	W13572 - Nursing - ED All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 52.17 Funded FTE (effective 13-Oct-2023) 48.11 YTD Average Paid FTE 50.23 Business Information (s.36) YTD Average Paid Overtime FTE 1.61	APPROVED			How are we getting back to sustainable budget.	appoint permanent ***** (Recruitment Approval Process)*****
1130104	Clinical Nurse Specialist - Clinical Trials	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals Sth - Medical & Cancer Servs	Please advertise permanently. This position is vital to the running and efficient timely service of the clinical trials unit for patients of Tasmania requiring Oncology and Haematology Services/treatment. We have many trials open with many patients being seen and accessing trials within Southern and greater Tasmania. We are a self-funded unit and require these positions to support patient and staff and to ensure our retention and knowledge within the unit.	Personal Information (s.36)					appoint permanent ***** (Recruitment Approval Process)*****
1130120	Nurse Unit Manager (NUM) - Department of Medical Imaging	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7a	Hospitals Sth - CCC&I	This is a request to advertise the position permanently. b) There is a clinical impact, the NUM provides leadership and management to the nursing staff in DMI and works with the H&O DMI and Operations Manager to support day to day operations for both inpatients and outpatients. There is a corporate impact as the NUM is responsible for managing the allocated human, material and financial resources for service delivery within DMI, which includes the on-call roster for the state-wide interventional and neuro-interventional service. c) There are no appropriate alternatives to filling this role. d) There will be no increase to the paid FTE.	Personal Information (s.36)					appoint permanent ***** (Recruitment Approval Process)*****
1130133	CNC - Bone Marrow Transplant	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - Medical & Cancer Servs	This leaves this permanent position vacant of 32 hours per fortnight, from the 25th July. This position is vital to the Bone Marrow Transplant service of Tasmania as it coordinates the care statewide for Tasmanian patients requiring Bone Marrow Transplant.	Personal Information (s.36)					appoint permanent ***** (Recruitment Approval Process)*****
1130243	Clinical Nurse Consultant - Haemodialysis Vascular Access	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - Medical & Cancer Servs	a) Unable to permanently recruit Haemodialysis vascular access position since [redacted] have managed to fix term backfill but requires permanent post. b) This role is specific to Renal Vascular Access and is therefore a specialised position within a specialised service. It is critical that staff are moved into these positions in a timely manner to prevent any lag time between contracts and to ensure patient safety and ongoing management is maintained. c) Not filling this role will negatively impact on the Renal Unit's ability to provide efficient and safe patient care particularly to our dialysis cohort. Vascular access is an important area within the Renal Unit to ensure patients' lifeline is functioning.	Personal Information (s.36)					appoint permanent ***** (Recruitment Approval Process)*****
1129760	Clinical Nurse Consultant - Standards of Practice	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals Sth - OOT Exec Dir of N&M	Compliant - request to advertise fixed term vacancy RM Substantive employee Terri Cooper has been seconded for 12 months commencing 05 August 2024 to Clinical Nurse Consultant (CNC) Diagnostic Breast Imaging Position Number [redacted]		Query 22/7	VC has asked for a review of structure of Hospitals South EDMS? Review needs to be completed before this is considered further.	People Connect waiting on further info from Dave		appoint fixed-term ***** (Recruitment Approval Process)*****
1129509	Emergency Department Triage Desk (Casual/Relief)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	North West Regional Hospital	Personal Information (s.36) See notes re assist AP 1. This vacancy is to fill staffing gaps for sick/annual leave to ensure shift coverage at all times 2. The clinical impact of not filling this position is not being able to fill rostered triage desk shifts leading to a reduction in service delivery 3. The corporate impact is potential increased double shifts and overtime and staff burnout/absenteeism 4. Filling this role does not increase the paid FTE 5. This position is critical to maintain service delivery and provide patient care	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 62.69 Funded FTE (effective 13-Oct-2023) 49.67 YTD Average Paid FTE 61.12 Business Information (s.36) YTD Average Paid Overtime FTE 2.79 YTD Average Paid Call Backs FTE -	APPROVED	Should not be on the report as the request appoint a current employee to casual hours. Not to advertise or appoint from previous selection process	How are we getting back to sustainable budget.	appoint fixed-term ***** (Recruitment Approval Process)*****	
1130320	Clinical Nurse Consultant - Clinical Service Integration	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	CMHW - Tasmanian Health Services	Request to advertise permanent vacancy, role has been filled on a fixed term basis whilst review of the SOD has been undertaken. a) Request approval to advertise 1.0 permanent FTE against Clinical Nurse Consultant - Informatics Lead position [redacted] SOD review was announced through DPE 17/11/2024. b) This position is required to support the CHAPS Nursing Director to progress key policy planning, engagement, collaboration, cross government and national meeting preparation and actions. It is key to the progression of an aggressive work program in order to ensure CHAPS is strategically engaged and able to deliver on current operational commitments, along with uplift projects and funded commitments. c) CHAPS request to temporarily back-fill for 6 months rather than advertise permanently to allow the appropriate time to evaluate and review the position's SOD post the implementation of the new CHAPS Model of Care. Backfilling the position ensures appropriate support for the progression of CHAPS Strategic planning, the proposed Model of Care, a Sustained Home Visiting service as outlined in the Tasmanian Child and Youth Wellbeing	W23572 - Nursing - Emergency Department All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 9.08 Funded FTE (effective 13-Oct-2023) 8.04 YTD Average Paid FTE 9.05 Business Information (s.36)					appoint permanent ***** (Recruitment Approval Process)*****
1130314	CSD Technician	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	This position has not been refilled since becoming vacant. CSD does not have any leave of any description included in the establishment. This is not sustainable	W20039 - Nursing - Central Sterilising Department All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 9.08 Funded FTE (effective 13-Oct-2023) 8.04 YTD Average Paid FTE 9.05 Business Information (s.36)					appoint fixed-term ***** (Recruitment Approval Process)*****

112896	Clinical Coordinator Community Nursing	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North	Personal Information (S36)	Cost Centre N74383 - Community Nursing Launceston all project codes including the ComRRS project (project code 1486) Affordable Budget Establishment (ABE) FTE 40.39 YTD Average Paid FTE 46.73 (P926) Personal Information (S36)	APPROVED			How are we getting back to sustainable budget.	appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****	
112996	Nurse Unit Manager (NUM) Day Procedure Unit	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 7b	Launceston General Hospital	EOI for fixed term appointment for the period 08/09/2024 to 09/03/2025 for shift to cover	Yes - full time NUM is critical to the management of DPU.	NOT APPROVED	Not approved. 4 hours per fortnight.			appoint fixed-term ***** (Recruitment Approval Process)*****	
112897	Clinical Nurse Educator	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals SH - OOT Exec Dir of N&M	Compliant - request to advertise fixed term vacancy RM Personal Information (S36)						appoint fixed-term ***** (Recruitment Approval Process)*****	
112964	Senior Project Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	CMHW - MH & Statewide Services	Personal Information (S36)						appoint fixed-term ***** (Recruitment Approval Process)*****	
113007	Project Support Officer OPMHS	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	CMHW - MH & Statewide Services	a. This is a newly created position. b. This position is vital to the ongoing project management for OPMHS c. There are no other suitable options to fill this position at this time. d. Filling this position as requested will remain within the allocated budget.		QUERY 30/7/2024	Program has been underway for 2 years - why is an extra person needed now.	Sent to Sharmayne Batt 02/08		appoint fixed-term ***** (Recruitment Approval Process)*****	
113006	Data and Information Management Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - Public Health Services	Personal Information (S36)	Request to advertising resulting fixed term vacancy					appoint fixed-term ***** (Recruitment Approval Process)*****	
113002	Coordinator - Patient Travel Assistance Scheme (PTAS)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	CMHW - Tasmanian Health Services	PTAS previously had one Coordinator for N/NW (position still vacant) however after the independent review and additional workload approval was granted from the secretary to fill the positions fixed term for two years - (Minute- attached in notes section.)	Service Delivery will be impacted. Flight and accommodation bookings will not be able to be undertaken and reimbursements will be delayed. The service also reviews interstate requests to determine if they can be done intrastate therefore saving the hospital's significant travel costs. Overtime will be required if the position is not filled. Approval was given from the secretary to fill the positions fixed term for two years.	APPROVED	APPROVED.	Role is based in the North	appoint fixed-term ***** (Recruitment Approval Process)*****		
113002	Coordinator - Patient Travel Assistance Scheme (PTAS)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	CMHW - Tasmanian Health Services	PTAS previously had one Coordinator for N/NW (position still vacant) however after the independent review and additional workload approval was granted from the secretary to fill the positions fixed term for two years - (Minute- attached in notes section.)	Service Delivery will be impacted. Flight and accommodation bookings will not be able to be undertaken and reimbursements will be delayed. The service also reviews interstate requests to determine if they can be done intrastate therefore saving the hospital's significant travel costs. Overtime will be required if the position is not filled. Approval was given from the secretary to fill the positions fixed term for two years.	QUERY	Is this a duplicate of above.	Update 31/7 EC - Role is based in the North - West - approved job card, 1130022 is based in the North - PTAS previously had one Coordinator for N/NW (position still vacant) however after the independent review and additional workload approval was granted from the secretary to fill the positions fixed term for two years.	appoint fixed-term ***** (Recruitment Approval Process)*****		
112916	Clinical Nurse Educator	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals SH - OOT Exec Dir of N&M	Personal Information (S36)						appoint fixed-term ***** (Recruitment Approval Process)*****	
112844	Administrative Officer - Tasmanian Clinical Genetics Service	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals SH - WACS	Personal Information (S36)	Request to advertise 3 FTE, band 3 permanent for that position (to increase by 0.2 FTE). Requesting permanent 1.0 FTE made up of: 0.8 FTE from position no. [redacted] 0.2 FTE from position no. [redacted] PTVE in progress to merge FTE into position no. [redacted] via transfer 112968 Financially low risk for Genetics and sustainable given the other vacancies so should have no financial implication for the department expenditure.	QUERY	Redeployment option? PIs consider, if no redeploye available, then approve.	Case Management to advise		appoint permanent ***** (Recruitment Approval Process)*****	
112922	Manager - Environmental Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	Hospitals SH - Hospital Support Serv	Compliant - request to advertise permanent vacancy RM Personal Information (S36)	Position essential for the management of Environmental Services which has approximately 250 staff members to manage					appoint permanent ***** (Recruitment Approval Process)*****	
112982	Manager Administration Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	Hospitals & Primary Care - Hospitals SH	Seek to advertise permanent vacancy. This vacant position was recently moved from the Office of the CHS to IOC to manage the services that will transition to IOC from HIMS (ED clerks, Admissions, Ward Clerks). PTVE (112992) submitted to update SOO as reporting lines and selection criteria were out of date. Position is essential for leading the strategic and operational changes that will occur with embedding administrative services into IOC. Position is funded. Will consider using existing staff on redeployment list (dependent upon suitability assessment) otherwise will advertise.		QUERY	Pis consider redeployee list first, or what is in CE Hospitals South office for redeployment.	Recruitment have followed up with CM to see if there is anyone suitable on the list.		appoint permanent ***** (Recruitment Approval Process)*****	
113002	Supervisor (Environmental Services)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Hospitals SH - Hospital Support Serv	Personal Information (S36)	have been filled with fixed term appointments Required to advertise 2 x permanent fully rotational shift work and 0.7 permanent fully rotational shift work Supervisors. Band 3 - 76 hrs fully rotational shift work Band 3 - 76 hrs fully rotational shift work Band 3 - 52.5 hrs fully rotational shift work This recruitment process would be to advertise for all the above positions at the same time (multiple process) Environmental Services operate 24/7 within the RHH and have 200 cleaning staff to support and supervise. With this structure it is required to fill these positions on a permanent basis to alleviate the pressures of being able to cover unforeseen leave amongst this small team easier, maintain mandatory training and Standard Operating Procedures for our staff to ensure to not impact accreditation along with the most important of all the expected service standards for our patients. There are often times that staff are not supervised due to the workload of day-to-day activities of rostering, marning the phone, allocating duties, preparing and coordinating paperwork such as OT, leave etc. With this limited supervision causes constant feedback from wards of staff						appoint permanent ***** (Recruitment Approval Process)*****
113010	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals SH - SAACCS	Requesting to advertise this vacant position permanently commencing asap. Position currently unoccupied and vacant in the establishment. Require filling this position to enable completion roster gaps and provide a leadership role.		QUERY	We are due to be out of this program by January. Shouldn't be advertised permanently. Do EOI for 6 months, or Cant we do it via HDA?	Sent to Alison Eaton 02/08		appoint permanent ***** (Recruitment Approval Process)*****	
113028	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Hospitals SH - SAACCS	Requesting to advertise 0.9fte (68.4hpf) commencing asap. This position is a result of a recently approved PTVE (tracker 1129743) which created this position using some of the 0.3-4 nursing fte to provide senior support to nursing staff and support to the NUM at NNDH, therefore not currently filled, no other options available other than advertising. Decision of TIC Statewide conciliation meeting to advertise ANUM positions in District Hospital to meet EBA requirements						appoint permanent ***** (Recruitment Approval Process)*****	
112910	Clinical Nurse Educator	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals SH - OOT Exec Dir of N&M	Compliant - request to advertise permanent vacancy RM Personal Information (S36)		Query 22/7	Dineah to please contact Dale to discuss	Emailed to Dineah 01/08		appoint permanent ***** (Recruitment Approval Process)*****	

1130279	Clinical Documentation Specialist	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	HPC - Health Information Mgmt Service	<p>a) Request to advertise multiple vacant FTE.</p> <ul style="list-style-type: none"> Clinical Documentation Specialist (Permanent day worker 76 hours per fortnight) Clinical Documentation Specialist (Permanent day worker 64.4 hours per fortnight) Clinical Documentation Specialist roles are designed to support: <ul style="list-style-type: none"> Improvement of clinical documentation practices for the provision of safe care to patients, supporting compliance with National Safety and Quality Health Service standards Quality documentation that results in trustworthy, available, reliable data and information for clinical coding, decision making, funding and service planning Identification, development, communication, and implementation of clinical documentation quality strategies across Hospitals North/North West and Hospitals South, in partnership with the clinical coding management team, clinical and other hospital staff Development and maintenance of clinical education resources to support high quality clinical documentation. <p>(i) These are new positions, requiring advertising. No alternative options are available.</p> <p>(ii) Request is to advertise vacant FTE.</p>						appoint permanent *****(Recruitment Approval Process)****
1130438	Executive Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	North West Regional Hospital	<p>Advertise permanently appoint</p> <p>Personal Information (s36)</p> <p>This position is critical to fill as the Nursing Director of Operations role requires an Executive Assistant to help organise both their individual day to day calendar, as well as other areas within the hospital such as the various volunteer groups like the Auxiliary and the Chaplaincy.</p> <p>The Executive Assistant position is also critical to engage in the signing of documents on behalf of the Nursing Director of Operations.</p> <p>This position supports the Clinical streams by helping to implement ED recommendations, as well as implementations recommended by the Stated Group.</p> <p>This position is also responsible for the Minutes and agendas for various meetings, included but not limited to Clinical Practice, Staffing and COVID outbreak meetings.</p> <p>This position is involved in the creation and distribution of Ministerial's using the appropriate platforms (i.e Content Manager 20).</p>	W20139 - Hospital Management and Administration All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 3.03 Funded FTE (effective 13-Oct-2023) 3.10 YTD Average Paid FTE 2.82 Business Information (s38) YTD Average Paid Overtime FTE 0.01 YTD Average Paid Call Backs FTE 0.03					appoint permanent *****(Recruitment Approval Process)****
1130170	Supply Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 2	North West Regional Hospital	<p>This vacancy was created as part of this taken on the Burnie Maternity department from the Burnie Private Hospital which required the extra full-time position to manage the new inpatient ward. The workload required to support the maternity ward was significant and warranted a new full-time position to complete the daily tasks.</p>						appoint to vacancy using previous selection process *****(Recruitment Approval Process)****
1129940	Detoxification Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	CMHW - MH & Statewide Services	<p>Personal Information (s36)</p> <p>b) DOs are vital to the safe and effective delivery of care within the IPU and need to be covered on a rotational shift basis.</p> <p>c) There are no other options.</p> <p>d) Casual position - ad hoc increase in FTE utilisation and expenditure to backfill leave.</p>	Latest Pay Actual Paid FTE (2024 26) 21.65 Funded FTE (effective 13-Oct-2023) 21.34 YTD Average Paid FTE 21.83 Business Information (s38) YTD Average Paid Overtime FTE 1.20 YTD Average Paid Call Backs FTE -					appoint to vacancy using previous selection process *****(Recruitment Approval Process)****
1129660	Business Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Primary Health North West	<p>a) Why has this vacancy occurred or been created? Personal Information (s36)</p> <p>b) What is the clinical risk of not filling the position? NA - not a clinical role</p> <p>c) What is the corporate risk of not filling the position? This role is responsible for monthly reporting of data to the Commonwealth with the minimum data set (MDS) for Commonwealth Home Support Programme (CHSP). This role is responsible for ensuring that the data for CHSP reporting in IPM is accurate and complete and works with the sites who deliver the CHSP services to understand the contract, their funding, activity requirements and the reporting of that to the Commonwealth. This position will prepare the CHSP financial acquittal. This role will work with home care packages (HCP) that are commonwealth funded and be responsible for the oversight of this service that the THS have on the West Coast. The impacts of not filling the position is that the data will not be completed and</p>		30-Jul	APPROVED - Duplicate Job Cards.			appoint fixed-term *****(Recruitment Approval Process)****
1129660	Business Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Primary Health North West	<p>a) Why has this vacancy occurred or been created? Personal Information (s36)</p> <p>b) What is the clinical risk of not filling the position? NA - not a clinical role</p> <p>c) What is the corporate risk of not filling the position? This role is responsible for monthly reporting of data to the Commonwealth with the minimum data set (MDS) for Commonwealth Home Support Programme (CHSP). This role is responsible for ensuring that the data for CHSP reporting in IPM is accurate and complete and works with the sites who deliver the CHSP services to understand the contract, their funding, activity requirements and the reporting of that to the Commonwealth. This position will prepare the CHSP financial acquittal. This role will work with home care packages (HCP) that are commonwealth funded and be responsible for the oversight of this service that the THS have on the West Coast. The impacts of not filling the position is that the data will not be completed and</p>		30-Jul	APPROVED - Duplicate Job Cards.			appoint fixed-term *****(Recruitment Approval Process)****
1130234	Business Operations Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	CMHW - Tasmanian Health Services	<p>a) This is a new position for OHS northern region.</p> <p>b) This position is required to be filled to support the Area Manager and the northern management team with administrative functions such as management of safety events, auditing, complaints management, human resource functions such as recruitment and onboarding, and assist with general operational organisation.</p> <p>c) There are no other options for filling this position.</p> <p>d) This is a new position therefore is an additional FTE however is fully funded.</p>	S82000 - Oral Health - North Administration All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 8.47 Funded FTE (effective 13-Oct-2023) 8.44 YTD Average Paid FTE 8.88 Business Information (s38) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Agreed NhpPD for Unit N/A NhpPD Average to Last Pay N/A YTD Sick Leave Average FTE 0.64 YTD Annual Leave Average FTE 0.52 YTD Maternity Leave Average FTE - YTD LSL Average FTE 0.05	QUERY	Over budget, so how is it fully funded position? Please explain what is happening with the budget.	Sent to Kristy Haycroft 02/08		appoint permanent *****(Recruitment Approval Process)****
1129539	Team Leader - Outpatient Appointment Scheduling	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	HPC - Health Information Mgmt Service	<p>Personal Information (s36)</p> <p>The FTE advertised will be used to support the Paediatric Clinic not filling the FTE would leave Paeds without a team leader.</p> <p>The options considered were to increase the FTE available to support Paeds, unfortunately no solution is available to increase the FTE so this job remains for 0.2 FTE.</p> <p>No change to FTE.</p>			NOT APPROVED	NOT APPROVED.		appoint permanent *****(Recruitment Approval Process)****
1129985	Manager Contract Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 8	Infra - Commercial Services	<p>Personal Information (s36)</p> <p>his job card is to advertise the position for a permanent appointment.</p>						appoint permanent *****(Recruitment Approval Process)****
1130153	Team Leader - Ward Clerks	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	HPC - Health Information Mgmt Service	<p>Request to advertise permanent vacancy, position is currently vacant. To support and manage increased demand, improving overall function of the Hospitals South Ward Clerk team by delivering enhanced administrative and operational front-line staff service support, such as orientation, communication, direction, and engagement.</p> <p>This role enables improvements in training and staff competencies in all systems and processes. Providing leadership across hospital wards with a team of approx. 90 ward clerks, without support serviced delivery is compromised with impact to nursing and clinical teams, with all options considered and eliminated having no increase to FTE or establishment. (Refer to notes).</p>						appoint permanent *****(Recruitment Approval Process)****
1130210	Assistant Manager Payroll Services	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 7	P&C - People Services	<p>Personal Information (s36)</p>						appoint permanent *****(Recruitment Approval Process)****
1129135	Project Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	<p>Advertise to permanently appoint</p> <p>Personal Information (s36)</p>	N55919 - Administration - Nursing Services Latest Pay Actual Paid FTE (2024 26) 5.76 Funded FTE (effective 13-Oct-2023) 4.76 YTD Average Paid FTE 4.86 Business Information (s38) YTD Average Paid Overtime FTE 0.05 YTD Average Paid Call Backs FTE 0.01	QUERY	What projects is this role working on?	Detailed response provided in attached email.	appoint permanent *****(Recruitment Approval Process)****	
1130325	Executive Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	CMHW - Tasmanian Health Services	<p>The permanent employee Personal Information (s36) has been the successful applicant to a 12 month project officer role CMHW. Request to advertise vacancy. Backfill is required for this position to support the Executive Director - Community and Wellbeing (EDCW). Without this key role the ED CW would not be able to manage the number of teams, projects and other work related to role. The Executive support role is instrumental in managing workflow, diary, communication and in general increasing the ability of the ED CW to be more efficient and effective in achieving outcomes and focusing on key priorities for the role.</p> <p>Backfill is required for a 12 month period.</p>						appoint fixed-term *****(Recruitment Approval Process)****
1130035	Digital Health Systems Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	HICT - Digital Technology Services Group	<p>Personal Information (s36)</p> <p>I am seeking to back fill the position for a period of twelve months</p>						appoint fixed-term *****(Recruitment Approval Process)****

112026	Health Promotion Consultant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	Primary Health North	Advert - fixed term, full time ending 31/10/2026. 1) Proposed to advertise fixed term to cover substantive occupant's contract with Department of Health. 2) Position provides training and support to staff and management across all of primary health north with regard to activities to meet quality and safety requirements of the Aged Care and National Standards. It also provides health information analytics which support the provision of efficient value-based health care across the twelve Primary Health Sites, including targeted group work and preventative health activities. 3) Risk of non-compliance with Aged Care and National standards and inability to provide safe and effective service to clients in the community.	Risk of non-compliance with Aged Care and National standards and inability to provide safe and effective service to clients in the community. Affordable Budget Establishment (ABE) FTE 2.00 YTD Average Paid FTE 1.76 (PP26) Business Information (S 36) YTD Average Paid Overtime FTE - YTD Average Paid Call Backs FTE - Comments YTD within budget and FTE YTD.				appoint fixed-term *****(Recruitment Approval Process)****	
112990	Workplace Relations Consultant (Industrial Relations)	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 6	P&C - Workplace Relations	Personal Information (S36) Request to advertise resulting vacancy					appoint permanent *****(Recruitment Approval Process)****	
112974	Administration Office	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	North West Regional Hospital	Personal Information (S36) Corporate risk of not filling position - Clinical Director WAC left with no admin support Will paid FTE increase - No Is filling this critical to the roster - Yes	W10780 - Medical - Obstetrics and Gynaecology W20780 - Medical - Obstetrics and Gynaecology All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 8.02 Funded FTE (effective 13-Oct-2023) 17.91 YTD Average Paid FTE 13.87 Business Information (S 36) YTD Average Paid Overtime FTE 0.54 YTD Average Paid Call Backs FTE 1.08			appoint to vacancy using previous selection process *****(Recruitment Approval Process)****		
Outstanding Queries										
112937	Attendant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	North West Regional Hospital	Please approve this job card against 1123256 to subsequently appoint casual attendants We are experiencing short falls in our roster to safely staff the unit in line with WHS standards. Currently backfilling with casual employment. If this was not to be filled, we continue to run the risk of unsafe ancillary staffing levels. Corporate risk is not being able to provide safe service to our patients and an increased potential for workers compensation claims. Attendants are critical to running efficiently and supporting our nursing staff to provide safe, equitable care to our patients in the operating theatre. They do this by engaging in stock control, gas management, movement of equipment and patient beds, plus assisting complex patient positioning on the operating table, and upholding infection control standards. The paid FTE will not increase. This will be a casual position only, covering sick leave, annual leave and workers comp.	W23771 - Nursing - Operating Theatre All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 50.05 Funded FTE (effective 13-Oct-2023) 40.30 YTD Average Paid FTE 53.10 Business Information (S 36) YTD Average Paid Overtime FTE 0.97	Query 15/7	Query - Why are actual paid FTE at 50 but funded FTE at 40?		appoint fixed-term *****(Recruitment Approval Process)****	
112224	Regime Lead - Physiotherapy Services	Allied Health Professionals Public Sector (Tasmanian State Service) Award, Allied Health Professional Manager, level 5, Grade 4	Hospitals 5th - Allied Health Services	Compliant - Request to advertise PERM hours in etc. Please advertise position Personal Information (S36) This position is essential to the operational running of the largest Allied Health department in Hospitals, South	This position manages a service of around 160 staff, working across inpatient, outpatient and community services, including Commonwealth funded programs. The role provides clinical and operational governance for Physiotherapy Services ensuring that NSQHS, Aged Care and CHD standards are met. Duties are currently shared with other staff as appropriate.	Query	Query - Please advise on how you intend to manage the role until the end of the year. Update 22/7 - This role is critical to the running of the area. Can we advertise this on a fixed term basis which reviews the management structure to understand? - Current occupant has been in the role since Feb 2024 - can not be replaced without and advised process - comment from Beaman - request is for a whole of governance review for the South (including allied health of course) - The date is at the discretion of CEO as the commissioner of the review.		appoint permanent *****(Recruitment Approval Process)****	
112720	Research Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 4	Hospitals 5th - Medical & Cancer Servs	Compliant - Request to advertise permanent 1 FTE - 0.1 Please advertise for RN and RD to a total of 2 FTE linked with tracker number 1127710. Currently FTE empty 3.4 across both roles jointly 2.0 of which is permanent is empty, establishment total of 0.3 FTE allocated joint RN and RD. The clinical trials unit is a self-funded unit and RN's and RD's are essential for the running and to achieve continued funding and functioning of the unit and to ensure that oncology and haematology clinical trials can be delivered to the Tasmanian population. Recent resignation of Olive Schmitt from the RD role has created this position.	Joined 160 staff, working across inpatient, outpatient and community services, including Commonwealth funded programs. The role provides clinical and operational governance for Physiotherapy Services ensuring that NSQHS, Aged Care and CHD standards are met. Duties are currently shared with other staff as appropriate.	Query 15/7	QUERY - Please refer to Kate Husbury (DMS, Hospitals South) to assess and provide advice back to VC. Can Kate please reach out to Shane Gregory (Assoc Secretary) to discuss. Please refer via email. 20 JULY - APPROVED	From my recent today: This is permanent research officer position within Cancer Clinical Trials. The unit is self-funded. The substantive occupant recently resigned from the role and so this is an advertising job card is to recruit to the position. If you need any more details info I can liaise with Alison West (NUM) and get back to with whatever information you require - Shane has been discussing with Kate - Ad - Shane for update	appoint permanent *****(Recruitment Approval Process)****	
112924	Registered Midwife	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Please advertise multiple 4.68FTE (355.68hrs) Perm Registered Midwife Positions. With the updated NW Maternity Inpatient Ward Staffing Model there is a vacancy of 4.68FTE. Vacant Positions Numbers 0.53 (40 pf) 0.84 (64 pf) 0.84 (64 pf) 0.84 (64 pf) 0.84 (64 pf) 0.84 (64 pf) Total = 356 hours Clinical risk of not filling position - direct patient care and ward support. Corporate risk of not filling position - increased overtime, double shifts, leave, compromised patient safety, inability to meet NHPPD/Birthrate Plus staffing requirements. Will paid FTE increase - No Is filling this critical to the roster - Yes	W20951 - Nursing - Maternity Services All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 25 Latest Pay Actual Paid FTE (2024 25) 28.36 Funded FTE (effective 13-Oct-2023) - YTD Average Paid FTE 15.86 Business Information (S 36) YTD Average Paid Overtime FTE 0.86	Query - Please refer to CE Hospitals NW Paula Hyland to clarify what model is being used for this. Can Paula please discuss with Dale Webster (Secretary). 30 JULY - APPROVED.	Emailed to Paula on 16/07	appoint permanent *****(Recruitment Approval Process)****		
112985	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Advert - perm, part time, from 08/09/2024. Please advertise 0.53 FTE permanently	Risks are to the provision of services and safety on Ward 58.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07	appoint permanent *****(Recruitment Approval Process)****	
112988	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Advert - fixed term, part time from 08/09/2024 until 31/12/2024. Please advertise all together in one advert the following vacancies: Position No. Tracker No. 1129848 Position No. Tracker No. 1129851 Position No. Tracker No. 1129853 Position No. Tracker No. 1129855 Position No. Tracker No. 1129858	Risks are to the provision of services and safety on Ward 58.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07 on tracker 1129851	appoint fixed-term *****(Recruitment Approval Process)****	
112948	Clinical Nurse Consultant	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Launceston General Hospital	Advert - permanent full time position at 1.21 FTE = 16 hrs pf. Please advertise with JC 1129415 at 1.00 FTE = 76 hrs pf See HOSY JC 1129415 for total of 1.21 FTE = 92 hrs pf	Risks are to the provision of services and safety in Dept Surgery.	Query 22/7	confirm hours. 30 JULY - the explanation does not make sense 76+12 does not equal 92.	Update 01/08 - Typo on job card - request is to advertise 16 hours on 1129415 - 76 on 1129415 to total 92. Previous response: Request to advertise permanently 92 hours in total. 76 hours approved on tracker 1129415, request to advertise an additional 12 hours.	appoint permanent *****(Recruitment Approval Process)****	
112720	Registered Nurse - Clinical Trials	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals 5th - Medical & Cancer Servs	Compliant - Request to advertise Perm 26 hpf role - 0.1 Please advertise for RN and RD to a total of 2 FTE linked with tracker number 1127706. Currently FTE empty 3.4 across both roles jointly 2.0 of which is permanent is empty, establishment total of 0.3 FTE allocated joint RN and RD. The clinical trials unit is a self-funded unit and RN's and RD's are essential for the running and to achieve continued funding and functioning of the unit and to ensure that oncology and haematology clinical trials can be delivered to the Tasmanian population.		Query 22/7	Please provide budget information. 30 JULY - APPROVED	Update 30/7 - There is no additional cost, this recruitment is to cover a recent resignation - see attachment 2.	appoint permanent *****(Recruitment Approval Process)****	
112983	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Please advertise fixed term at 0.47 FTE from 8/9/24 to 22/02/2025. Personal Information (S36) Personal Information (S36) Please advertise all together in one advert the following vacancies: Position No. Tracker No. 1129848 Position No. Tracker No. 1129851 Position No. Tracker No. 1129853 Position No. Tracker No. 1129855 Position No. Tracker No. 1129858	Risks are to the provision of services and safety on Ward 58.	Query 22/7	Please provide the following information Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07 on tracker 1129851	appoint fixed-term *****(Recruitment Approval Process)****	

112985	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Advert - fixed term, part time from 08/09/2024 - until 01/03/2025. Personal Information (S36) Please advertise all together in one advert the following vacancies: Position No. [redacted] racker No. 1129848 Position No. [redacted] racker No. 1129851 Position No. [redacted] racker No. 1129853 Position No. [redacted] racker No. 1129855 Position No. [redacted] racker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information: Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07 on tracker 1129851		appoint fixed-term ***** (Recruitment Approval Process)*****
1129848	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Launceston General Hospital	Advert - perm, part time from 08/09/2024. Personal Information (S36) Please advertise all together in one advert the following vacancies: Position No. [redacted] racker No. 1129848 Position No. [redacted] racker No. 1129851 Position No. [redacted] racker No. 1129853 Position No. [redacted] racker No. 1129855 Position No. [redacted] racker No. 1129858	Risks are to the provision of services and safety on Ward 5B.	Query 22/7	Please provide the following information: Budget information, and reason on why we are filling some fixed term vacancies on a permanently and some fixed term?	Sent to manager 26/07 on tracker 1129851		appoint permanent ***** (Recruitment Approval Process)*****
113006	Staff Specialist - Gastroenterology	Medical Practitioners Agreement 2023 - Specialist Award, Registered Nurse, Level 1-11	Hospitals - SIB - Medical & Cancer Care	Personal Information (S36) Approval sought to advertise for a Gastroenterologist - This position is essential to meet patient care requirements and endoscopy procedures. b) If not approved the waiting list will increase, patient will waiting beyond the recommended times - This will not meet its endoscopy targets under the service plan. c) This is the most suitable option - let us be more responsive d) No increase above the ABE. Funding provided under the Statewide - endoscopy program		Query 22/7	Approved - Advertise on a statewide basis - 30 JULY - this must be advertised as advertising statewide - Secretary endorsed.			appoint fixed-term ***** (Recruitment Approval Process)*****
1128772	Allied Health Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 5	Launceston General Hospital	Personal Information (S36) This position provides face-to-face clinical care in the outpatient rehabilitation setting. The current vacancy results in a reduced service of 1 day a week for these patients, which impacts on patient rehabilitation.	Risks are reduced service for patients requiring rehabilitation	Query 22/7	Please provide details on why this needs to be filled at what is the risk if it is left unfilled, this there anyone in the team that could fill these hours? 30 JULY - APPROVED. but on condition there is full coverage across fortnight.	Update 30/7 Needs to be filled as 0.2 FTE as that is the available hours. There are multiple AHA's in the HR that may want to fill these hours want a longer contract and the recruitment process ensures it is open to all current HR AHA's. If left unfilled it has an effect on AHA therapy provided, affecting rehabilitation outcomes. It affects our ability to provide group therapy with appropriate ratios of staff. As we don't have an admin office in HR it also affects the ability to make patient appointments and bookings. The AHA in		appoint fixed-term ***** (Recruitment Approval Process)*****
1128355	Discipline Lead - Physiotherapy	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Manager, Level 5, Grade 4	Launceston General Hospital	Personal Information (S36) This job card is to request an internal EOI to backfill the vacancy arising Personal Information (S36)		Query 22/7	Query - Michelle to Talk to Fiona - Can this be advertised permanently?	Followed up Fiona 26/07		appoint fixed-term ***** (Recruitment Approval Process)*****
1130044	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Primary Health North West	a) Why has this vacancy occurred or been created? The vacancy has been created as part of the Tasmanian EBA Clause 35.7(N) Agreement 2023, which identified the need for ANUM positions in District Hospitals. These positions are essential for ensuring clinical leadership and efficient management of the inpatient ward and the Emergency First Response Unit. Following the TC conciliation on May 29, 2024, it was agreed to utilize existing Registered Nurse G3 positions for this purpose, allowing recruitment to commence as soon as possible. b) What is the clinical risk of not filling the position? Not filling this position poses significant clinical risks. It jeopardises safe staffing levels under the DHTS staffing model, which are crucial for providing timely patient care. The position is responsible for after-hours oversight and management of the District Hospital, and any vacancy could compromise patient safety and care quality. Additionally, reliance on agency staff increases risks and may lead to industrial challenges if the situation is not addressed. There is an industrial risk if this is not progressed. The vacant FTE being held to create this position is currently being filled by agency. Successful permanent recruitment will reduce this financial implication. c) What is the corporate risk of not filling this position? The corporate risk includes increased reliance on casual	'Commentary SFF A/BM PHS 16/07/24 W34363 - Smithton District Hospital All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 27.05 Funded FTE (effective 13 Oct 2023) 28.68 YTD Average Paid FTE 27.05 Business Information (S36) YTD Average Paid Overtime FTE 0.85 YTD Average Paid Call Backs FTE 0.06 Agreed NHPD for Unit NHPD Average to Last Pay YTD S&L Leave Average FTE 1.11 YTD Annual Leave Average FTE 2.04	Query 22/7	Michelle to confirm	No action required by People Connect		appoint permanent ***** (Recruitment Approval Process)*****
1129322	Principal Public Health Nutritionist	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional Specialist, Level 5, Grade 1-2	CMHW - Public Health Services	Personal Information (S36) Please note tracker #1128419		Query 22/7	George Clark please contact Dale to discuss. Update 30/7 - check if George has talked to Dale	Emailed to George Clarke 26/07, Follow up 01/08		appoint permanent ***** (Recruitment Approval Process)*****
1129733	Nursing Director - Operations MCH	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9, Level 2	Mersey Community Hospital	The vacancy has occurred due to the substantive occupant varying duties into position [redacted] for a fixed term and the vacant position is currently being filled by [redacted]. The clinical risk of not filling the position includes lack of position parity/cooperation of services and care and resource management. The corporate risk of not filling the position includes the role is impossible to be conducted as additional duties for other positions, the position sits at Hospital operational/ direct Nursing report and Executive levels. The change proposal for the Director in the NW is only in early stages, therefore this role remains essential for filling the gap. FTE will not increase whilst the substantive occupant is filling another role. The paid FTE may increase if the substantive leave in October is paid from this position instead of position [redacted]. The role is critical to filling the roster.	W10139 - Hospital Management and Administration All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 14.87 Funded FTE (effective 13 Oct 2023) 14.60 YTD Average Paid FTE 3.55 Business Information (S36) YTD Average Paid Overtime FTE 0.00	Query 22/7	Paula please contact Dale to discuss - Update 30/7 - check if Paula has contacted Dale - 30 JULY - APPROVED.			appoint fixed-term ***** (Recruitment Approval Process)*****
1129772	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Personal Information (S36) NS1819 - Cleaning Services Latest Pay Actual Paid FTE (2024 26) 83.48 Funded FTE (effective 13 Oct 2023) 75.81 YTD Average Paid FTE 80.15 Business Information (S36) YTD Average Paid Overtime FTE 0.44 YTD Average Paid Call Backs FTE -		Query 22/7	Taylor has vacated the role permanently why are we only appointing on a fixed term basis?	Followed up with Manager 26/07		appoint to vacancy using previous selection process ***** (Recruitment Approval Process)*****
1129700	Nursing Director Integrated Operations	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 8, Level 3	Mersey Community Hospital	Please advertise an EOI at 1.0 FTE for position number [redacted] MCH NDO. The EOI is requested as a pre-emptive advertisement if the substantive employee (Hayley Moran) should be appointed as AN/OD MCH while the substantive MCH N&OD is seconded to NW EODM. This is to ensure that there are no delays in coverage of the position by delaying advertisement. Should the substantive not be appointed it is intended that this vacancy advertisement is withdrawn. The clinical impact of not filling the position is lack of senior oversight over integrated operations, patient flow and staffing for the MCH leading to potential adverse impacts on patients, and patient flow. The corporate impact is increased workload for the NDO and NM IOC positions both of which is not tenable, lack of operational, budgetary and resource oversight for IOC, potential delays to actioning and driving ED review recommendations and local operational plan. This does not increase the paid FTE. This role is critical to the operations of the MCH and statewide patient flow.	W10269 - Nursing - Administration All Award Classifications All Project Codes Finance Data Month Ended: June 2024 Latest Pay Period: 2024 26 Latest Pay Actual Paid FTE (2024 26) 15.72 Funded FTE (effective 13 Oct 2023) 12.01 YTD Average Paid FTE 13.69 Business Information (S36) YTD Average Paid Overtime FTE 0.20 YTD Average Paid Call Backs FTE -	Query 22/7	confirm if [redacted] has left role and tap someone if needed to cover -	*Emailed to Recruitment 01/08 Update 30/7 RO to confirm if Hayley has moved out of role, if so will amend job card to 'tap' someone in to the role to cover the short term period.		appoint fixed-term ***** (Recruitment Approval Process)*****
1126649	Deputy Chief Nurse and Midwifery Office	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 9, Level 1	CORA - Nursing and Midwifery	Personal Information (S36)		Query 22/7	Dinesh to please contact Dale to discuss - update 30/7 - check if Dinesh has contacted Dale	*Response from Dinesh 01/08 Not yet. Hopefully soon. Emailed to Dinesh 26/07 - Followed up 01/08		appoint permanent ***** (Recruitment Approval Process)*****
1123143	Registered Nurse - Ray Escort	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	North West Regional Hospital	Verbalised interest in position by numerous NWRH RN Grade 3/4. Requesting a 2 month fixed term of 40-hours per fortnight (0.5 FTE) to commence 20/05/2024. The EOI is needed to cover workload demand, support ward areas so not missing an RN or EN from ward at radiology and ensure patient safety during transport. The clinical impact of not filling this EOI is that fixed-term staff are important to backfill roster shortfalls and ad hoc leave, ensuring safe staffing levels and support to the wards. The corporate impact of not filling this EOI is industrial impact due to staff missing from ward areas that can be extended up to one-hour in time resulting in unsafe staffing levels and raising concerns to industrial organisations. Filling the role does not increase the paid FTE. The position is not critical to filling the roster, however, the fixed term position is the most economical way of replacing to meet workload demand. Will reduce the amount of overtime, risk of double shifts and provide the flexibility to allow safe staffing levels.	W20741 - Discharge Lounge All Award Classifications All Project Codes Finance Data Month Ended: May 2024 Latest Pay Period: 2024 24 Latest Pay Actual Paid FTE (2024 24) 3.00 Funded FTE (effective 13 Oct 2023) 3.00 YTD Average Paid FTE 3.43 Business Information (S36) YTD Average Paid Overtime FTE 0.10	Query 22/7	QUERY - why is this being posted to the discharge lounge (not code)? Why do we need an escort in the discharge lounge?	Query sent to Hiring Manager on 26/06 - followed up 12/07		appoint fixed-term ***** (Recruitment Approval Process)*****
1127235	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 1	Launceston General Hospital	Request to advertise and fill this newly created permanent position. New position attributed to the opening of new beds in SSSU. Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e.: If staff shortages create problems in the workplace with having an impact on business as usual for a majority of IGH areas. This position is also required to ensure IGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	NS1819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13 Oct 2023) 75.81 YTD Average Paid FTE 80.68 Business Information (S36) YTD Average Paid Overtime FTE 0.47 YTD Average Paid Call Backs FTE -	Query 22/7	Query - QUERY - Please refer to Deputy Secretary IHC. There seems to be a lot of variability between classifications for these IHC roles, this role, and Cleaners - can we please understand the differences in the roles/responsibilities. APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.	Response received. Dave to follow up with Kylie regarding additional info required - Update 22/7 - Brendan to provide information See attachment 1 - outlining difference in roles and classifications		appoint permanent ***** (Recruitment Approval Process)*****

112724	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Request to advertise and fill this newly created permanent position. Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e. if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 Business Information (S36) YTD Average Paid OverTime FTE 1.07 YTD Average Paid Call Backs FTE -	Query - QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities. APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.	Response received. Dive to follow up with Kylie regarding additional info required. Update 2/7 - Brendan to provide information See attachment 1 - outlining difference in roles and classifications	appoint permanent *****(Recruitment Approval Process)****	
112636	Business Support Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	Infra - Business Support	Personal Information (S36) We now need to advertise the permanent position ASAP.	Yes. The Business Support Officer provides administrative and clerical support to the entire Infrastructure Group which consists of approximately 130 personnel.	Query - Please consider Redeploy List. Please engage Case Management Team to discuss - contact casemanagement@health.tas.gov.au	Manager contacted by RLO on 4 June. In Notes section of PVE Manager is asked to consider a redeployee. Simone 12 July - Redeployee to be assessed - waiting to hear from Case Management if this has been finalised. - Assessment Completed, not suitable - confirm ok to advertise role.	appoint permanent *****(Recruitment Approval Process)****	
112630	Senior Clinical Psychologist - Tasmanian Fixed Threat Assessment Capability	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 5	CMHW - MH & Statewide Services	This position has recently been made a permanently funded position. The position has been a temporary position since 2022. We would now like to advertise the position permanently to ensure continued coverage in this important area.	S7820 - Tasmanian Fixed Threat Assessment Capability All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 23 Latest Pay Actual Paid FTE (2024 23) 1.20 Funded FTE (effective 13-Oct-2023) 1.20 Business Information (S36) YTD Average Paid OverTime FTE - YTD Average Paid Call Backs FTE - Agreed NhpPD for Unit NhpPD Average to Last Pay YTD Sick Leave Average FTE 0.01 YTD Annual Leave Average FTE 0.03 YTD Maternity Leave Average FTE - YTD LSL Average FTE -	Query - QUERY - how is it being funded? Have we received the funding from Do? 19 June - is that cost centre recurrently funded? If fixed term, then job should be fixed term. 30 JULY - APPROVED	This position has 50% salary cost funded by Department of Police, Fire and Emergency Management till 31 October 2024. Therefore, the cost centre will be the same until 31 October 2024. Attachment 2 Please see attached invoice for OPEX. This position has been included in the 2024-25 budget submission for permanent funding. If the budget submission not approved, this position will be funded from Enabling High Quality Mental Health Reform (S7820 413 1156). The PVE will be raised after 31 October 2024 to reflect the funding	appoint permanent *****(Recruitment Approval Process)****	
112750	Allied Health Lead Policy and Projects	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 4	COQA - Allied Health Strategy & Policy	Personal Information (S36) permanently funded. Request to fill permanent 1.0FTE in light of acting secretary's advice willing to fill at part time, preference at 0.8FTE. This role is critical to strategic policy deliverables of Allied Health Strategy and Policy and COQA. Work unit structure has recently been reviewed and finalised.		Query - Subject to COQA Budget for 24/25	Manager advised	appoint permanent *****(Recruitment Approval Process)****	
111472	Clinical Nurse Consultant - Sepsis Program	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 6	Hospitals SH - CCC&I	Compliant - request to advertise fixed term position in commencing ASAP for a period of approximately 12 months. 1. New fixed term position created to support the implementation of the hospital wide sepsis program. 2. Clinical impact. Position will support the implementation of the hospital wide Sepsis Program. Will develop and implement safety and quality initiatives including policy and guidelines as well as education programs. 3. No other options to cover. 4. New position, approved minute attached.			1123143	appoint fixed-term *****(Recruitment Approval Process)****	
112573	Registered Nurse	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 3-4	Hospitals SH - Medical & Cancer Servs	Secondments. Long term sold leave Maternity leave				appoint fixed-term *****(Recruitment Approval Process)****	
112670	Support Services Officer	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 4	Hospitals SH - CCC&I	Compliant - request to advertise permanent vacancies RM a) PVE has been completed for the increase in FTE due to increase in ICU beds b) Clinical impact is decreased patient flow due to the inability to provide timely beds cleans/transfers and patient care c) SSO are required in a critical care environment as they are multi-skilled and complete all restocking, bedspace cleans and assist in manual handling tasks to ensure prompt patient care. The ISO pool will not support SSO.		QUERY - what increase? There does not appear to be additional beds. 15 JULY - increase still not explained. Whats the increase in beds? 30 JULY - APPROVED	Toby Gibbs, has confirmed that 2 additional ICU beds have been opened during 24/24.	appoint permanent *****(Recruitment Approval Process)****	
112820	Administrative Officer - H2HK CAMHS	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	CMHW - MH & Statewide Services	a. Seek approval to advertise new position to newly created Head to Health Kids Tasmania service. b. Head to Health Kids Tasmania is part of a bilateral agreement between Commonwealth and Tasmania. c. There are no other options. d. This is within establishment.	Administrative support has been identified as necessary for operations of the new H2HK services as part of a complex, existing child and family service system. Not establishing the administration positions puts at risk the effectiveness of the H2HK services, and therefore the commitments of the Tasmanian Government under the Mental Health and Suicide Prevention Bilateral Agreement Tasmania. Tasmania has received the funding specifically to establish the services within agreed timeframes and with fixed term funding.	Query - PIs consider redeployment.	Query - PIs consider redeployment.	16/07 Being reviewed by Case Management.	appoint fixed-term *****(Recruitment Approval Process)****
112728	Manager Community Administration and Facilities	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 5	Hospitals SH - SA&CS	Compliant - request to advertise perm position. If new position (PVE tracker 118164 - position) first advertising	This position manages the admin team for community health centres which are used by a range of THS and other organisations and manages sites.	QUERY - is this a new job? If so, how is it being funded? JULY - Recruitment, pls check that we have abolished the positions sitting behind this one. If so, APPROVED	Followed up with recruitment manager 16/07. Minute approved by CEHS attached. 12 July - Hi Dane. In response to your note, I have attached an updated SA&CS workforce tracking document which outlines where we are at with the position changes. The position of Area Service Coordinator cannot be abolished until the creation of the Allied Health Stream Director position. Also the role of the Principal Consultant - Community Care & Coordination to be revised on the retirement of the substantive occupant and cannot be	appoint permanent *****(Recruitment Approval Process)****	
112684	Cleaner (Operating Room Suite)	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 3	Launceston General Hospital	Please advertise to fill permanent position.	Risks are to the provision of cleaning services and safety in the ORS.	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities. APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.	Response received. Dive to follow up with Kylie regarding additional info required. Update 2/7 - Brendan to provide information See attachment 1 - outlining difference in roles and classifications	appoint permanent *****(Recruitment Approval Process)****	
112725	House Services Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Health Services Officers, Level 2	Launceston General Hospital	Personal Information (S36) Each Cleaning position is assessed prior to submission ensuring current workplace commitments are evaluated and then sourced appropriately. Require adequate cleaning staff to cover a high range of cleaning duties and responsibilities efficiently and effectively while ensuring correct Infection Control and WH&S policies and COVID-19 responsibilities are adhered to in accordance with current Hospital and Accreditation policies. Not filling this position could have industrial ramifications i.e. if staff shortages create problems in the workplace with having an impact on business as usual for a majority of LGH areas. This position is also required to ensure LGH Departmental strategies are met regarding our responsibility of best practices and efficiencies towards bed management and patient flow movement requirements.	N61819 - Cleaning Services Latest Pay Actual Paid FTE (2024 24) 86.53 Funded FTE (effective 13-Oct-2023) 75.81 Business Information (S36) YTD Average Paid OverTime FTE 1.07 YTD Average Paid Call Backs FTE -	Query 1/2	QUERY - Please refer to Deputy Secretary HPC. There seems to be a lot of variability between classifications for these roles and Cleaners - can we please understand the differences in the roles/responsibilities. APPROVE, but as part of HSO Review, we need to get consistency around classifications and titling.	Response received. Dive to follow up with Kylie regarding additional info required. Update 2/7 - Brendan to provide information See attachment 1 - outlining difference in roles and classifications	appoint permanent *****(Recruitment Approval Process)****
112593	Associate Nurse Unit Manager (ANUM)	Nurses and Midwives (Tasmanian State Service) Award, Registered Nurse, Grade 5	Mersey Community Hospital	Request to advertise permanent 1.0FTE ANUM position due to ongoing vacancy. As part of the theatre restructure, additional ANUM positions were created with view to increase theatre capacity to 3 theatres and then 4 in the future. This is to fill the general theatre portfolio and temporarily take on the Endoscopy portfolio whilst recruitment is undertaken for a Nurse Manager position. If this position is not filled, it would create ongoing restraints with service delivery and care for patients in theatre as well as management of waitlists.	W13771 - Nursing - Operating Theatre All Award Classifications All Project Codes Finance Data Month Ended: April 2024 Latest Pay Period: 2024 22 Latest Pay Actual Paid FTE (2024 22) 23.28 Funded FTE (effective 13-Oct-2023) 26.89 Business Information (S36)	Query 3/5	QUERY - Why are we increasing the ANUM now when the 3rd and 4th theatre is scheduled for later? 15 July - when do you need the roles to be filled, why do you need them now when the theatres come later?	Further query emailed to hiring manager 16/07. Answer: total available FTE within new model - 5.0 FTE Current breakdown: 3.0 FTE empty 1.0 FTE occupied and not changing 1.0 FTE occupied but the incumbent is leaving requiring replacement. This role is a sub specialised role for Endoscopy and will result in operational risk if not refilled.	appoint permanent *****(Recruitment Approval Process)****
112830	Specialist Pharmacist - Critical Care	Allied Health Professionals Public Sector Unions Wages Agreement, Allied Health Professional, Level 3	CMHW - Tasmanian Health Services	Seeking to advertise new position to support Critical Care services as per request FTE increase due to bed number increases within the RMH ICU. The position is responsible for providing direct clinical care to the Critical Care units as well as developing and implementing procedures for the smooth and provision of pharmacy services to the area. Not covering this position would put high quality patients at even higher level of risk.		Query 8/7	Where is the increase in beds, and are they funded? Where is the funding coming from? 25 JULY - See above (row 112) - The 2 beds are not open. Please get CE to confirm the # of beds that have been opened. 26 JULY - APPROVED	Toby Gibbs, has confirmed that 2 additional ICU beds have been opened during 24/24. APPROVED	appoint permanent *****(Recruitment Approval Process)****
112847	Executive Assistant	Health and Human Services (Tasmanian State Service) Award, General Stream, Band 3	COQA - Nursing and Midwifery	Personal Information (S36)	Cost Centre N74383 - Community Nursing Launceston all project codes including the COMRS project (project code 1486) Affordable Budget Establishment (ABE) FTE 40.37 Business Information (S36)	Query 2/7	Refer back to CM&MW. Why is it reducing to a Band 3. Please confirm discussion has occurred with the individual. Please also consider this as a Redeployment Opportunity 15 JULY - PLEASE HOLD PENDING DISCUSSION BETWEEN CPO AND Injury Management team	The incumbent is on long term sick leave (WC) and medical recommendation is for same job, different business unit. Position must be held for the incumbent for a minimum 12 months hence the fixed term period. Currently utilising agency staff to backfill. Previous recruitment attempt to backfill at Band 4 classification has been unsuccessful. Consider recruitment at Band 3 may generate a wider pool of suitable candidates.	appoint fixed-term *****(Recruitment Approval Process)****

112795	Senior Policy and Project Officer - Emergency Preparedness and Response	Health and Human Services (Tasmanian State Services) Award, General Stream, Band 6	Hospitals 5th - OOT Exec Dir of Meds	<p>Compliant - request to advertise vacancy. There is a HDA job card that can be approved if this job card is approved, see [redacted]</p> <p>advertise permanent vacancy - The Senior policy officer's role is vital in supporting the Nursing Director of Emergency Preparedness and the Office of the Chief Executive in ensuring that Hospitals South is adequately prepared to respond to emergency management issues within its facilities.</p> <p>This role is integral in developing policies and procedures related to business continuity with Hospitals South, Emergency Plans, education, training, redevelopment planning, and hospital security and safety review implementation and management of the Wilson's contract.</p> <p>The outcome produced from the support of this of role has already produced the following outputs:</p> <ul style="list-style-type: none"> • Development of the Conditions of entry policy • Weapons Procedure • Stand up of overcapacity unit • CBRNe policy review • Creation of Hybrid Warden course • Search training implementation • Creation of SAACS working group <p>This role is vital in ongoing risk assessment and management of Hospitals South Emergency Management portfolio and supporting the Nursing Director of Emergency</p>	<p>This role is vital in ongoing risk assessment and management of Hospitals South Emergency Management portfolio and supporting the Nursing Director Of Emergency Preparedness and Response in their expanding portfolio or responsibilities.</p> <p>There is a high risk in not supporting the continuation of this position as it means the Nursing Director of Emergency Preparedness will not be able to continue to produce the outputs currently provided to the organisation to support safety, security, preparedness and response</p>	Hold 22/7					appoint permanent ***** (Recruitment Approval Process)*****
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