

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

<b>NAME OF DOCUMENT</b>	Grading, Regrading and Reclassification – Nursing and Midwifery
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<b>FUNCTIONAL GROUP(S)</b>	HR Consulting Nursing and Midwifery
<b>KEY TERMS</b>	Grading, Regrading, Reclassification
<b>SUMMARY</b>	The document provides nursing and midwifery staff with the details required to apply for grading, regrading or reclassification.  Applications are made on <i>SESLHD Form 005 – Grading, Regrading or Reclassification – Public Health Nurses’ &amp; Midwives State Award</i> .

## **COMPLIANCE WITH THIS DOCUMENT IS MANDATORY**

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## Grading, Regrading and Reclassification – Nursing and Midwifery

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### 1. POLICY STATEMENT

South Eastern Sydney Local Health District (SESLHD) Nurses and Midwives Grading, Re-grading and Reclassification Committee has the responsibility for managing applications for grading nursing/midwifery positions guided by the Public Health System Nurses' and Midwives' (State) Award and the organisational structure and philosophy of the health service.

The Terms of Reference for the Nursing and Midwifery Grading Committee detail the role and responsibility of the Committee in the grading, regrading, reclassification process. Where an application for regrading and/or reclassification results in an increase in salary in excess of 5% or there has been a significant change in the role it must be advertised ([NSW Ministry of Health Policy Directive PD2023\\_024 - Recruitment and Selection of Staff to the NSW Health Service](#)). Personal regrades of less than 5% increase in salary must have the incumbents resume attached to the grading application.

All nursing/midwifery positions from Clinical Nurse/Midwife Specialist Grade 2 and above (including newly created positions), must be presented to the Committee for grading, regrading, or reclassification.

The process of approving Clinical Nurse/Midwife Specialist Grade 1 applications is managed within each site/service. Applicants should seek advice from their facility Director of Nursing/Midwifery.

### 2. BACKGROUND

#### DEFINITIONS

- **Grading:** refers to the level of the position within an Award classification e.g., Nurse Unit Manager (NUM) Level 2.
- **Regrading:** refers to the process of review and seeking approval to change the level of a position within an award classification, e.g., Clinical Nurse Consultant Grade 1 to Clinical Nurse Consultant Grade 2.
- **Reclassification:** refers to the process of changing the classification of a position, as opposed to just the level, e.g., changing a position from a registered nurse position to a Clinical Nurse Educator position. *Note: Advertising of the reclassified position is required.*

NOTE: For all non-nursing/midwifery positions, please refer to [SESLHDPR/382 - Grading and Classification: All Positions Excluding Nursing, Medical, Allied Health, Psychology and Senior Executives](#).

### 3. RESPONSIBILITIES

All nursing and midwifery staff have a responsibility to enact this policy.

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Recruitment Partners have a responsibility to be aware of this possibility when responding to requests for new or changing nursing/midwifery position descriptions.

### 4. PROCEDURE

#### 4.1 Application

The SESLHD Nurses and Midwives Grading, Re-grading and Reclassification Committee meets monthly. Dates for the Committee are [available online here](#).

Applications must be received no later than 5 working days before the date of the Committee meeting.

The [Grading Application Form](#) must be completed in full, with all appropriate approvals included. Accompanying documentation is to be attached to the application.

The Grading Application Form must be reviewed and approved by the relevant Workforce Nurse Manager, Nurse Manager, Director of Nursing/Midwifery and Executive Director/General Manager/Director of Operations.

The completed Application Form and all accompanying documents are to be emailed to [seslhd-nursingandmidwifery@health.nsw.gov.au](mailto:seslhd-nursingandmidwifery@health.nsw.gov.au).

#### 4.2 Committee Meeting

A Committee consisting of at least two representatives of the employer and two representatives of the NSW Nurses and Midwives' Association (NSWNMA) shall be constituted to consider and make recommendations on each application. This may include the date of effect of any grading recommended.

Provided that:

- an employee shall, whilst the grading or remuneration of his or her position is under consideration, be ineligible to be a member of the Committee;
- the Committee shall not, without sufficient reason, recommend the retrospective operation of any grading or remuneration; and
- where a retrospective date of effect is recommended, such date shall not be earlier than a date six months prior to the date on which the matter was referred to the Committee.

#### 4.3 Committee structure

- SESLHD Director, Nursing and Midwifery (Chairperson)
- Nurse Manager – Nursing & Midwifery Development & Design
- SESLHD Facility Director of Nursing (DON) representative x 1 (rotating)
- SESLHD Industrial Relations Representative
- NSWNMA representatives

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#### 4.4 Meeting structure

- Outcomes and key findings are to be kept of meetings.
- An agenda will be prepared and circulated by Nurse Manager – Nursing & Midwifery Development & Design.
- When a Committee decision is deferred due to insufficient advice in an application, the Chairperson will advise the General Manager/ Director of Operations/ Director of Nursing of same, and the application is to be reconsidered at a future Committee meeting.
- The Chairperson will notify in writing, the Director of Nursing/Midwifery and General Manager/Director of Operations of the outcome within five working days post meeting.
- The operative date for approved regrading shall be from the first full pay period following the Committee meeting.

#### 4.5 Applications not supported by local management

Where a staff member seeks a regrade of their position and it isn't supported by local management the following points need to be considered:

- It is a matter between the staff member and local management.
- The staff member may seek the advice of the NSWNMA.
- The onus is on the staff member to argue the application based on the change in the position.

#### 4.6 Appeals

Applications can be re-submitted to the Grading Committee if additional supportive information is available. Appeal is to be lodged within 10 working days of the next Committee meeting. The Committee may require the Manager/applicant attend.

#### 4.7 Displacement as a Result of Re-Grading a Position

Refer to [NSW Ministry of Health Policy Directive PD2012\\_021 - Managing Excess Staff of the NSW Health Service.](#)

### 5. DOCUMENTATION

[Form F005 - Application for Grading, Re-Grading, or Reclassification – Public Health System Nurses' and Midwives' \(State\) Award.](#)

### 6. AUDIT

- Grading Committee will meet in accordance with the agreed schedule.
- Applications are dealt with in accordance with policy and Award requirements.
- Completed applications received by Committee within the specified timeframe are considered at the next available Grading Committee meeting.

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- Grading Committee decisions communicated in a timely manner.

### 7. REFERENCES

[Public Health System Nurses' and Midwives' \(State\) Award 2023](#)

### 8. VERSION AND APPROVAL HISTORY

Date	Version	Version and approval notes
8 August 2023	10.1	Former SESLHDPD/274 updated by N Pereira to procedure. Minor changes to content: committee membership updated. Approved by Executive Sponsor.
29 November 2023	10.2	Minor review to update procedure based on the new Public Health System Nurses' and Midwives' (State) Award that took effect in July 2023.