Dear all,

The ISLHD Junior Medical Workforce Unit (JMO Unit) is undergoing a restructure which fundamentally changes how the unit handles their work. There are two teams under two managers within the unit, who work together to ensure a high quality service to all junior medical officers. This communication outlines changes to how the JMO Unit handles its existing functions, there are no changes to how other departments or sites manage junior medical workforce. There are no changes to existing MWU arrangements at Shellharbour or Shoalhaven District Memorial Hospitals.

**Structure**

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| **Position** | **Name** | **Role** |
| Junior Medical Workforce Manager | Jennifer Williams | Coordination of all junior medical staff recruitment, on boarding, payroll and prevocational allocations |
| Deputy Junior Medical Workforce Manager (JMO Manager) | Shalom de Vera | Prevocational allocations, relief roster and TWH afterhours intern and RMO roster  Recruitment and on boarding of junior medical staff. Allocation of accommodation to rotational medical staff from other LHDs |
| Workforce Support Officers | Hannah Richards  Natalia Cesare  Hayley Townsend | Recruitment, AHPRA, Visa and on boarding of junior medical staff NIHG |
| JMO Payroll Manager | Debbie Stevenson | Responsible for HealthRoster for all junior medical staff, payroll enquiries, queries on Award interpretation and provision of feedback regarding rostering issues and workloads. |
| Payroll Support Officer | Mariana Herceg | HealthRoster data entry, leave forms, ADOs, swaps and payroll enquiries |
| Workforce Support Assistants | Leah Carafa  Olivia Sargent | MWU Receptionist, HETI prevocational forms, Defence force timesheets, afterhours rosters |
| **Position** | **Name** | **Role** |
| Manager Medical Education, Wellbeing and Locums | Yvonne Becarevic | * Support for medical education, accreditation * JMO Wellbeing Manager and provision of individual support to all junior medical officers concerned about the wellbeing of themselves or colleagues * Locums (Non-specialist) Manager |
| Locums Support Officer | Carol Rogers | Coordination of all locum advertisements, bookings, credentialing and compliance (district wide) |
| Locums and Wellbeing Admin Support | Paris Byron | Assistance with locum compliance, locum payroll and invoices.  Admin support for JMO Wellbeing |
| Prevocational MESO | Mari Pinilla | PGY 1&2 education, meetings, support, HETI documentation – Medical Education Support Officer |
| BPT MESO | Shaynee Yarworth | Basic Physician Trainees (BPTs) Illawarra Medical Network education, exams, meetings - Medical Education Support Officer |
| HNSP MESO | Deborah Lorkin | Hospital Non Specialist Program, education, reports - Medical Education Support Officer |
| WBA Program Officer | Michelle Birkin | Workplace Based Assessment Program Officer  IMG: WRIGs, AHPRA registration |
| EA DDMW / WSA BPT | Teressa Sargent | Executive Assistant to District Director Medical Workforce and admin support to IMN Director Physician Training (BPTs) |

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| **Position** | **Name** | **Role** |
| JMO Coordinator  SDMH | Margaret Gasseling  Deborah Lorkin | Recruitment, AHPRA, Visa, onboarding, rosters and payroll of junior medical staff for Shoalhaven, Berry and Milton Hospitals |
| JMO Coordinator  SHH | Brooke Cesare | Recruitment, AHPRA, Visa, onboarding, rosters and payroll of junior medical staff for Shellharbour and Port Kembla Hospitals |

**Prevocational Network (Interns and RMOs) – from 15 March 2021**

All payroll enquiries to go to the Payroll team (outlined below). All other roster, leave, ADO, allocation or other enquires are to be directed to the Deputy Junior Medical Workforce Manager, Ricky Bertakis, from 15 March 2021.

**All other junior medical staff and services**

Please direct your enquiries as follows (all contact details are listed at the end)

Payroll and Pay Enquiries

Debbie Stevenson and Mariana Herceg are the TWH junior medical officer payroll team. This team are responsible for receipt of the departmental rosters and will process the HealthRoster entries, approved leave forms (annual, study, maternity, paternity, FACS, LWOP etc), ADO forms, shift swaps, UROC, PPC and payroll enquiries that are currently managed by the MWU. No changes are being made to HealthRoster processes within departments that currently already manage this for their own junior medical staff.

Debbie will be providing feedback to departments on unsafe workhours and non-compliant rosters for attention.

Recruitment

All NIHG vacancies are to be discussed with Jennifer Williams by the relevant department. Jennifer will confirm the vacancy and then allocate this to a Workforce Support Officer, who will liaise with the department and the junior medical staff regarding recruitment and all other on boarding tasks such as AHPRA, Visa’s, forms, vaccinations, contracts, security, IT, carparking and other etc

Accommodation

Doctors on rotation to TWH from other LHD’s please liaise with the Deputy JMWU Manager regarding allocation and any issues with accommodation.

Award Enquiries

If you are seeking information on Award issues or entitlements please contact the Payroll Manager, JMWU Manager or Deputy JMWU Manager.

Locum matters

For locum reports or governance enquiries, please contact Yvonne Becarevic. Booking, confirming locum shifts, agency invoices or timesheets, please contact Carol Rogers.

JMO Wellbeing

You can come and see anyone in the unit at any time. Alternatively please contact Yvonne Becarevic or the Deputy JMWU Manager in the first instance.

Other Enquiries

Enquiries can be sent to the generic email address [ISLHD-JMOUnit@health.nsw.gov.au](mailto:ISLHD-JMOUnit@health.nsw.gov.au), this will be forwarded on to the correct person to contact you within 24 hours.

Complaints or Concerns

Any concerns that aren’t addressed satisfactorily or in a timely manner please escalate to the JMWU Manager, Jennifer Williams or the Medical Education and Wellbeing Manager, Yvonne Becarevic, depending on the issue. If your complaint is still not resolved please contact Dr Justine Harris.