

Orientation

Welcome to POW Hospital

Medical Workforce Unit



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Local Health District

The Medical Workforce Team

Daniel Gialouris – Operations Manager – Medical Workforce

Corinna Weiss – JMO Manager

Kate Liston – Medical Workforce Officer - Rosters / Payroll

Nabila Jahan - Medical Workforce Officer – Recruitment

Putu Kusumayanthi - Medical Workforce Officer

Claudia Swietochofski – Medical Workforce Office

Kymerley Bax – A/SMO Manager

- **Location: Level 3, High Street (Workforce Services)**
- **Email: SESLHD-JMOPOW@health.nsw.gov.au**
- **Phone: 9382-2111**



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What we do and some important advice

Junior Medical Officer (JMOs)

- ✓ JMO Wellbeing
- ✓ Recruitment
- ✓ Rostering – After Hours / Relief
- ✓ Payroll / HealthRoster
- ✓ Terms / Leave
- ✓ Shift Swaps / Allocation Swaps
- ✓ Secondments
- ✓ Immigration
- ✓ Registration
- ✓ ClinConnect (Medical Students)

Senior Medical Officers (SMOs)

- ✓ Recruitment - SMOs, VMOs, Locums
- ✓ TESL
- ✓ VMoney

Important pieces of advice:

- ✓ Know your Medical Officer Award
- ✓ Check your online timesheet and payslip
- ✓ Let Medical Workforce Unit know of any variations to your roster as soon as you can
- ✓ Read the Code of Conduct
- ✓ Boost your pay by several thousand dollars by taking advantage of salary packaging
- ✓ Come see Medical Workforce Unit for any problems you may have



Payroll / HealthRoster

Check your timesheet: <http://seseol.ros.health.nsw.gov.au>

Mon	Tue	Wed	Thu	Fri
18 D 08:00 - 16:30	19 D 08:00 - 16:30	20 D 08:00 - 16:30	21 D 08:00 - 16:30	22 D 08:00 - 16:30
Christmas Day Public Holiday 25 PH	Boxing Day 26 PH	27 D 08:00 - 16:30	28 D 08:00 - 16:30	Additional Public Holiday 29 PH
New Year's Day Jan 1 PH	2 D 08:00 - 16:30	3 D 08:00 - 16:30	4 SICK	5 D 08:00 - 16:30

- ✓ Normal hours
- ✓ Penalty rates
 - ✓ Any ordinary hours worked between the following hours shall be paid at ordinary time plus the appropriate penalty rate.
 - ✓ Hours worked between 6.00 p.m. and midnight, Monday to Friday - 12.5%
 - ✓ Midnight and 7.00 a.m., midnight Sunday to midnight Friday -25%
 - ✓ Midnight Friday and midnight Saturday -50%
 - ✓ Midnight Saturday and midnight Sunday -75%
- ✓ Please read **Public Hospital Medical Officer Award**



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Overtime

- Rostered Overtime
- Unrostered Overtime
- On-Call – Paid Allowance
- Ordinary Hours



Unrostered Overtime

- ✓ All unrostered overtime can be claimed through Stafflink – UROC system: <https://stafflink.hss.health.nsw.gov.au/>
- ✓ Make sure everything is correctly entered online
- ✓ **Back adjustments** in by no later than Tuesday 12:00pm of the second week of the pay period.
- ✓ All other unrostered overtime, callback claims, or any changes (leave /ADO) within the pay period on by no later than Friday 12:00pm of the second week of the pay period.



Stafflink – Employee Self Service

Your Stafflink login details:

<https://stafflink.hss.health.nsw.gov.au/>

Username: Stafflink / Employee number

Password: **PasswordSEH1** (temporary and must be changed upon initial login)

Check Stafflink for:

- ✓ Leave balances
- ✓ Payroll information
- ✓ Payslips - Electronic payslips are send to chosen email address
- ✓ Update Personal information: Bank details, address, phone number etc.
- ✓ Obtain group summary
- ✓ Unrostered Overtime and Callback Claims system (UROC)



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Parking

3-4 year waiting list!!!

- ✓ Metro Parking at POWH: 5 day After Hours staff pass that can be used over a three month period costing \$20 for main car park
- ✓ Must enter the car park after 3:30pm (Mo – Fr) and leave before 8:30am the next day, else casual rate apply; Weekend - Any time.
- ✓ Please note that this pass needs to be purchased within 24 hours of entering the main car park.
- ✓ Friday-to-Monday staff pass, costing approx. \$17 per fortnight. Pass can be used to access the car park on Friday, Saturday, Sunday, Monday.
- ✓ You may want to put your name on the waitlist now!

Wilson Parking next to Ritz Cinema

- ✓ \$12 all day flat rate
- ✓ In between 6:00am and 10:00am and out between 2:00pm and 7:00pm



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Bullying and Harassment

What is Bullying?

“Repeated and unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety.”



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What is Bullying?

Workplace bullying will generally meet one or more of the following criteria:

1. It is repeated and systematic (although a serious single incident can also constitute bullying)
2. It is unwelcome and unsolicited
3. The recipient/s consider/s the behaviour to be offensive, intimidating, intended to humiliate or threatening
4. A reasonable person would consider the behaviour to be offensive, intimidating, intended to humiliate or threatening.



What is Harassment?

In NSW it is unlawful under the Anti-Discrimination Act 1977 for employees to be discriminated or harassed at work because of their:

- Race (including colour, descent, nationality, ethnic origin, or cultural background)
- Religion
- Gender (including transgender, pregnancy or potential pregnancy, breastfeeding)
- Sexual orientation
- Marital or domestic status
- Disability (including physical, intellectual, psychiatric, neurological, illnesses such as HIV / AIDS)
- Carer responsibilities
- Age



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