

Health Professional Classification Structure Review

1. PURPOSE

The purpose of this document is to detail the communication strategy that will be implemented by the Joint Working Party (JWP) in undertaking a review of the Health Professional classification structure outlined in the ACT Public Sector Health Professional Enterprise Agreement 2018 – 2021.

The Plan may be updated throughout the project as identified by the JWP.

2. TARGET AUDIENCE(S)

Employees (including managers and executives) of:

- ACT Health Directorate
- Canberra Health Services
- Calvary Public Hospital, Bruce
- Community Services Directorate
- Education Directorate
- Justice and Community Safety Directorate

3. BACKGROUND

Annex E of the ACT Public Sector Health Professional Enterprise Agreement 2018 – 2021 makes provision for a review of the Health Professional classification structure to address the relevance of the Health Professional Classification as applied to allied health practitioners.

4. COMMUNICATION GOALS

The main goals of the Communication Plan are to:

- Enable clear, consistent and coordinated communication with stakeholders;
- Enable contribution and feedback from stakeholders;
- Outline clear expectations of the responsibility for, frequency and mode of communication;
- Increase awareness of the timeframes, processes and milestones of the review; and
- Engage key stakeholders to become champions and advocates for communicating key messages about the review.

The key principles that underpin this Plan are:

- Communication will need to occur throughout the review;
- Communication will be timely and regular;
- Key messages need to be accessible, clear, coordinated, consistent and accurate to all key stakeholders;
- Communication will be two-way (inviting and responding to stakeholder feedback).

5. GOVERNANCE

Implementation of the Communication Plan will be managed by the JWP in collaboration with People and Culture, Canberra Health Services. The communication materials will be managed by the Project

Manager, in consultation with People and Culture, Canberra Health Services. The Project Manager will keep records of communication activity to demonstrate compliance with the Plan.

6. STAKEHOLDERS

General

- Minister for Health
- Minister for Mental Health
- All Health Professionals employed under the HPEA

CHS

- Chief Executive Officer
- Executive Director Allied Health
- Allied Health Profession Leads
- Executive Group Manager People and Culture

ACT Government entities

- Chief Allied Health Officer, ACT Health Directorate
- Senior Director, People and Strategy, ACT Health Directorate
- Executive Group Manager CMTEDD JSWR
- Justice and Community Safety Directorate
- Executive Branch Manager, People Management, Community Services Directorate Education
- Senior Director, Workplace Relations, Education Directorate

Calvary Public Hospital, Bruce

- Director of Human Resources
- Allied Health Dept Heads, Calvary Public Hospital

Unions

- Professionals Australia
- Health Services Union
- Community and Public Sector union

7. COMMUNICATION

The communication channels will be those that deliver the information in the most effective, efficient manner available. Methods of communication include:

- Email updates
- Newsletter (email and print)
- Website – internet and/or intranet (Minutes, reports, factsheets & FAQs)
- Employee information sessions incl. presentations at team meetings
- Briefs/Minutes
- Personal briefings
- Reports to Directorate Consultative Committees

8. COMMUNICATIONS MATRIX

Channel \ Stakeholder	Email	News- letter	Internal / external Website	Employee information sessions	Briefs / Minutes	Personal Briefings	DCC
Minister/s					√	√	
All Health Professionals	√	√	√	√			√
Chief Executive Officer (CHS)	√				√	√	
Allied Health Snr Managers	√	√			√	√	√
Unions	√	√	√				√
Individual bargaining reps	√	√	√				
ACT Govt entities	√	√	√	√			
Calvary Public Hospital	√	√	√	√			

Note: Any newsletters or other documents will be distributed to ACT government entities employing Allied Health Professionals. It is the responsibility of the entity to distribute the newsletters internally.

ACKNOWLEDGMENT OF COUNTRY

ACT Health acknowledges the Traditional Custodians of the land, the Ngunnawal people. ACT Health respects their continuing culture and connections to the land and the unique contributions they make to the life of this area. ACT Health also acknowledges and welcomes Aboriginal and Torres Strait Islander peoples who are part of the community we serve.

ACCESSIBILITY

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