

# SESLHD PROCEDURE COVER SHEET



**Health**  
South Eastern Sydney  
Local Health District

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<b>SUMMARY</b>	District procedure for grading and re-grading of all positions except Nursing, Medical and Senior Executive roles.

## **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 Non-Clinical and Allied Health Professional 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, 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 using the documentation and forms attached to this procedure. 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/Service 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 initiating a positional or personal re-grade in accordance with the *NSW Health Service Health Professionals (State) Award* are set out in *SESLHDPD/176 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 the appropriate documentation for a re-grade to their line manager.

#### 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 Advisory Team.
- Give consideration to the budgetary implications of any grading or re-grading application, and consult with relevant Finance staff if appropriate.

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- For personal re-grades, review applications from staff under their management and either provide or facilitate any appropriate feedback.
- Prepare and submit positional grading applications as required.

### 3.3 Workforce Services will:

- Provide administrative support for, and participate in (where appropriate) the relevant committees involved with grading processes.
- Provide advice through the Human Resources Advisory Services team to managers and staff on grading and classification matters.
- Provide an assessment and recommendation on grading applications prior to consideration by the appropriate General Manager/Service Director.
- Regularly review and update the procedures for the grading and classification procedures for all positions excluding nursing, medical and Senior Executive.
- Maintain records of grading and classification applications for all positions excluding nursing, medical and Senior Executive, and the decisions of the District Grading Committee.

### 3.4 General Managers / Service Directors will:

- Review and endorse or decline applications for grading in accordance with this procedure and their delegated authority.
- Chair the District Grading Committee on a 12 month rotational basis.

### 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 Workforce Services 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.

## 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.
- All grading and classification applications must be considered and supported by the General Managers/Service Directors before consideration by the District Grading Committee.

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### 4.2 General Advice

- The Grading and Classification Matrix should be checked to identify if the appropriate approval process before initiating a grading or re-grading submission.
- Incomplete applications will not be considered and will be returned.
- Except as otherwise stated, applications that are not supported to progress to the next approval stage 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 Advisor prior to commencing the application process.

Manager also seeks advice and communicates with the relevant Finance Manager to understand the budgetary implications of any grading or re-grading application.

Manager completes the *Grading, Re-Grading and/or Reclassification Form (District Form F069)* and submits to Human Resources Advisor.

The completed application must include:

- the existing and proposed position descriptions for the position that is the subject of the grading application
- an organisational chart, clearly demonstrating the position in the structure
- the award criteria and clear analysis of the change in role and responsibilities that support the change in the grade and where appropriate, comparable position descriptions
- the position description of the role's manager
- the position description of any positions reporting to the role.

Use of available generic position description templates based on award classification descriptors is recommended in developing new position descriptions.

#### Step 2:

Human Resources Advisor assesses the application and supporting documentation and then provides advice to the General Manager/Service Director. The advice will outline the key aspects of the application and make a recommendation for the application to proceed to the next step.

#### Step 3:

The application is evaluated and considered by the General Manager/Service Director who will decide on the merits of the application and give reasons why it is supported or otherwise.

Where the application is not supported, the employee and line manager should be advised in writing of the decision and the reasons by the appropriate Human Resources Advisor.

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

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

**Step 5:**

The application is submitted via the appropriate Human Resources Advisor 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.

**Step 6:**

Recommendation of the District Grading Committee is referred to the Director Workforce Services for approval or non approval.

**Step 7:**

The Director Workforce Services considers the recommendation of the District Grading Committee and decides whether or not to approve the grading or classification change.

**Step 8:**

The relevant Human Resources Advisor 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 complete the *Grading, Re-Grading and/or Reclassification Form (District Form F069)*.

Employees submitting personal regrade applications under the NSW Health Professionals (State) Award should also complete *Personal Regrading Application form – Allied Health (District Form 353)* and should follow the requirements outlined in *SESLHDPD/176 Health Professionals Re-Grading Procedure*.

Applications should address the relevant Award criteria, provide supporting documentation and be submitted to the appropriate Line 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



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level while remaining within their current position. The onus is on the individual to demonstrate evidence, in line with the relevant Award criteria, to support their application.

**Step 2:**

Human Resources Advisor assesses the application and supporting documentation and then provides advice to the General Manager /District Service Director. The advice, will outline the key aspects of the application and make a recommendation for the application to proceed to the next step.

**Step 3:**

Documentation is evaluated and considered by the General Manger/District Service Director

The General Manager/District Service Director will decide on the merits of the application and give reasons why it is supported or otherwise.

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 District Grading Committee Secretary regardless of support from line management. If an application is unsupported, this should be discussed with the employee and an explanation provided.

**Step 4:**

Application is submitted via the appropriate Human Resources Advisor 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.

**Step 5:**

The application is referred to the Director Workforce Services for consideration.

**Step 6:**

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

**Step 6:**

The relevant Human Resources Advisor provides advice to the line manager of the application's outcome.

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#### 4.5 Appeal Process

Managers and employees may contest an unsuccessful application for a regrade by writing to the Director Workforce Services 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:

- the incumbent meets the essential 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 incumbent's current salary the position will be advertised in accordance with current recruitment requirements.

In these situations, an incumbent should prepare a short summary demonstrating that they meet the criteria of the position and their resume. This should be presented to the General Manager/Service Director for approval.

In the event that an incumbent is not appointed following recruitment to the re-graded position, the relevant Human Resources Advisor 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.

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



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#### 4.7 Effective Date of Grading Decisions

The operative 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 *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 Workforce Services.

#### 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.

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:

- General Manager (Chair)
- Principal Employment Relations Consultant (secretariat)
- Manager Human Resources Advisory Services
- Manager Workforce Transactions and Information Services
- District Allied Health Director
- Specialist Advisors (as required)

For the assessment of positional or personal re-grading related to Social Workers and Dietitians, *Determination No. 23 of 2007 Grading Committee – Social Workers and Dietitians* shall apply. Accordingly, the Health Services Union will be invited to participate in committees concerning Social Workers or Dietitians.

#### 4.9 Multi-disciplinary grading applications with multiple Awards

Applications for positions with multiple gradings, which may include nursing, Allied Health, Health Manager etc may require submission to the District Nursing and Midwifery Grading Committee in addition to the District Grading Committee. Human Resources Advisors will provide advice on the process to be followed.

#### 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*.

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### 5. DOCUMENTATION

- Grading, Re-Grading and/or Reclassification Form (District Form F069)

### 6. AUDIT

Not required.

### 7. REFERENCES

- [NSW Health Policy Directive PD2012\\_021 Managing Excess Staff of the NSW Health Service](#)
- [SESLHDPD/176 Allied Health Professional Grading and Re-Grading](#)
- [SESLHDPD/274 Grading, Re-Grading and Reclassification – Nursing and Midwifery](#)

### 8. REVISION AND APPROVAL HISTORY

Date	Revision No.	Author and Approval
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

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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 <sup>1</sup>	MDACC <sup>2</sup>
1	Aboriginal Health Workers	Aboriginal Health Worker	<ul style="list-style-type: none"> <li>Aboriginal Health Workers' (State) Award</li> </ul>	x	x	✓	x	x	x
		Aboriginal Health Practitioner Senior Aboriginal Health Worker Principal Aboriginal Health Worker	<ul style="list-style-type: none"> <li>Aboriginal Health Workers' (State) Award</li> </ul>	x	x	x	✓	x	x
2	Administrative Officers	Administrative Officer Grades below Level 3	Health Employees' Administrative Staff (State) Award <ul style="list-style-type: none"> <li>Clause 1, Definitions and Work Level Statements</li> </ul>	x	x	✓	x	x	x
		Administrative Officer Grades Level 3 and above	Health Employees' Administrative Staff (State) Award <ul style="list-style-type: none"> <li>Clause 1, Definitions and Work Level Statements</li> </ul>	x	x	x	✓	x	x
		General Administrative Officer Grades	Health Employees' General Administrative Staff (State) Award	x	x	x	✓	x	x

<sup>1</sup> 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*.

<sup>2</sup> 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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				Personal Regrade Allowed	Award Credentialing/ Grading Committee	Facility level delegation exists	District Grading Committee	Nursing & Midwifery Grading Committee <sup>1</sup>	MDACC <sup>2</sup>
3	Biomedical Engineers	All Grades	Public Hospital Professional Engineers' (Biomedical Engineers) (State) Award: • Clause 2, Grading Committee	x	✓	x	✓	x	x
4	Career Medical Officers	Career Medical Officers	Public Hospital Career Medical Officers (State) Award • Clause 3, Salaries	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
5	Clinical Academics	All Grades	NSW Health Policy Directive PD2013_036, Clinical Academics Employed in the NSW Health Service	x	x	✓	x	x	x
6	Computer Staff	All Grades	Health Employees' Computer Staff (State) Award: • Part B, Monetary Rates	x	x	x	✓	x	x
7	Dental Assistants	All Grades	Public Hospitals Dental Assistants (State) Award: • Clause 3, Classifications	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 <sup>1</sup>	MDACC <sup>2</sup>
8	Dental Officers	Dental Officers below Hospital Specialists	Health Employees Dental Officers (State) Award • Clause 4, Classifications	x	x	✓	x	x	x
		Hospital Specialists and above	Health Employees Dental Officers (State) Award • Clause 4, Classification	x	x	x	x	x	✓
9	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
10	Engineers	All Grades	Health Employees Engineers' (State) Award: • Clause 3, Grading Committee	x	✓	x	✓	x	x
11	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
		Environmental Health Officer Grades Year 10 and above	Environmental Health Officers Determination: Clause 2, Salaries and Career Structure	✓	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 <sup>1</sup>	MDACC <sup>2</sup>
12	Health Education Officers	Non-Graduate Health Education Officer and Graduate Health Education Officer up to 9 <sup>th</sup> 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 9 <sup>th</sup> year	Health Education Officers Determination & NSW Health Service Health Professionals (State) Award: • Schedule B, Classification of Health Professional Positions	✓	x	x	✓	x	x
		Senior Health Education Officer	Health Education Officers Determination & NSW Health Service Health Professionals (State) Award: • Schedule B, Classification of Health Professional Positions	x	x	x	✓	x	x
13	Health Employees <sup>3</sup>	Grades up to and below the level and salary of Administration Officer Level 3	Health Employees (State) Award: • Part B, Monetary Rates Table 1 – Salaries	x	x	✓	x	x	x
		Grades above the level and salary of Administration Officer Level 3	Health Employees (State) Award: • Part B, Monetary Rates Table 1 – Salaries	x	x	x	✓	x	x

<sup>3</sup> 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 <sup>1</sup>	MDACC <sup>2</sup>
14	Health Managers	All Grades	Health Managers (State) Award: • Part B, Table 2, Classification Levels	x	x	x	✓	x	x
15	Health Professionals <sup>4</sup>	Re-Grades based on number of FTE supervised	NSW Health Service Health Professionals (State) Award: • 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: • Schedule B, Classification of Health Professional Positions	x	✓	x	✓	x	x
		Personal Re-Grades (moving from Level 2 to 3 and Level 3 to 4)	Health Professionals (State) Award: • Clause 13, Personal Regrading	✓	✓	x	✓	x	x

<sup>4</sup> 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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				Personal Regrade Allowed	Award Credentialing/ Grading Committee	Facility level delegation exists	District Grading Committee	Nursing & Midwifery Grading Committee <sup>1</sup>	MDACC <sup>2</sup>
		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"> <li>Clause 3, Grading Committee – Social Workers</li> <li>Clause 4, Grading Committee - Dietitians</li> </ul>	x	✓	x	✓	x	x
16	Hospital Scientists	Hospital Scientists Grades below Senior Hospital Scientist	Hospital Scientists (State) Award: <ul style="list-style-type: none"> <li>Clause 3, Grading of Employees</li> </ul>	x	x	x	✓	x	x
		Senior or Principal Hospital Scientists	Hospital Scientists (State) Award: <ul style="list-style-type: none"> <li>Clause 3, Grading of Employees</li> </ul>	x	✓	x	✓	x	x
17	Library Staff	All Grades	Public Hospital Library Staff (State) Award: <ul style="list-style-type: none"> <li>Clause 5, Descriptors</li> <li>Clause 7, Grading Committee</li> </ul>	x	✓	x	✓	x	x
18	Medical Physicists	Medical Physicists below Senior Medical Physics Specialists	Public Hospital Medical Physicists (State) Award: <ul style="list-style-type: none"> <li>Clause 2, Definitions</li> </ul>	x	x	x	✓	x	x
		Senior or Principal Medical Physics Specialists	Public Hospital Medical Physicists (State) Award: <ul style="list-style-type: none"> <li>Clause 2, Definitions</li> <li>Clause 3, Progression of Medical Physicists</li> </ul>	✓	✓	x	✓	x	x

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19	Medical Radiation Scientists	All position based Grades	Health Employees Medical Radiation Scientists (State) Award: • Part A Clause 1, Definitions	x	x	x	✓	x	x
		Personal Re-Grades (moving from Level 2, Grade 2 to Level 3, Grade 1 and Level 3, Grade 1 to Level 3, Grade 2)	Health Employees Medical Radiation Scientists (State) Award: • Part A Clause 1, Definitions	✓	✓	x	✓	x	x
20	Medical Librarians	All Grades	Public Hospital Medical Records Librarians (State) Award: • Clause 2, Salary and Grading Structure • Clause 3, Grading Committee	x	✓	x	✓	x	x
21	Nurses and Midwives	Nurse/ Midwife Grades below Clinical Nurse Specialist Grade 2	Public Health System Nurses' and Midwives' (State) Award: • Clause 3, Definitions	x	x	✓	x	x	x
		Clinical Nurse Specialist Grade 2 <sup>5</sup>	Public Health System Nurses' and Midwives' (State) Award • Clause 3, Definitions	x	x	x	x	✓	x

<sup>5</sup> 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 <sup>1</sup>	MDACC <sup>2</sup>
		Nurse/Midwife Manager Grades	Public Health System Nurses' and Midwives' (State) Award: <ul style="list-style-type: none"> <li>• Clause 39, Grading Committee</li> <li>• Clause 40 Grading of Nurse/Midwife Manager Positions</li> </ul>	x	x	x	x	✓	x
22	Oral Health Therapists	Oral Health Therapists Level 1	Oral Health Therapists (State) Award : <ul style="list-style-type: none"> <li>• Clause 3, Classification Structure</li> </ul>	x	x	x	✓	x	x
		Oral Health Therapists Level 2 and above	Oral Health Therapists (State) Award : <ul style="list-style-type: none"> <li>• Clause 3, Classification Structure</li> <li>• Clause 3, Sub Clause 3.3, Classification Structure</li> </ul>	x	✓	x	✓	x	x
23	Pharmacists	All Grades, except Pharmacist Grade 2	Health Employees (State) Pharmacists' Award: <ul style="list-style-type: none"> <li>• Clause 1, Definitions</li> </ul>	x	x	x	✓	x	x
		Pharmacist Grade 2	Health Employees (State) Pharmacists' Award: <ul style="list-style-type: none"> <li>• Clause ,1 Definitions</li> <li>• Clause 2, Competency Criteria</li> </ul>	✓	✓	x	✓	x	x
24	Psychologists	All Grades	Health and Community Employees Psychologist (State) Award: <ul style="list-style-type: none"> <li>• Clause 2, Classifications</li> <li>• Clause 3, Grading Committee</li> </ul>	✓	✓	x	✓	x	x

# SESLHD PROCEDURE

## Grading and Classification: All Positions Excluding Nursing & Medical

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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 <sup>1</sup>	MDACC <sup>2</sup>
25	Skilled Trades	Grades Level 2 and below	Public Health Service Employees Skilled Trades (State) Award: <ul style="list-style-type: none"> <li>• Clause 2, Definitions</li> <li>• Clause 3, Classification, Structure and Labour Flexibility</li> </ul>	x	x	✓	x	x	x
		Grades 3 and above	Public Health Service Employees Skilled Trades (State) Award: <ul style="list-style-type: none"> <li>• Clause 2, Definitions</li> <li>• Clause 3, Classification, Structure and Labour Flexibility</li> </ul>	x	x	x	✓	x	x
26	Staff Specialists	All Grades	Staff Specialists (State) Award: <ul style="list-style-type: none"> <li>• Staff Specialist (State) Award</li> </ul>	x	x	x	x	x	✓
27	Teachers, Early Childhood	All Grades	Teachers' (NSW Health Early Childhood Service Centres) Salaries and Miscellaneous Conditions Award <ul style="list-style-type: none"> <li>• Clause 1, Definitions</li> <li>• Sub clause 2.5, Reclassification</li> </ul>	x	x	x	✓	x	x

# SESLHD PROCEDURE

## Grading and Classification: All Positions Excluding Nursing & Medical

**SESLHDPR/382**

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 <sup>1</sup>	MDACC <sup>2</sup>
28	Technical Staff <sup>6</sup>	Grades with a salary of Technical Officer Grade 1, 8 <sup>th</sup> Year, and below	Health Employees' Technical (State) Award: • Clause 1, Definitions	x	x	✓	x	x	x
		Grades with a salary above Technical Officer Grade 1, 8 <sup>th</sup> Year	Health Employees' Technical (State) Award: • Clause 1, Definitions						

<sup>6</sup> 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.