

SESLHD POLICY COVER SHEET



Health
South Eastern Sydney
Local Health District

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KEY TERMS	Grading, Regrading, Reclassification
SUMMARY	The document provides nursing and midwifery staff with the details required to apply for grading, regrading or reclassification. When making an application the LHD Form 005 'Grading, Regrading or Reclassification – Public Hospitals Nurses' and Midwives' (state) Award must be used. The Charter for the Nurses and Midwives Grading Committee can be found on the SESLHD Nursing and Midwifery intranet.

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SESLHD POLICY

Grading, regrading and reclassification– Nursing and Midwifery

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1. POLICY STATEMENT

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

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 of the position it will be advertised as per [NSW Ministry of Health 'Recruitment and Selection of Staff of the NSW Health Service' PD2017_040](#). Personal regrades of less than 5% increase in salary must have the incumbents resume attached to the grading application.

2. AIMS

To provide SESLHD nursing and midwifery staff with guidelines on the process for applying to grade newly created positions, regrading of an existing position, or reclassification of an existing position.

3. TARGET AUDIENCE

Nurse/Midwife Manager, Nurse/Midwife Unit Managers, Clinical Nurse/Midwifery Consultants, Clinical Nurse/Midwifery Educators, Nurse/Midwifery Educators, Clinical Nurse/Midwifery Specialists and Registered Nurse/Midwife.

4. RESPONSIBILITIES

The following have varied degrees of responsibilities in enacting this policy:

- SESLHD Nurses and Midwifery Grading Committee
- SESLHD Director of Nursing and Midwifery Services
- Facility Directors of Nursing and Midwifery
- Nurse/Midwife Managers
- Recruitment Services Unit
- Nursing/Midwifery staff submitting an application

5. 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: If position being reclassified is not a nursing position, the application must be submitted to Human Resources prior to submission to the Nurses and Midwives Grading Committee.

6. PROCESS

6.1 Applications

Applications to regrade Nursing and Midwifery positions can be submitted every month. The following procedure needs to be followed to ensure that the grading applications are dealt with in a fair, consistent and efficient manner.

- a) All Nurse/Midwife Unit Manager applications must be received by the Nurse Manager – Nursing and Midwifery Workforce Development and Leadership no later than 10 days prior to the Committee meeting. Applications are then forwarded to the New South Wales Nurses and Midwives Association (NSWNMA).
- b) All other nursing applications must be received by the Nurse Manager – Nursing and Midwifery Workforce Development and Design no later than five days prior to the Grading Committee meeting.
- c) The grading application form must be filled out by the incumbent applicant, and / or their manager. All components of the form must be accurately completed, with accompanying documentation attached. The application form lists the documentation required.
- d) The completed application form must be forwarded to the relevant line manager for their support and recommendation and must then be forwarded to the facility Director of Nursing/Midwifery / Executive Director / Director of Operations for support and recommendation.
- e) The completed application form and all accompanying documents are to be emailed to: [Nurse Manager, Nursing Workforce Development and Design](#).

6.2 Nurses Grading Committee

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

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

6.2.1 Committee Structure for Nurse/Midwife Unit Manager Grading applications:

As outlined in Clause 39 of the Public Health Systems Nurses' and Midwives' (State) Award, SESLHD will constitute:

A Committee consisting of two representatives of the employer and two representatives of the Association shall be constituted to consider and make recommendations to the employer in relation to:

- (a) any request or proposal to establish or alter the grading of positions of Nursing Unit Manager;*
- (b) the date of effect of any grading recommended.*

Provided that:

- (i) 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;*

(ii) the Committee shall not, without sufficient reason, recommend the retrospective operation of any grading or remuneration; and

(iii) 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

6.2.2 Committee Structure for all other nursing/midwifery positions:

- LHD Director of Nursing and Midwifery (Chairperson)
- Workforce representative
- Nursing and Midwifery Directorate representative
- SESLHD facility Director of Nursing (DON) representative x 1 (rotating)

6.2.3 Meeting Structure

- Formal minutes are to be kept of all meetings by the nominated Chairperson
- The nominated Chairperson will prepare an agenda for the meeting
- The Chairperson is responsible for notifying the General Managers / Director of Operations and Directors of Nursing/Midwifery of the outcomes of the Committee evaluation of the proposed grading applications
- When a grading is deferred due to insufficient material, the Chairperson will advise the General Managers/ Director of Operations and Director of Nursing of additional material required so that the application may be reconsidered at future Committee meetings
- The Chairperson will notify the Director of Nursing/Midwifery and General Managers / Director of Operations of the outcome within five working days post the meeting. No information will be given over the phone regarding the Committee recommendations
- The operative date for approved regrading shall be from the first full pay period following the Committee meeting

6.3 Unsupported Applications

Where a staff member seeks a regrade of their position that is unsupported by management the following points need to be considered:

- It is firstly, a matter between the staff member and local management.
- The staff member may seek the advice of the New South Wales Nurses' and Midwives Association
- The onus is on the staff member to argue the application on the basis of the change in the position.

6.4 Appeal Process

- Applications may be re-submitted to the grading Committee if additional supportive information is available.
- The appeal is to be lodged **within 10 working days of the next Committee meeting**. The Committee may require the Manager / applicant attend in the event of an appeal.

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6.5 Displacement as a Result of Re-Grading a Position

Refer to [NSW Ministry of Health Policy Directive 'Managing Excess Staff of the NSW Health Service' PD2012_021](#)

7. DOCUMENTATION

Grading, Regrading and Reclassification Application – Nursing and Midwifery F005

8. REFERENCES

- [Public Health System Nurses' and Midwives' \(State\) Award](#)
- [NSW Ministry of Health Policy Directive 'Managing Excess Staff of the NSW Health Service' PD2012_021](#)
- [NSW Ministry of Health 'Recruitment and Selection of Staff of the NSW Health Service' PD2017_040](#)

9. REVISION & APPROVAL HISTORY

Date	Revision No.	Author and Approval
Jun 2014	8	Former PD 144 revised by Kim Olesen, Director of Nursing and Midwifery Services and Sharon White, Nurse Manager, Nursing and Midwifery Workforce Development and Design.
Jul 2014	8	Re-formatted by District Policy Officer. Approved by Kim Olesen, Director of Nursing and Midwifery Services and Executive Sponsor.
Jun 2016	9	PD 274 revised by Sharon White, Nurse Manager, Nursing and Midwifery Workforce Development and Design and approved by Kim Olesen, Director of Nursing and Midwifery Services
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July 2020	10	Minor review by Sharon White, Nurse Manager, Nursing and Midwifery Workforce Development and Design and approved by Kim Olesen, Director of Nursing and Midwifery Services. Hyperlinks updated – no changes to content and meaning of document. Processed by Executive Services prior to publishing.