

4 Oct. 2005 10:32

SPECIAL PROJECT TEAM  
EXECUTIVE SERVICES

No. 0292 air P. 5r  
*Verbally offered  
of A/D of Surgery for 12 months,  
by Dr Lynn Hawker, A/DMS.  
To commence 14/1/02.  
Lyn.*

Executive Services  
Bundaberg Health Service District

Enquiries to: Peter Leek, District Manager  
Telephone:  
Facsimile:  
Our Ref:

Dr Sam Baker  
Staff Surgeon  
Bundaberg Base Hospital  
BUNDABERG QLD 4670

**Confidential**

Dear Dr Baker

Re: Requests

Further to our recent discussions and your letter of 2 November and 21 November 2001, I confirm the following decisions:

- 1) You are offered the role of Acting Director of Surgery and are paid the relevant Director's Allowance.
- 2) Your salary level increases from MO1-1 to MO1-3.
- 3) The District will explore all financially viable options to provide a one (1) in three (3) roster for the general surgeon as soon as possible.
- 4) In the event that there is no surgeon available to cover your weekend off, patients requiring general surgical services will be transferred to another appropriate hospital.
- 5) Existing operational policy should be followed with respect to unsafe surgical instruments. Any such instruments should be immediately brought to the attention of the NPC Theatre. Arrangements will be made to replace these instruments.
- 6) The District has committed to the purchase of a Harmonic scalpel, as its first priority. This equipment will be ordered as soon as further equipment funding becomes available. Please provide a list of any other items you would like considered, to the A/Director of Medical Services.
- 7) Approval is confirmed for your conference and study leave in March and May 2002.
- 8) A project to maximise hospital revenues is already in progress.
- 9) A new roster for the Department of Emergency Medicine, effective from the new year has been endorsed. The roster will improve supervision after hours.
- 10) The Rural Clinical School has committed to resourcing the District Health Service for a 0.5 FTE Medical Education Officer in the new year.

Office  
Queensland Health  
Insert Office Street Address 1  
Insert Office Street Address 2

Postal  
Insert Postal Address 1  
Insert Postal Address 2

Phone  
Insert Phone No.

Fax  
Insert Fax No.

Received Time 3 Oct 16:26

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EXECUTIVE SERVICES

No. 0292 P. 6-

Please do not hesitate to discuss any queries you may have about these issues, with me.

Yours sincerely



Peter Leck  
District Manager  
30.11.2001

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