

Health Professional Classification Review

Project Methodology

Phase 0 - Establishment

29 May 2019 – 24 December 2019

1. The Joint Working Party (JWP) is established according to the requirements of Annex E) of the Health Professional Enterprise Agreement (HPEA).¹
 - a. Letter of invitation to nominating bodies.
 - b. Arrange meeting
 - i. date, time and venue
 - ii. agenda
 - iii. Draft Terms of reference
 - c. Initial JWP meeting
 - i. Meeting confirms ToR, membership, meeting schedule.
2. CHS People and Culture undertakes a recruitment process for a suitably qualified and experienced Project Manager to conduct the review (Attachment A).
3. Establish project methodology and timelines (see also Table 1)

Phase 1 - Project design

2 January 2020 – 31 January 2020

4. A detailed Project Plan for implementation by the Project Manager is agreed by the JWP. The plan will include:
 - a. determining the continued relevance of the Health Professional classifications structure;
 - b. identifying those professions in the HP classification structure, if any, that should have a separate structure, and the reasons why this is needed;
 - c. prioritising the order of review for occupational groups, including the applicable timetables, based on the following criteria:
 - i. ARIns where existing ARIns/allowances (including applications for ARIns) exist, (such as Pharmacy, Pathology, Psychology/Mental Health Psychology, Medical Imaging, and Perfusionists);
 - ii. ARIns where there is evidence of abnormally high turnover and recruitment and retention considerations; and
 - iii. any other relevant matter, and
 - d. consideration of all relevant information including data in other jurisdictions relevant to the occupations under review.
5. The project design will also recommend a process for finalising outstanding matters resulting from the creation of separate classifications for Medical Imaging, Perfusionists and Pharmacists as an early priority (e.g. work level standards).
6. The project commences when the JWP agrees to the Project Plan.²

¹ The HPEA (E2) requires that JWP meets within six weeks of the date the agreement commences operation. The HPEA commenced operation on 5 June 2019. The initial JWP meeting took place on 20 June 2019.

² The HPEA requires the draft final report (Stage 11) to be presented to the JWP within 12 months of the commencement of the review (not the Agreement) but does not specify a review commencement date. For all practical purposes, this can only be when the Project Plan is endorsed by the JWP.

Health Professional Classification Review

Phase 2 - Research (data acquisition)

3 February 2020 – 31 March 2020

7. The Project Manager conducts research and acquires data:
 - a. historical data relating to any previous ACT health system reviews into health professions;
 - b. pay and conditions applying to health professionals in:
 - i. other ACT directorates
 - ii. public health sector Awards and Agreements in other Australian states and territories;
 - iii. relevant private sector market data;
 - c. from current Health Professionals and Profession Leads employed by CHS/CPHB, through surveys, questionnaires, interviews, forums, etc, and
 - d. presents progress reports to the JWP as required

Phase 3 - Consideration (data analysis and conclusions)

1 April 2020 - 30 July 2020

8. The Project Manager:
 - a. analyses the data, reaches conclusions and considers recommendations:
 - b. consults internally on the industrial, service delivery and financial impacts of any proposed recommendations; and
 - c. prepares an initial draft report for the JWP.
9. The JWP receives the initial draft report and recommendations for its consideration.

Phase 4 - Initial report

31 July 2020 - 26 September 2020

10. The JWP reviews the report, propose any changes, amendments, or additional recommendations.
11. The Project Manager prepares a draft final report.
12. The draft final report is presented to the JWP (E7).

Phase 5 - Final Report

27 September 2020 - 26 November 2020

13. The JWP consults their constituents.
14. The JWP finalises the report and recommendations.
15. The Final Report, with recommendations, is submitted to the CEO CHS (E8).

Phase 6 - Approval and Implementation

27 November 2020 - 26 February 2021

16. The CEO CHS approves (or otherwise) the final report (E9).
17. Concurrently, the JWP prepares a contingency plan to implement the recommendations, which may include amending the EA, use of ARInS, or inclusion in the next Enterprise Agreement, or as otherwise agreed.
18. The JWP determines next steps.

Health Professional Classification Review

Table 1: Project Timeline

Phase	Stage	Phase End Date
0 Establishment	1	24 December 2019
	2	
1 Design	3	31 January 2020
	4	
	5	
2 Research	6	31 March 2020
3 Consideration	7	30 July 2020
	8	
4 Initial Report	9	26 September 2020
	10	
	11	
5 Final Report	12	26 November 2020
	13	
	14	
6 Approval	15	26 February 2021
	16	
	17	
	18	

Document Development History

Build Status:

Version	Date	Author	Reason
1	30/07/19	Trevor Melksham	First version
2	12/09/19	Trevor Melksham	Amendment to timeline
3	21/11/19	Trevor Melksham	Amendment to timeline

Project Manager Duties

1. Lead and manage the delivery of a major classifications review project for Canberra Health Services on behalf of the ACTPS by providing project management advice, direction, support and resources to ensure effective and efficient delivery of projects within agreed tolerances.
2. Coordinate and lead the planning and implementation of assigned projects; facilitate definition of project scope, budgets, goals and deliverables, and ensure that all relevant stakeholders are identified and consulted during the planning, design and delivery phases of the project.
3. Provide high level project management advice and support to Project Sponsors, and all areas of Canberra Health Services as required.
4. Effectively engage and communicate with all relevant stakeholders, including management, clinical staff, technical staff to support the delivery of projects and desired business outcomes.
5. Manage project documentation and records in accordance with records management legislation, including, but not limited to, official files and electronic file management systems, including as HP Records Manager (aka. TRIM).
6. Undertake other duties appropriate to this level of classification.