

Mrs Linda Mulligan
District Director of Nursing Services
Bundaberg Health Service

Date 26/05/04

Dear Linda,

I'd like to bring you up to date with the plan to increase theatre staffing to reduce evening overtime.

July 2003 Dr Patel undertook a staff satisfaction survey.

The feedback from the survey suggested that late shifts would reduce overtime in the evenings. Following agreement with theatre staff a proposal was taken to theatre management group meeting.

A cost analysis was undertaken by D.Q.D.S.U. and result presented to Mr P. Leck. District Manager.

At October's Theatre management group meeting Mr Leck informed Dr Patel that the financial analysis of the evening shift option was viable and we were to commence implementation of the three month trial of late shifts Monday and Thursday, evenings in January 2004.

At the December Theatre management group meeting theatre evening shift cost analysis was agreed again. Mr Leck was still reviewing the analysis of occurrence of overtime 17.30hrs to 20.30hrs versus 20.30hrs to 0800hrs. A decision was made to delay the trial, there was also some concerns with our budget overrun.

February 2004 Theatre evening shifts again on the agenda. The trial was planned to commence 1st May 2004 with confirmation from Mr P Leck required prior to commencement.

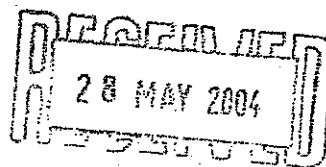
March 2004. At Theatre Management Group meeting Karen Smith (Elective Surgery Co Ordinator) and Dr Patel suggested that the late shift trial implementation be held off until July 2004 as Dr Patel was going to be on leave May and June and there may be reduced activity. I expressed concern re theatre staff morale with continual delays with the trial. Dr Patel agreed to talk to the theatre staff at our next unit meeting. He attended our meeting that same week and explained to the staff the reasons for the trial delay. Most staff present appeared to accept his explanation.

My concern is that there hasn't been any discussions with you about increasing theatre staff numbers to enable me to commence a late shift trial in July.

Our next draft of our unit schedule report is due to pay office 31st May. It commences 21st June until 18th July.

Yours sincerely
Jenny White
Nurse Unit Manager
Operating Theatres.

Mrs Linda Mulligan
District Director of Nursing Services
Bundaberg Health Service



Date 26/05/04

Dear Linda,

I'd like to bring you up to date with the plan to increase theatre staffing to reduce evening overtime.

July 2003 Dr Patel undertook a staff satisfaction survey.

The feedback from the survey suggested that late shifts would reduce overtime in the evenings. Following agreement with theatre staff a proposal was taken to theatre management group meeting.

A cost analysis was undertaken by D.Q.D.S.U. and result presented to Mr P. Leck. District Manager.

At October's Theatre management group meeting Mr Leck informed Dr Patel that the financial analysis of the evening shift option was viable and we were to commence implementation of the three month trial of late shifts Monday and Thursday, evenings in January 2004.

At the December Theatre management group meeting theatre evening shift cost analysis was agended again. Mr Leck was still reviewing the analysis of occurrence of overtime 17.30hrs to 20.30hrs verses 20.30hrs to 0800hrs. A decision was made to delay the trial, there was also some concerns with our budget overrun.

February 2004 Theatre evening shifts again on the agenda. The trial was planned to commence 1st May 2004 with confirmation from Mr P. Leck required prior to commencement.

March 2004. At Theatre Management Group meeting Karen Smith (Elective Surgery Co Ordinator) and Dr Patel suggested that the late shift trial implementation be held off until July 2004 as Dr Patel was going to be on leave May and June and there may be reduced activity. I expressed concern re theatre staff morale with continual delays with the trial. Dr Patel agreed to talk to the theatre staff at our next unit meeting. He attended our meeting that same week and explained to the staff the reasons for the trial delay. Most staff present appeared to accept his explanation.

My concern is that there hasn't been any discussions with you about increasing theatre staff numbers to enable me to commence a late shift trial in July.

Our next draft of our unit schedule report is due to pay office 31st May. It commences 21st June until 18th July.

Yours sincerely
Jenny White
Nurse Unit Manager
Operating Theatres.

See NEXT PAGE for notes ON BACK.
(AS PER ORIGINAL)