

SESLHD PROCEDURE COVER SHEET



Health
South Eastern Sydney
Local Health District

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| SUMMARY | District procedure for grading, regrading and/or reclassification of positions except Nursing, Medical, Allied Health, Psychology and Senior Executives. |

COMPLIANCE WITH THIS DOCUMENT IS MANDATORY

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1. POLICY STATEMENT

South Eastern Sydney Local Health District (SESLHD) is committed to providing and maintaining a workplace that reflects the CORE values of Collaboration, Openness, Respect and Empowerment.

In accordance with these values, SESLHD seeks to grade and classify positions in a manner that is fair, consistent and transparent, and complies with provisions of the relevant industrial award, agreements and/or determinations.

This procedure provides information on the process, standards and principles by which positions are graded and/or classified within SESLHD.

2. BACKGROUND

- The grading structures and definitions applicable to the grading and classification of all positions, excluding Nursing, Medical, Allied Health, Psychology and Senior Executive are set out in the relevant industrial instrument for each occupational group.
- A full list of the relevant industrial instrument clause(s) for each occupational group is set out in the SESLHD Grading and Classification matrix (refer to Appendix 1).
- A re-grading application can either be a positional or personal re-grade. Personal re-grades are only available to a limited number of occupational groups. The occupational groups that have provision for personal re-grades are identified in the Grading Matrix.
- The District Grading Committee, or the appropriate Credentials Committee, has responsibility for assessing grading and classification applications and making recommendations. Where delegation for grading and classification approval exists at the facility level, support should be sought from the appropriate delegated authority. In addition, it is expected that the process set out in this procedure shall be followed up to the point of securing the support of the appropriate delegated authority.
- A Credentialing Committee will receive an application regardless of whether it has been supported or not by the General Manager/ Director,
- The process, standards and principles for grading and classifying Nursing and Midwifery positions are set out in [SESLHDPD/274 - Grading: Nursing and Midwifery Re-Grading and reclassification](#).
- The process, standards and principles for a positional or personal re-grade in accordance with the *NSW Health Service Health Professionals (State) Award* and the *NSW Health Service Health and Community Employees Psychologists (State) Award* are set out in [SESLHDPD/565 - Allied Health Professional Grading and Regrading Procedure](#).
- For the purposes of this procedure the following definitions apply:

Grading: Refers to the process for determining the appropriate level within an Award classification of a position.

Classification: Refers to the determination of the appropriate Award classification as opposed to the level.

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Credentialing: Refers to the process of peer review of clinical expertise, qualifications and progression within the relevant occupational field or group.

Positional re-grade: Refers to a re-grade application where it is considered that the existing level or grade does not adequately reflect the role and responsibilities of the position, or changes to be implemented in the role and responsibilities of the position.

Personal re-grade: Refers to a re-grade application where there is an Award provision specifically enabling an application for a personal re-grade or personal progression to be made by the employee. Only where such Award provisions exist may personal re-grades be initiated as no other Award classifications allow for personal re-grades.

Award Grading/Credentials Committee: Refers to a Committee established in accordance with the requirements of an Award to consider and advise whether a grading or re-grading application meets the requirements of the Award. The classifications that require consideration by an Award Grading/Credentials Committee are identified in the Grading Matrix. Information on the structure and remit of each Award Grading/Credentials Committee is available in each relevant Award.

Job evaluation: Refers to methods of measuring relative work value of different positions in an organisation. It compares the content and demand of a position against a set of defined job related criteria. SESLHD uses methodology for determining grading for Health Manager roles that expresses the worth of a position in work value points, which are determined by assessing eight sub factors from three primary job factors.

- The required **inputs** defined in terms of skills, knowledge and experience needed to do the job, defined as **expertise**
- The **processing** components of the job, defined in terms of complexity of tasks and the requirement for resolving problems, referred to as **judgement**
- The **outputs** from the job, defined in terms of the impact, influence and independence of the position, referred to as **accountability**

3. RESPONSIBILITIES

3.1 Employees seeking a personal re-grade will:

- Complete and submit a request to their manager for a personal re-grade, advising of the current classification and grade, and the requested classification and grade. The request should include detailed information about how the request for personal re-grading meets the relevant Award criteria.

3.2 Line Managers will:

- Review position descriptions for positions under their management to ensure accurate and up-to-date information is included.
- When grading queries arise, seek advice from the relevant Human Resources Business Partnering Team.

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- Give consideration to the budgetary implications of any grading or re-grading application, and consult with relevant Finance staff if appropriate.
- Seek approval from the Chief Executive for the creation of new positions prior to grading.
- Seek approval for proposed restructures from the Chief Executive via consultation with the appropriate Executive Director.
- For personal re-grades, review applications from staff under their management and either provide or facilitate any appropriate feedback.
- Prepare and submit a [New, regrade, or reclassified position application \(this is an electronic form accessible via SARA\)](#) for positional grading applications.

3.3 People and Culture will:

- Provide administrative support for and participate in (where appropriate) the relevant committees involved with grading processes.
- Provide advice through the Human Resources Business Partnering team to managers and staff on grading and classification matters.
- Provide an assessment, evaluation and recommendation through the Human Resources Business Partnering team on grading applications prior to consideration by the appropriate General Manager/Director.
- Regularly review and update the grading procedures for all positions excluding Nursing, Medical, Allied Health, Psychology and Senior Executives.
- Maintain records of grading and classification applications for all positions excluding Nursing, Medical, Allied Health, Psychology and Senior Executives, and the decisions of the District Grading Committee.

3.4 General Managers / Directors will:

- Review and endorse or decline applications for grading in accordance with this procedure and their delegated authority.

3.5 District Grading Committee will:

- Assess grading applications on a fortnightly basis and advise managers of the outcomes and next steps.
- Consider whether new positions, or vacant existing positions could be targeted for the recruitment of Aboriginal applicants.

3.6 Director People and Culture will:

- As the nominated delegate of the Chief Executive, review and make final determination on applications for grading in accordance with this procedure.
- Manage grading appeals.

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4. PROCEDURE

4.1 General Principles

- In relation to existing positions, there must be a demonstrated substantial increase in the knowledge level required, and the scope of duties and responsibility level since the existing grading was determined.
- A positional re-grade is determined with reference to the job functions, tasks and responsibilities of the position, not the position holder.
- Approval must be sought from the Chief Executive for the creation of new positions prior to grading.
- All proposed restructures require consultation with the Chief Executive before consideration by the District Grading Committee.
- All grading and classification applications must be considered and supported by the General Managers/Directors before consideration by the District Grading Committee.

4.2 General Advice

- The Grading and Classification Matrix (appendix 1) should be checked to identify if the appropriate approval process has been followed before initiating a grading or re-grading submission.
- Approval must be sought from the Chief Executive for the creation of new positions prior to grading.
- Incomplete applications will not be considered and will be returned to the relevant manager.
- Except as otherwise stated, applications that are not supported by the District Grading Committee, will be returned to the application initiator with relevant feedback.

4.3 Positional Grading and Re-Grading

Step 1:

Manager discusses potential application with their Human Resources Business Partner prior to commencing the application process.

Pre-approved, generic position description templates may be available for some grades. With minimal changes, these may be approved by the Human Resources Business Partner without requiring submission to the District Grading Committee.

The manager is responsible for consulting with relevant senior or other managers, where appropriate to obtain their indicative support to progress with a regrade application.

Manager completes the online [New, regrade, or reclassified position application \(this is an electronic form accessible via SARA\)](#) and submits to Senior Manager (General Managers, and Directors) for approval.

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Step 2:

General Manager/Director review and approve or reject the application. If approved General Manager/Director adds Human Resources Business Partner to approvals to progress the application for evaluation and recommendation to the District Grading Committee.

The following documentation must be included in the application:

- Approval from the Chief Executive for new positions
- The existing and proposed position descriptions for the position that is the subject of the grading application
- A current and proposed organisational chart, highlighting the regraded position in the structure. This must include the FTE, craft group/position titles and classification and/or grade of any position holders
- Clear analysis of the change in role and responsibilities that support the change in the grade.
- Comparable position descriptions from within SESLHD and other LHD's of NSW Health

Step 3:

Once all completed documents are submitted with the grading application Human Resources Business Partners assess the application and supporting documentation, evaluates the position to ensure it complies with the relevant Award criteria, and confirms the recommendation to the Manager. The advice will outline the key aspects of the application and make a recommendation for the application to proceed to the next step.

Step 4:

Where required, the application is submitted to an Award Grading/Credentials Committee for consideration and recommendation, prior to submission to the District Grading Committee

Classifications that require review by an Award Grading/Credentials Committee are identified in the Grading Matrix.

Step 5:

The endorsed application is submitted via the appropriate Human Resources Business Partner to the District Grading Committee for consideration and recommendation.

The District Grading Committee assesses whether the application meets the criteria for the grading and/or classification being sought and where this is the case, recommends a grading or classification change. The District Grading Committee can seek other expert advice, where necessary.

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SESLHDPR/382**Step 6:**

Recommendations made by the District Grading Committee are referred to the Director People and Culture for approval or non-approval.

Step 7:

The Director People and Culture considers the recommendations made by the District Grading Committee and decides whether or not to approve the grading or classification change.

Step 8:

Once approved the outcomes of the District Grading Committee are communicated to the manager, and the local Human Resources Business Partner for follow up action.

Step 9:

The relevant Human Resources Business Partner provides advice to the line manager of the application's outcome and next steps.

4.4 Personal Re-Grades

Step 1:

Employees in classifications eligible to apply for a personal re-grade should review the relevant Award requirements and request a personal re-grade to their Manager.

Applications should address the relevant Award criteria, provide supporting documentation and be submitted to the appropriate Manager. A personal re-grade is a process generally initiated by an individual employee where they consider that they have the relevant skills and attributes to warrant a move to a higher level while remaining within their current position, and they regularly work at this higher level in their current role.

The onus is on the individual to demonstrate evidence, in line with the relevant Award criteria, to support their application.

The Manager reviews the application, and if endorsed, seeks the endorsement of the relevant General Manager/Director, who will decide on the merits of the application and give reasons why it is supported or otherwise. All applications (supported or not supported) should be forwarded to the relevant Human Resources Business Partner.

Step 2:

The Human Resources Business Partner assesses the application and supporting documentation and then provides advice to the Manager. The advice, will outline the key aspects of the application and make a recommendation for the application to proceed to the next step or send back to the manager if it requires further documentation/evidence/information.

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SESLHDPR/382**Step 3:**

All applications for grading or re-grading that would normally be considered by an Award Grading/Credentials Committee must be forwarded to the relevant Award Grading/Credentials Committee via the Human Resources Business Partners regardless of support from Management. If an application is unsupported by the Award Grading/Credentials Committee, the manager should discuss this with the employee and an explanation must be provided.

Step 4:

The application is submitted via the appropriate Human Resources Business Partner to the District Grading Committee for consideration and recommendation.

The District Grading Committee checks that the application has been assessed in accordance with Award requirements and makes a recommendation to the Director People and Culture.

Step 5:

The recommendation is referred to the Director People and Culture for consideration.

Step 6:

The Director People and Culture considers the recommendation of the District Grading Committee and decides whether or not to approve the grading change.

Step 7:

Once a decision has been approved by the Director People and Culture, the applicant, manager, and Human Resources Business Partner are advised accordingly.

4.5 Appeal Process

Managers and employees may contest an unsuccessful application for a regrade by writing to the Director People and Culture providing grounds for the appeal and any relevant supporting documents. The appeal is to be lodged within 21 days of receiving written notification of the decision.

Employees applying for personal re-grade under the *NSW Health Service Health Professionals (State) Award* may request that their appeal be forwarded to the Peak Level (State) Health Professional Grading Committee as per clause 13 of the Award.

4.6 Position Grading – Effect on Incumbent of Position

If the application for positional grading or restructure is approved, the position must be filled in line with normal recruitment requirements.

If there is a current incumbent who is affected by the application, the incumbent will be appointed directly if:

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- the incumbent meets the selection criteria of the regraded position, and
- the regraded position is within one grade of the original grading of the position, or
- if the salary difference between the commencing salary of the regraded position is within 5% of their current salary rate

For Health Manager positions, incumbents may be directly appointed to the regraded position if their current salary rate is within 5% of the minimum salary band of the regraded position.

Where the new grading is greater than 5% of the Health Manager incumbent's current salary the position will be advertised in accordance with current recruitment requirements.

If a regraded position results in a change of classification then the current incumbent should be managed in accordance with [NSW Health Policy Directive PD2012_021 Managing Excess Staff of the NSW Health Service](#).

In the event that an incumbent is not appointed following recruitment to the re-graded position, the relevant Human Resources Business Partner will provide case management support in accordance with the requirements set out in [NSW Health Policy Directive PD2012_021 - Managing Excess Staff of the NSW Health Service](#) will apply.

It is highly preferable that position reviews which result in re-grading applications are undertaken whilst positions are vacant in order to minimise the potential displacement of staff.

Any costs associated with redeployment and/or redundancy following a position re-grade will be met by the department to which the position belongs.

4.7 Effective Date of Grading Decisions

The effective date for approved re-grades and/or re-classifications will be the first full pay period commencing after recommendation by the District Grading Committee, except for personal regrades submitted in accordance with the *NSW Health Service Health Professionals (State) Award*.

The *NSW Health Service Health Professionals (State) Award* provides that regrades in this category are effective from the first full pay period on or after the date the grading application was initially provided to the direct line supervisor.

Regrade effective dates will not be backdated except in exceptional circumstances, and only with approval from the Director People and Culture.

4.8 District Grading Committee

The District Grading Committee will meet fortnightly or as required to consider applications. The Committee will review applications and make recommendations taking into account all relevant factors and industrial requirements.

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The Committee will consider recommendations from Award Grading or Credentials Committees as appropriate.

Formal minutes of all Committee meetings will be kept and membership shall include:

- Senior Employee/Industrial Relations Consultant (Chair)
- HR/ER/IR Administration Officer (secretariat)
- Head Human Resources Business Partnering and Employee Relations or delegate
- Head Workforce Operations or delegate

Attendees shall include:

- Human Resources Business Partners whose client group applications are being reviewed.
- Line Manager whose application is being reviewed (optional)

4.9 Multi-disciplinary grading applications with multiple Awards

Applications for positions with multiple gradings, which may include Nursing, Allied Health, Psychology, Health Manager etc. may require submission to the District Nursing and Midwifery Grading Committee and the Allied Health Grading Committee and Psychology Grading Committee in addition to the District Grading Committee.

4.10 Retention of Records

Records of grading applications and outcomes will be retained for a minimum of 5 years, see *State Records Authority of NSW General Retention Disposal Authority – Administrative Records, GA28*.

5. DOCUMENTATION

- [New, regrade, or reclassified position application \(this is an electronic form accessible via SARA\)](#)
- Business Case Template:
http://seslhnweb/Forms_and_Templates/Templates/default.asp

6. AUDIT

- Tracking of grading timeframes
- Preparation of an annual summary report capturing number of grading applications, number of out of session applications, number of appeals, which is sent to the D,P&C on an annual basis
- Annual review of the charter of the District Grading Committee.

7. REFERENCES

- [NSW Ministry of Health Policy Directive PD2012_021 - Managing Excess Staff of the NSW Health Service](#)
- [SESLHDPD/274 - Grading: Nursing and Midwifery Re-Grading and reclassification](#)
- [SESLHDPR/565 - Allied Health Professional Grading and Regrading Procedure](#)

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8. VERSION AND APPROVAL HISTORY

| Date | Version No. | Version and approval notes |
|------------------|-------------|--|
| July 2001 | 0 | Former SEAHS Grading, Re-Grading, Reclassification Procedure for Non Clinical Positions Covered by the Health Employees Conditions of Employment (State) Award |
| January 2007 | 1 | Manager, Workforce Services, approved by Acting Executive Sponsor (Matthew Daly, DCO) and approved by Area Executive Committee on 29 January 2007 |
| November 2014 | 2 | Policy redrafted and updated by Principal Employment Relations Consultant. Approved by Executive Sponsor. |
| October 2017 | 3 | Policy redrafted and updated by Manager Human Resources Advisory Service. |
| December 2017 | 3 | Endorsed by DET |
| January 2019 | 4 | Policy updated by Manager Human Resource Advisory Service and Workforce Services Executive Officer |
| June 2019 | 5 | Policy updated by Manager Human Resource Advisory Service and Workforce Services Executive Officer |
| 12 November 2020 | 6 | Policy updated by Executive Officer and Manager Human Resource Advisory Services (Draft) |
| 11 February 2021 | 7 | Policy updated by Executive Officer and Manager Human Resource Advisory Services (Draft) – Director People and Culture to approve |
| June 2022 | 8 | Policy reviewed by District Grading Committee |
| January 2023 | 9 | Policy updated by Head of Industrial Relations and reviewed by District Grading Committee |
| August 2023 | 10 | Major review to remove Allied Health and Psychology from the scope of procedure, position titles updated, change of form from paper version to SARA and change of composition of Grading Committee. Approved at August 2023 Executive Meeting. |
| 4 September 2023 | 10.1 | Minor change to delegations to Technical Staff in Appendix 1. |

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Appendix 1: Grading Classification Matrix

| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-------------------------------|---|---|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology and Grading Committee |
| 1 | Aboriginal Health Workers | Aboriginal Health Worker | <ul style="list-style-type: none"> Aboriginal Health Workers' (State) Award | x | x | ✓ | x | x | x | x |
| | | Aboriginal Health Practitioner Senior Aboriginal Health Worker Principal Aboriginal Health Worker | <ul style="list-style-type: none"> Aboriginal Health Workers' (State) Award | x | x | x | ✓ | x | x | x |
| | | Administrative Officer Grades Level 1 and 2 | Health Employees' Administrative Staff (State) Award <ul style="list-style-type: none"> Clause 1, Definitions and Work Level Statements | x | x | ✓ | x | x | x | x |
| 2 | Administrative Officers | Administrative Officer Grades Level 3 and above | Health Employees' Administrative Staff (State) Award <ul style="list-style-type: none"> Clause 1, Definitions and Work Level Statements | x | x | x | ✓ | x | x | x |

¹ Positions requiring approval from the Nursing and Midwifery Grading Committee must follow the procedures outlined in *SESLHD PD 114 Grading: Nursing and Midwifery regrading and reclassification*.

² Medical and Dental Appointments Advisory Committee, see *SESLHD PD 117: Appointment and Credentialing - Senior Medical and Dental Practitioners – Delineation of Clinical Privileges*

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-------------------------------|---------------------------------------|--|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| | | General Administrative Officer Grades | Health Employees' General Administrative Staff (State) Award | x | x | x | ✓ | x | x | x |
| 3 | Allied Health Assistants | All levels | Health Service Allied Health Assistants (State) Award | x | x | x | x | x | x | ✓ |
| 4 | Biomedical Engineers | All Grades | Public Hospital Professional Engineers' (Biomedical Engineers) (State) Award: • Clause 2, Grading Committee | x | ✓ | x | ✓ | x | x | x |
| 5 | Career Medical Officers | Career Medical Officers | Public Hospital Career Medical Officers (State) Award • Clause 3, Salaries | x | x | ✓ | x | x | x | x |
| | | Senior Career Medical Officers | Public Hospital Career Medical Officers (State) Award • Clause 4, Senior Career Medical Officer | x | ✓ | x | x | x | x | x |
| 6 | Clinical Academics | All Grades | NSW Health Policy Directive PD2013_036, Clinical Academics Employed in the NSW Health Service | x | x | ✓ | x | x | x | x |

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|--|--|---|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| 7 | Computer Staff | All Grades | Health Employees' Computer Staff (State) Award: • Part B, Monetary Rates | x | x | x | ✓ | x | x | x |
| 8 | Dental Assistants | All Grades | Public Hospitals Dental Assistants (State) Award: • Clause 3, Classifications | x | x | ✓ | x | x | x | x |
| 9 | Dental Officers | Dental Officers below Hospital Specialists | Health Employees Dental Officers (State) Award • Clause 4, Classifications | x | x | ✓ | x | x | x | x |
| | | Hospital Specialists and above | Health Employees Dental Officers (State) Award • Clause 4, Classification | x | x | x | x | x | ✓ | x |
| 10 | Dental Prosthetists and Dental Technicians | All Grades | Health Employees Dental Prosthetists and Dental Technicians (State) Award: • Clause 3, Classifications • Clause 8, Grading and Classification of Officers | x | x | x | ✓ | x | x | x |
| 11 | Engineers | All Grades | Health Employees Engineers' (State) Award: • Clause 3, Grading Committee | x | ✓ | x | ✓ | x | x | x |

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-------------------------------|--|---|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| 12 | Environmental Health Officers | Environmental Health Officer Grades below Year 10 | Environmental Health Officers Determination: • Clause 2, Salaries and Career Structure | x | x | x | ✓ | x | x | x |
| | | Environmental Health Officer Grades Year 10 and above | Environmental Health Officers Determination: Clause 2, Salaries and Career Structure | ✓ | x | x | ✓ | x | x | x |
| 13 | Health Education Officers | Non-Graduate Health Education Officer and Graduate Health Education Officer up to 9 th year | Health Education Officers Determination & NSW Health Service Health Professionals (State) Award: • Schedule B, Classification of Health Professional Positions | x | x | ✓ | x | x | x | x |
| | | Graduate Health Education Officer 9 th year | Health Education Officers Determination & NSW Health Service Health Professionals (State) Award: • Schedule B, Classification of Health Professional Positions | ✓ | x | ✓ | x | x | x | x |
| | | Graduate Health Education Officer beyond 10 th year | Health Education Officers Determination & NSW Health Service Health Professionals (State) Award: • Schedule B, Classification | ✓ | x | x | ✓ | x | x | x |

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|-----|-------------------------------|---|--|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| | | Senior Health Education Officer | Health Education Officers Determination & NSW Health Service Health Professionals (State) Award: <ul style="list-style-type: none"> Schedule B, Classification of Health Professional Positions | x | x | x | ✓ | x | x | x |
| 14 | Health Employees ³ | Grades up to and below the level and salary of Administration Officer Level 3 | Health Employees (State) Award: <ul style="list-style-type: none"> Part B, Monetary Rates Table 1 – Salaries | x | x | ✓ | x | x | x | x |
| | | Grades above the level and salary of Administration Officer Level 3 | Health Employees (State) Award: <ul style="list-style-type: none"> Part B, Monetary Rates Table 1 – Salaries | x | x | x | ✓ | x | x | x |
| 15 | Health Managers | All Grades | Health Managers (State) Award: <ul style="list-style-type: none"> Part B, Table 2, Classification Levels | x | x | x | ✓ | x | x | x |

³ Health Employees are staff groups covered by the Health Employees (State) Award, including Aides, Anaesthetic and Operating Theatre Technicians, Boiler Attendants, Cardiac Technologists, Chefs, Child Care Workers, Community Aides, Diversional Therapists, Drivers, Fire Safety Officers, Gardeners, Hospital Assistants, Mechanical Craftspersons, Patient Transport Officers, Pharmacy Assistants, Pharmacy Technicians, Security Officers, Sterilisation Technicians, Surgical Dressers, Technical Assistants and Wardspersons

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-----------------------------------|---|---|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| 16 | Health Professionals ⁴ | Re-Grades based on number of FTE supervised | NSW Health Service Health Professionals (State) Award: <ul style="list-style-type: none"> Schedule B, Classification of Health Professional Positions | x | ✓ | ✓ | x | x | x | ✓ |
| | | All Position based Grades, except for Re-Grades based on number of FTE supervised | NSW Health Service Health Professionals (State) Award: <ul style="list-style-type: none"> Schedule B, Classification of Health Professional Positions | x | ✓ | x | x | x | x | ✓ |
| | | Personal Re-Grades (moving from Level 2 to 3 and Level 3 to 4) | Health Professionals (State) Award: <ul style="list-style-type: none"> Clause 13, Personal Regrading | ✓ | ✓ | x | x | x | x | ✓ |
| | | Social Worker and Dietitians Grades, except for Personal Re-Grades | Determination No. 23 of 2007 – Grading Committees – Social Workers and Dietitians <ul style="list-style-type: none"> Clause 3, Grading Committee – Social Workers Clause 4, Grading Committee - Dietitians | x | ✓ | x | x | x | x | ✓ |

⁴ Health Professionals are staff groups covered by the NSW Health Service Health Professionals (State) Award, including Audiologists, Art Therapists, Counsellors, Dietitians, Diversional Therapists (with a relevant bachelor degree or equivalent qualification), Exercise Physiologists, Genetic Counsellors, Music Therapists, Occupational Therapists, Orthoptists, Orthotists/Prosthetists, Physiotherapists, Play Therapists, Podiatrists, Sexual Assault Workers, Social Workers, Speech Pathologists and Welfare Workers

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|--|---|---|---|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| 17 | Hospital Scientists | Hospital Scientists Grades below Senior Hospital Scientist | Hospital Scientists (State) Award: • Clause 3, Grading of Employees | x | x | x | ✓ | x | x | x |
| | | Senior or Principal Hospital Scientists | Hospital Scientists (State) Award: • Clause 3, Grading of Employees | x | ✓ | x | ✓ | x | x | x |
| 18 | Library Staff | All Grades | Public Hospital Library Staff (State) Award: • Clause 5, Descriptors • Clause 7, Grading Committee | x | ✓ | x | ✓ | x | x | x |
| 19 | Medical Physicists | Medical Physicists below Senior Medical Physics Specialists | Public Hospital Medical Physicists (State) Award: • Clause 2, Definitions | x | x | x | ✓ | x | x | x |
| | | Senior or Principal Medical Physics Specialists | Public Hospital Medical Physicists (State) Award: • Clause 2, Definitions • Clause 3, Progression of Medical Physicists | ✓ | ✓ | x | ✓ | x | x | x |
| 20 | Medical Radiation Scientists (Diagnostic Radiographer) | All grades | Health Employees Medical Radiation Scientists (State) Award | Refer to Appendix 2: Medical Radiation Scientist Award personal and positional grading matrix | | | | | | |

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|--|---|--|---|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| | Medical Radiation Scientists (Nuclear Medicine Technologist) | All grades | Health Employees Medical Radiation Scientists (State) Award | Refer to Appendix 2: Medical Radiation Scientist Award personal and positional grading matrix | | | | | | |
| | Medical Radiation Scientists (Radiation Therapists) | All grades | Health Employees Medical Radiation Scientists (State) Award | Refer to Appendix 2: Medical Radiation Scientist Award personal and positional grading matrix | | | | | | |
| 21 | Medical Librarians | All Grades | Public Hospital Medical Records Librarians (State) Award: <ul style="list-style-type: none"> Clause 2, Salary and Grading Structure Clause 3, Grading Committee | x | ✓ | x | ✓ | x | x | x |
| 22 | Nurses and Midwives | Nurse/ Midwife Grades below Clinical Nurse Specialist Grade 2 | Public Health System Nurses' and Midwives' (State) Award: <ul style="list-style-type: none"> Clause 3, Definitions | x | x | ✓ | x | x | x | x |
| | | Clinical Nurse Specialist Grade 2 ⁵ | Public Health System Nurses' and Midwives' (State) Award <ul style="list-style-type: none"> Clause 3, Definitions | x | x | x | x | ✓ | x | x |

⁵ Additional guidance on classification definitions for Clinical Nurse Specialist Grade 1 & Grade 2 is provided in *NSW Health PD2008_044, Clinical Nurse/Midwife Specialist Grade 1 & Grade 2 Classifications*

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-------------------------------|--|--|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| | | Nurse/Midwife Manager Grades | Public Health System Nurses' and Midwives' (State) Award: <ul style="list-style-type: none"> • Clause 39, Grading Committee • Clause 40 Grading of Nurse/Midwife Manager Positions | x | x | x | x | ✓ | x | x |
| 23 | Oral Health Therapists | Oral Health Therapists Level 1 | Oral Health Therapists (State) Award : <ul style="list-style-type: none"> • Clause 3, Classification Structure | x | x | x | ✓ | x | x | x |
| | | Oral Health Therapists Level 2 and above | Oral Health Therapists (State) Award : <ul style="list-style-type: none"> • Clause 3, Classification Structure • Clause 3, Sub Clause 3.3, Classification Structure | x | ✓ | x | ✓ | x | x | x |
| 24 | Pharmacists | All Grades, except Pharmacist Grade 2 | Health Employees (State) Pharmacists' Award: <ul style="list-style-type: none"> • Clause 1, Definitions | x | x | x | ✓ | x | x | x |
| | | Pharmacist Grade 2 | Health Employees (State) Pharmacists' Award: <ul style="list-style-type: none"> • Clause ,1 Definitions • Clause 2, Competency Criteria | ✓ | ✓ | x | ✓ | x | x | x |

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-------------------------------|--------------------------|---|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| 25 | Psychologists | All Grades | Health and Community Employees Psychologist (State) Award: <ul style="list-style-type: none"> • Clause 2, Classifications • Clause 3, Grading Committee | ✓ | ✓ | x | x | x | x | ✓ |
| 26 | Skilled Trades | Grades Level 2 and below | Public Health Service Employees Skilled Trades (State) Award: <ul style="list-style-type: none"> • Clause 2, Definitions • Clause 3, Classification, Structure and Labour Flexibility | x | x | ✓ | x | x | x | x |
| | | Grades 3 and above | Public Health Service Employees Skilled Trades (State) Award: <ul style="list-style-type: none"> • Clause 2, Definitions • Clause 3, Classification, Structure and Labour Flexibility | x | x | x | ✓ | x | x | x |
| 27 | Staff Specialists | All Grades | Staff Specialists (State) Award: <ul style="list-style-type: none"> • Staff Specialist (State) Award | x | x | x | x | x | ✓ | x |

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| No. | Classification or Staff Group | Grade or Level | Award Clause | Approval Requirements | | | | | | |
|-----|-------------------------------|--|--|--------------------------|--|----------------------------------|----------------------------|--|--------------------|--|
| | | | | Personal Regrade Allowed | Award Credentialing/ Grading Committee | Facility level delegation exists | District Grading Committee | Nursing & Midwifery Grading Committee ¹ | MDACC ² | Allied Health and Psychology Grading Committee |
| 28 | Teachers, Early Childhood | All Grades | Teachers' (NSW Health Early Childhood Service Centres) Salaries and Miscellaneous Conditions Award <ul style="list-style-type: none"> • Clause 1, Definitions • Sub clause 2.5, Reclassification | x | x | x | ✓ | x | x | x |
| 29 | Technical Staff ⁶ | Grades with a salary of Technical Officer Grade 1, 8 th Year, and below | Health Employees' Technical (State) Award: <ul style="list-style-type: none"> • Clause 1, Definitions | x | x | ✓ | x | x | x | x |
| | | Grades with a salary above Technical Officer Grade 1, 8 th Year | Health Employees' Technical (State) Award: <ul style="list-style-type: none"> • Clause 1, Definitions | x | x | x | ✓ | x | x | x |

⁶ Technical staff are staff groups covered by the Health Employees' Technical (State) Award, including Dialysis Technicians, Electronics Technicians, Perfusionists, Technical Officers, and Visual Aid Officers.

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Appendix 2: Medical Radiation Scientist Award personal and positional grading matrix

| Diagnostic Radiographer | | | Nuclear Medicine Technologist | | | Radiation Therapist | | | |
|----------------------------------|--|------------|-------------------------------|--|---|---------------------|--|------------|--|
| Progression | | | Progression | | | Progression | | | |
| Level | Personal | Positional | Level | Personal | Positional | Level | Personal | Positional | |
| Level 1 | Positional only – Progression from Level 1 to Level 2 is automatic if PDY completed and membership of AIR & MRBP. Progression within level between years is automatic. | | Level 1 | Positional only -progression from level 1 to level 2 is automatic if at least 1 year as ANZSNM completed and accreditation obtained and registered by MRBP. Progression within the level between years is automatic. | | Level 1 | Positional only – progression from level 1 to level 2 is automatic if PDY completed and membership of AIR & MRBP. Progression within level between years is automatic. | | |
| Level 2 | | | Level 2 | | | Level 2 | | | |
| Level 3 Grade 1 (Specialist MRS) | Yes | Yes | Level 3 Grade 1 | Yes | No – Personal grading only A position cannot be established or advertised at this grade. | Level 3 Grade 1 | Yes | Yes | |
| | 2 years' experience post-accreditation / MRPB registration accreditation (ie Level 2 Year 2). | | | 1) 2 years' experience post accreditation/MRPB registration accreditation (ie Level 2 Year 2) And 2) Assessed by a panel of 3 Chief MRS as having a suitable level of professionalism And 3) competency in 1 essential criteria a) undertaking relevant post graduate qualification or b) competency and experience in area of speciality. | | | 2 years' experience post accreditation/MRPB registration accreditation (ie Level 2 Year 2). | | |
| | Competency in at least one sub-speciality 1) Assessed by peers (level 4 & above) as having a suitable level of professionalism and a high level of knowledge and proficiency in complex clinical procedures with at least one sub-speciality as identified in the Award. Or 2) Post Graduate Certificate in relevant area of speciality. | | | Position description incorporates Award criteria – eg teaching, supervision, development of clinical practice standards, quality activities, independence in practice. | | | 1) Assessed by a panel of 2 Chief Radiation Therapists as having a high level of knowledge and proficiency in at least 2 complex clinical procedures. Position description incorporates Award criteria – eg knowledge and competence in a specialty, teaching, supervision, development of clinical practice standards, research and development. | | |

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| | | | | | | | | |
|---------------------------------|---|--|--------------------|---|---|----------------------------------|---|--|
| Level 3 Grade 2 (Consultant) | Yes | Yes | Level 3 Grade 2 | Yes | Yes – As a Nuclear Medicine Department Educator/Tutor coordinator only, not as a clinical expert. | Level 3 Grade 2 | Yes | Yes – As a Radiation Therapist Consultant. |
| | 1) At least 12 months service at Level 3, Grade 1, Year 2 And 2) Assessed by peers (Level 4 & above & Staff Specialists) as having extensive expertise in a speciality and contribution to clinical practice development and training. | Position description incorporates Award criteria – eg accountable to Chief MRS and either having a education focus or clinical practice development focus. | | 1) Not less than 2 years' service at Level 3 Grade Year 2 And 2) Assess by a panel of 3 Chief MRS as demonstrating a high level of clinical expertise in a specific area of expertise. | | | 1) Not less than 2 years' service at Level 3 Grade 1 Year 2 And 2) Assessed by a panel of 3 Chief Radiation Therapists as demonstrating a clinical expertise in a specific area of radiation therapy And 3) Increased involvement in teaching and publication And 4) Expertise in a) a further 2 specialty areas or b) a further 1 area and a post graduate qualification deemed appropriate by the panel. | |
| Level 3 Grade 3 | Yes | No – Personal grading only. A position cannot be established or advertised at this grade. | Level 3 Grade 3 | Yes | No – Personal grading only. A position cannot be established or advertised at this grade. | No Level 3 Grade 3 in the Award. | | |
| | 1) Post graduate Diploma in area of expertise, including ultrasound, CT, MRI, etc. 2) Diploma must be relevant to employee's area of expertise. | | | 1) Obtained Post graduate Diploma in area of expertise. Eg Ultrasound, CT, management, etc. | | | | |
| Level 4 Grade 1 | Yes | Yes | Level 4 Grade 1 | Positional only – aligned to role scope and FTE – refer to Award. | | Level 4 Grade 1 | Positional only – aligned to role scope and FTE – refer to Award. | |
| | 1) Master's degree in area of specialty relevant to medical imaging and of benefit to the profession | Position description incorporates Award criteria – refer to Award. | | | | | | |

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|--|--|--|--|---|----------------------------|---|
| | <i>And</i> 2) At least three years equivalent clinical practice after successful completion of SPP. | | | | | |
| Level 4 Grade 2 | Positional only. | | Level 4 Grade 2 | Positional only – must have post grad diploma. | Level 4 Grade 2 | Positional only – aligned to role scope and FTE – refer to Award. |
| Level 5 Grade 1 | Yes | Yes | Level 5 Grade 1 | Positional only – aligned to role scope and FTE – refer to Award. | Level 5 (Years 1-3) | Positional only – aligned to role scope and FTE – refer to Award. |
| | PhD in relevant area of specialisation. | Position description incorporates Award criteria – refer to Award. | | | | |
| Level 5 Grade 2 & 3 Level 6 Grade 1-3 | Positional only – aligned to role scope and FTE – refer to Award. | | Level 5 Grade 2 & 3 Level 6 Grade 1-3 | Positional only – aligned to role scope and FTE – refer to Award. | Level 6 (Years 1-3) | Positional only – aligned to role scope and FTE – refer to Award. |