

**Lorraine Dowell - Fwd: Request for Updated CVs/Resumes**

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**From:** Lorraine Dowell  
**To:** [REDACTED] Kim Hoang; Megan Hayes  
**Subject:** Fwd: Request for Updated CVs/Resumes

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Hi,

If you are wishing to be matched against other position options with Qld Health, could I impose on you please to provide your CV as per the request below.

Merry Xmas !!

Lorraine

>>> Desmond Suttle 19/12/2013 2:54 pm >>>

Hi In respect to the BAC situation we need to obtain current CVs/Resumes from your workers in the BAC team. Can you please send the email below to each of your permanent staff in BAC including staff who are currently on leave.. regards des

To assist the Health Service identify possible employment opportunities for you, we need you to provide a copy of your current CV/Resume.

The CV/Resume should be comprehensive detailing the roles that you have performed and identify two current referees who can verify how you have worked. It is important that you ask a person to be your referee before you actually list them as your referee.

You may already have a current CV/resume that you can send to us or you may wish to use the attached Resume format.

The CV/Resume should be emailed to [REDACTED] before 5 January 2014 as soon as possible. If you have any concerns regarding your CV/Resume please contact Des Suttle on [REDACTED]

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**West Moreton Hospital and Health Service**

[REDACTED]  
Chelmsford Ave, Ipswich, QLD 4305  
PO Box 73, Ipswich, QLD 4305  
[www.health.qld.gov.au](http://www.health.qld.gov.au)

**Des Suttle**  
**Senior HR Advisor Workforce**

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LOD1055

**From:** Kerrie Parkin  
**To:** Kimmy Hoang  
**Date:** 2/01/2014 8:17 AM  
**Subject:** Re: BAC employment options  
**CC:** Lorraine Dowell

*Kimmy,*

Hi Kimmy

We can't place you anywhere until you are well enough to return to work , with a Drs clearance.

Also there are processes that we need to go through prior to placing anyone outside of our service. At this stage we are looking for roles within our Health Service, once all of those options have been exhausted we will then notify Corporate Office that you are an employee requiring placement, if we have been unable to find you a role in our Health Service.

They will then write to you with options including Voluntary Redundancy or looking for a role outside of our Service. If you choose to be considered for other roles you will be required to go through a suitability test where the are with the Vacancy determines your suitability for the role. It's not just a matter of placing you into a role, there are processes that need to be followed.

Lorraine will be in touch with you once we know he next steps for you in the process.

Regards

Kerrie

**Kerrie Parkin**  
**A/Director, Human Resources Services**

**West Moreton Hospital and Health Service**

**Chelmsford Ave, Ipswich, QLD 4305**  
**PO Box 73, Ipswich, QLD 4305**  
[www.health.qld.gov.au](http://www.health.qld.gov.au)

>>> Kimmy Hoang [REDACTED] 12/20/2013 2:46 pm >>>  
 Hello Kerrie,

I believe there is an OT position at the mater day program available soon.  
 Would I be able to be placed in that position.  
 It's an option I could possibly consider.

Kindest regards,  
 Kimmy

Kim Hoang  
 Occupational Therapist  
 Barrett Adolescent Centre  
 The Park Centre for Mental Health  
 [REDACTED]

**Lorraine Dowell - Update**

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**From:** Lorraine Dowell  
**To:** Non-Secure BAC  
**Subject:** Update  
**CC:** [REDACTED]

[REDACTED] Michelle Giles; Paul Clare

Good morning everyone.

Welcome to 2014 and all the thrills and spills that are sure to accompany the new year.

No allied health at BAC today - Mon 6/1/14.

Kimmy --> away till 10/1/2014.

Angela --> on leave till 9/1/14 inclusive

Danielle --> on leave till 8/1/14 inclusive

Megan --> here on Wed this week - change of work days to accommodate family demands

Carol --> returned to IMHS

Ashleigh --> separated from the service.

So this is for the attention of Angela, Danielle, Megan and Kimmy - all to return within the next week.

Suitability Matching --> please liaise with Kerrie Parkin re this process. I would think that this process will need to be undertaken to enable consideration of VRs so please engage with the process as soon as you can. The deadline for this is 10/1/14. You may have been in contact with Kerrie already.

Summary of care (Phase 2) --> please finalise your summary of care reports and upload them onto CIMHA with urgency. Quality clinical handover is the best way to support quality continuity of care. Once working notes have been captured into summary documents and uploaded to CIMHA, please appropriately destroy working notes. There must not be any patient related information left in the BAC unit. Remember that Qld Health has operated with a one-chart policy for many years - seems like forever to me. There must NOT be any patient related information stored anywhere other than with the clinical file - electronic or hard copy. Please address this as a matter of urgency.

Resource Relocation (Phase 3) --> I note that Angela has packed up her office already. Carol advised that there was nothing in the SW office other than what she brought to it. She provided assurances that it would be cleaned out prior to her return to IMHS. I'll check the office this week to make sure this has been achieved. There are removalists all over the building this morning, moving school resources I believe. Danielle, Megan and Kimmy, how are you going with your resource relocation?

These are the 3 key pieces of work that need to be undertaken as a matter of priority. Please don't hesitate to contact me if I can provide any assistance. Please also keep me informed of your progress and any barriers you might encounter.

Please continue to liaise with Kerrie to secure the best possible outcome for yourselves in keeping with the required processes.

See you next Monday at 9:00 am or sooner if you would prefer. Mobile is my best contact number for now [REDACTED] as I have moved office.

Happy new Year !

Lorraine

**Lorraine Dowell - Fwd: cv**

**From:** Lorraine Dowell  
**To:** Kerrie Parkin  
**Date:** 8/01/2014 7:06 AM  
**Subject:** Fwd: cv  
**CC:** [REDACTED]  
**Attachments:** Danielle Corbett Psychologist Resume - PC.pdf; Part.002

Hi Kerrie,

Unfortunately Danielle will not be available until next week - 13/1/14.  
Please find attached Danielle's CV to facilitate the matching phase of the process.

Danielle is a permanent part-time psychologist working in BAC - HP4.

Thank you Kerrie for your support of allied health.

Kind regards,

Lorraine Dowell

Team Leader Non Secure Services  
Discipline Senior - Occupational Therapy  
The Park Centre for Mental Health  
[REDACTED]

>>> Danielle Corbett [REDACTED] 7/01/2014 10:25 pm >>>  
Please find attached my CV. I don't have full computer access, the emails and such are difficult to navigate..... Can you please forward it onto where it needs to go?  
Regards,  
Danielle

**EXHIBIT 48** **Dowell - Allied Health - BAC - Update**

WMS.9000.0027.00149

**From:** Lorraine Dowell  
**To:** Kerrie Parkin  
**Subject:** Allied Health - BAC - Update  
**CC:** Michelle Giles; Paul Clare; Scott Natho

Hi Kerrie,

May I inquire about the next phase due to kick in on Monday 13 January and the situation with each individual allied health person assigned to BAC?

Carol Hughes --> Social Worker - temp contract ended. Returned to IMHS. No action required

Ashleigh Trinder --> Psychologist - emp contract ended. Separated from the organisation. No action required

Megan Hayes --> OT - Full-time permanent, but currently on a part-time parental agreement. This agreement was signed off by Ms Kelly till the end of January only. I know Megan has applied for at least one other position in another district.

Megan's options at this point in time:

.....secure a position in another district by usual recruitment processes

.....select to become an ERP or accept a VR as at 13/1/14

..... if selecting ERP option ..... will I need to find meaningful work for her at The Park? ..... as Ms Kelly only signed off on the part-time work agreement till the end of January, I will need to lodge more paperwork for approval and possibly exceed AFT if there is not a vacant position in the district.... is this correct?

Kim Hoang --> OT - Full time permanent, but currently on QSuper support due to poor health. Kimmy's options at this point in time:

..... secure medical clearance before suitability matching can be considered

..... select to become an ERP or accept a VR as at 13/1/14

..... if selecting ERP option ..... I will need to exceed AFT somewhere so she can continue to receive QSuper support..... is this correct?

Danielle Corbett --> Psychologist - Part-time permanent. Danielle has been overseas and will not be available till 13/1/14. She has provided her CV to engage with the suitability matching process. Danielle's options at this point in time:

..... select to become an ERP or accept a VR as at 13/1/14

I am fairly confident that Danielle's preference is for a VR. Should she select this option, no further action will be required .... is this correct?

Angela Clarke --> Speech Pathologist - part-time permanent. Angela is keen to continue on as an employee of Qld Health and has been actively engaging with yourself in discussion re options. Angela's options at this point in time:

..... select to become an ERP or accept a VR as at 13/1/14

..... Angela will continue to work with HR via a case manager (?) to support her in locating a suitable position..... I will need to find meaningful work for her as an ERP. There are no other HP6 Speech Pathology positions in the district other than the District Director of Speech at IGH. Can't exceed AFT as it is in another division..... not sure what I need to be doing here to support the process.

I will meet with them again next Monday at 9:00 at BAC - 13/1/14. As this is the starting point for the next phase in the process, I would like to have a better understanding of what I need to be doing for ERPs with regard for each person's unique situation and preferences.

Will I be required to personally hand out letters again as at Monday?

They are all engaged in and respectful of the process.

Thank you so much Kerrie for your wonderful support of allied health at BAC.

Kind regards,

Lorraine

LOD1059

9/1/14

- Kevin Matis / Michelle / Paul / Rachel / Me
- Des Suttie → case manager
- 4 months → meaningful work
- ? project / holiday relief / secondment
- CNS fine
- ANs → 10 people, 5 positions
- Town process → make take a few weeks for letters. than 4 months

Angela - began → opps close 17/11/14 then to call  
 Michelle → conversation & Sharon <sup>18/11/14</sup> - today or tomorrow  
 Carol & Sharon 14/11/14

+ the Evolve - concerned about manager, people.  
 (2) Sp th (2) prior load → effi know to solution

Donelle → HP4 Evolve then to set  
 Job Match → match. where is  
 no no & > than conversation. (1) know need. -  
 See Donelle after Angela.

(1) - Full then full clearance  
 Wang → HP 3 at CYMHC → Matched \*  
 Maths → <sup>hand</sup> time Job Match → Ill health return.

Mayer → new job? → Admin report → details of  
 position to Kevin.

Maths \*  
 → CYMHC  
 \*

No declines allowed.  
 3 u C E A P

\*

## HP Planning - Sustainability Matching.

- Angela
- ① Kerrie to enquire re the Logan HP3 position
  - ② Michelle to offer the Recovery Co-ord. position @ HP4
  - ③ Michelle to speak again to Deanne on 9/1 or 10/1 + Sharon on 14/1/14 to secure 0.5 x HP4 @ 6HS.
- ⇒ Kerrie to progress w Angela

### Danielle

- ① HP4 position w/ve.
  - ② → Terrace → distance from home. - 49mins ✓
  - ③ offer Recovery Co-ordinator if Angela declines.
  - ④ Confirmed w payroll re perm PT. ✓
- ⇒ Kerrie to progress w Danielle

### Idemmy

- ① Awaiting outcome of med review.
- ② Match to HP3 @ 4MHS
- ③ Travel time 27mins
- ④ Organised to meet at 12:00 on 10/1/14 to discuss work options - Confirmed □

### Megan

- ① Summarise a position @ CHOP? Start work after BAC closes.
- ②

### Questions for Kerrie

- What paperwork will I need to do for Angela?
  - Recovery Co-ord does exist? Pos No? etc
- What paperwork for Danielle.
- What paperwork for Megan? - bench at level - hand in Perry Knight?
  - ⇒ What about her <sup>workload</sup> ~~workload~~ <sup>workload</sup> ~~workload~~? Or will she be working full-time

BAC

- "Speak" to each other
- Reports to complete
- Check rooms + filing cabinets
- Angela - leave + positions.

13/1/14

Angela → accepted 0.5+ MPH R110V 10-ed. Kenzie to  
send a letter by Friday 17/1/14  
→ Me → contact Rebecca Parker re paperwork  
required - have to Paul.