



**METRO NORTH EXECUTIVE MESSAGE**

We uphold our commitment to health equity through our Values in Action

Respect • Integrity • Compassion • High performance • Teamwork

## Chief Executive Adjunct Prof Jackie Hanson

Dear colleagues,

This week Bribie Island Satellite Hospital commenced operations. Great work by the team to get everything ready for the first day of operations. Metro North now has three Satellite Hospitals in our northern region, providing care 7 days a week.

### Nurse-led Walk-in Clinic

We are also recruiting for the new Nurse-led Walk-in Clinic at 316 Adelaide St, Brisbane City, which will be managed by Community and Oral Health when it opens later this year. The clinic will provide care for patients with non-life-threatening minor injury or illness needing urgent attention, such as:

- cuts, abrasions, bruises, minor burns
- wound suturing
- impetigo
- simple limb injuries
- common colds and simple respiratory conditions
- conjunctivitis
- sinusitis, tonsillitis, middle and outer ear infections
- simple gastroenteritis
- urinary tract infections.

Trauma-informed and women-focused services will also be provided such as:

- women’s health concerns
- contraception, including emergency contraception
- maternal health.

Services offered at the Nurse-led Walk-in Clinic will be provided by a team including Nurse Practitioners, Clinical Nurse Consultants, Clinical Nurses, and administrative staff. Recruitment has now begun.

[Find out more](#)

### Exercising HR and financial delegations

As part of sound governance, we continue to monitor compliance with delegations of authority. If you are exercising delegated authority, please ensure you fully understand what



delegations are associated with your position and that you are exercising them appropriately.

In addition to our own compliance checking, the Queensland Audit Office has also raised some concerns about “Key control failure – staff overtime payments” where overtime is being approved by staff who do not have the financial delegation to approve and/or uploading rosters without appropriate HR delegation.

Line managers are asked to please reinforce with staff the requirement to comply with the Metro North [Financial and HR Delegations of Authority](#). If you are unsure whether you have delegations of authority, please discuss with your line manager for guidance. Please note that supervising staff does not automatically give you HR delegation, however if a line manager considers a position which does not have a delegation needs it to function effectively, you can submit a request for change of delegations.

All staff are to ensure you are aware of your responsibilities to follow established time recording, rostering and overtime procedures and policies. For more information, see the delegations information on QHEPS.

## Delegations

### Farewell Rhonda Purtill

Next week we will farewell one of Metro North’s longest serving nurses, Rhonda Purtill, after a 52-year nursing career. Rhonda is a familiar figure around my office and she is always smiling and friendly to everyone.

Rhonda Purtill will soon be closing the chapter on her 52-year long nursing career.

As the Nurse Manager Educator Unit Manager for Metro North’s Workforce Development and Education Department, Rhonda has mixed emotions as she reflects on her decorated career as a nurse.

Rhonda comes from Proserpine, and says she wasn’t born into a career of nursing, and that it happened by accident.

“I came to the big city (Townsville), and back then you could just about knock on the door and say ‘I would like to be a nurse,’” Rhonda said.

Completing her registered nurse training in Townsville, she decided to head rurally to Mackay where she really had to land on her feet.

“I ended up doing a bit of everything when you’re a rural nurse. It gives you all the confidence in the world as you hone in on your skills.”

Rhonda’s career has taken her to Brisbane, Kingaroy, London, and back to Brisbane.



[Read Newsroom story](#)

Congratulations to all the winners at this week's Redcliffe Hospital Staff Excellence Awards. Congratulations also to the clinicians who presented at today's Queensland Clinical Senate meeting.

Kind regards,  
Jackie



Chief Medical Officer  
**Dr Liz Rushbrook**

It has been recently identified that not all medical rosters (including standard and/or on-call rosters) within facilities have the identified HR and finance **delegate sign off** prior to publishing and upload to the Workbrain System.

I seek your support to notify all delegates and support officers of medical rosters that **there is a requirement for delegates to formally approve medical rosters by a documented 'signing off process**. Evidence of this approval is to be retained in file.

The office of the Chief Finance and Corporate Office has advised that the Queensland Audit Office (QAO) have deemed verbal approval is not acceptable. Written approval will be called upon if rosters are audited. This may be in the form of dated signature on each page of the roster, date/time electronic approval stamp, or specific email chain approval accompanying the roster.

Roster changes subsequent to the approval can be recorded by either of the following options:

- (i) Approving and Publishing a second, or subsequently numbered roster (e.g. Version 2, 3 etc); or
- (ii) Completing a Daily Staff Variance Form (DSVF); or
- (iii) Individual Attendance Variation and Allowance Claims (cancelling, amending or approving the amended rostered hours as appropriate) via AVAC or MEDAVAC.

This requirement is articulated within [Metro North Procedure 003463 Time and Attendance Records](#) and is to be incorporated into local Work Unit Guidelines as required.

Should you have any queries in relation to this matter please contact your Directorate DMS or my office at [CMO-MNHHS@health.qld.gov.au](mailto:CMO-MNHHS@health.qld.gov.au).



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We respectfully acknowledge the Traditional Owners and Custodians of the land on which our facilities are built.  
We also pay respect and acknowledge Elders past, present and the future.

Metro North  
Health



Queensland  
Government



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