



**CONFIDENTIAL**

Enquiries to: ~~District Director of Nursing~~  
Telephone: ~~4150 2025~~ Queensland Health  
Facsimile: 4150 2029  
Our Ref:

Ms Jennifer White  
Nurse Unit Manager  
Operating Theatres  
Bundaberg Base Hospital  
Bundaberg Health Service District

April 02, 2004

Dear Ms White,

I am in receipt of allegations concerning your workplace behaviour. These allegations have been made by Mr Albert van Zanten. The details of these allegations are as follows:

Different treatment with respect to:

- ❖ The provision of opportunities to act as Nursing Officer 2;
- ❖ The allocation as "first on call" on the Operating Theatres nursing call list;
- ❖ The allocation as "first or second" in a particular theatre in allocating staffing to theatres;
- ❖ The allocation of weekend work.

I am required to ascertain whether there is any evidence to either prove or disprove these allegations on the balance of probabilities. Therefore I have requested that Ms Anne Robinson, Acting Assistant Director of Nursing and Ms Cathy Fritz, Manager Human Resources and Payroll Services conduct an investigation. This investigation will be conducted in accordance with the principles of natural justice.

You are entitled to, but not required to, submit a written explanation in response to these allegations. Any response you wish to make should be submitted to me within five (5) calendar days from receipt of this letter.

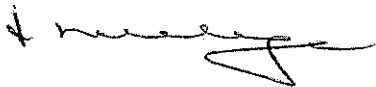
You may be assured of an independent investigation into the allegations against you. I will advise you of the outcome of the investigation in due course.

To ensure the integrity of the investigation into allegations against you, you are hereby directed not to discuss these allegations with any other staff member or to contact staff members who have made these allegations against you or who in fact may be a witness in the investigation being undertaken. Should you fail to follow this lawful direction, disciplinary action may be instigated.

The Employee Assistance Service offers a confidential counselling service to all employees of Bundaberg Health Service District and you may wish to discuss your situation with them. To make an initial appointment, please contact 07 4152 2105. You may also wish to discuss your situation with an appropriate industrial group eg your union.

Should you have any queries in relation to this process, please do not hesitate to contact me on 4150 2025.

Yours Sincerely



Ms Linda Mulligan  
District Director of Nursing

April 02 2004

*Received*  
*8<sup>th</sup> April 2004*  
*Jeanette White*