

GRADING, REGRADING AND RECLASSIFICATION POLICY®

DOCUMENT SUMMARY/KEY POINTS

- The purpose of the Sydney Children's Hospitals Network (SCHN) Grading, Regrading and Reclassification Policy is to ensure that requests for grading, regrading or reclassification are assessed against relevant industrial instruments, comparable positions within the NSW Public Health Industry and other relevant factors.
- Assessments may be conducted by:
 - A Credentials Committees as required by an industrial instrument, and
 - SCHN Workforce Services
- The SCHN Grading, Regrading and Reclassification Committee will make decisions on applications to reclassify/regrade existing positions or on personal regrade applications (dependent on the provisions of relevant industrial instruments).
- SCHN Grading, Regrading and Reclassification Committee will review and endorse grading of new positions following completion of a position description assessment and job evaluation by Workforce Services.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st April 2020	Review Period: 3 years
Team Leader:	Associate Director Workforce Operations	Area/Dept: Workforce Directorate

CHANGE SUMMARY

- Appendix 1 has been developed to include specific Award requirements and SCHN grading, regarding and reclassification delegation for each professional group
- **8/9/20**: Minor review. Addition of Section 11: Effective Date of Regrading / Reclassification
- **28/2/23**: Minor review. Updated *Existing Position Regrading Application Form*. Hyperlinks to this form was updated on pages 10 and 18.

READ ACKNOWLEDGEMENT

- All managers should be aware of this policy
- All staff involved in applying for the review and approval process for grading, regrading or reclassification of positions should read and acknowledge this policy.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

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TABLE OF CONTENTS

1	Policy	4
	Financials	4
	Records and notification	4
2	Purpose and Scope	4
3	Responsibilities	4
	Employee seeking a Regrade.....	4
	Clinical and Finance Partner/Finance	5
	Department Manager (Tier 4)	5
	Director (Tier 2)/Clinical Program Director (Tier 3).....	5
	Workforce Services	5
	Award Specific Credentials/Grading Committees or Panel Reviews	5
	SCHN Grading, Regrading and Reclassification Committee (GRRC).....	5
4	Definitions	6
5	References	6
6	Grading of a New Position Process Flowchart	7
7	New Position Grading – Application Process	8
8	Regrading/Reclassification of Existing Positions	10
9	Regrading / Reclassification of an Existing Position	11
10	Incomplete Applications	12
11	Effective Date of Regrading / Reclassification	12
12	Positional Regrade – Advertising/Direct Appointment	13
13	Assessing Applications	13
14	Sub Committees	14
14.1	Award Grading/Credential Committees	14
14.2	Research Salary Review & Grading Committee.....	14
15	Other Committees	14
16	Appeal Process	14
17	Salary Review for Employees Appointed as Health Managers under the Health Managers (State) Award	15
18	Forms	16
	<i>New Position Grading Application Form</i>	16
	<i>Existing Position Grading Application Form</i>	16
	<i>Allied Health Level 3 and 4 Personal Regrade Application Form</i>	16
19	Appendix 1 – Award Information and SCHN Regrading Delegation for each Professional Group	16
	SCHN Grading, Regrading and Reclassification Matrix (excluding Medical and Dental Officers)	16

1 Policy

1. The Sydney Children's Hospitals Network (SCHN), Grading, Regrading and Reclassification Committee (GRRC) is responsible for managing and approving grading, regrading or reclassification applications of new and existing positions within SCHN.
2. The SCHN GRRC will ensure that positions requiring grading, regrading or reclassification are assessed against relevant industrial instrument(s), positions within the NSW Public Health Industry and other relevant factors, including work value.
3. SCHN Workforce Services will assess and advise on the grading of new positions following job evaluations and discussion/input with relevant credentialing (or other Award specific) committees, where required.

A Regrading or Reclassification Application Request is a proposal to change a role on either a positional or personal basis. Staff and Managers do not have the delegation to change the existing duties beyond the approved classification and grading of the Position Description.

When applying for grading, regrading or reclassification, the SCHN form(s) provided in this document are to be completed as described in Sections 7-12.

Financials

Financial commitments relating to the grading, regrading and/or reclassification of positions must be met from existing or identified resources. Tier 3 and Tier 4 Managers are required to identify the available funds to cover any proposed pay increase.

Records and notification

SCHN Workforce Services will notify the applicant and Department Manager of the outcome and HealthShare to facilitate StaffLink position change and salary adjustments within fifteen (15) working days of approval by the GRRC. Finance will update the budget management system (Budease).

2 Purpose and Scope

This document provides management and staff with information on the process for grading, regrading and the re-classification of positions. This information applies to all industrial classifications except Senior Medical and Dental Officer.

Senior Medical and Dental Officer positions are not covered by this policy as these positions are managed via different industrial instruments, committees and processes.

3 Responsibilities

Employee seeking a Regrade

Prepares an application and ensures that all relevant information is provided in accordance with the Existing Position Regrading Application Form and submit it to their manager.

Clinical and Finance Partner/Finance

Provides financial information in relation to budgetary implications of the grading, regrading or classification application.

Department Manager (Tier 4)

Discusses the application with the staff member and specifies whether he/she will be supporting the application or not. Department Manager will consider whether the position is congruent with the direction of the service and SCHN strategic priorities and will check the application to ensure all relevant information is provided. Department Manager will consider the budgetary implications of the application and identify the available funds to cover any proposed pay increase.

It is acknowledged that the grading of new positions may, from time to time, be initiated by Department Managers using the New Position Grading Application Form.

Director (Tier 2)/Clinical Program Director (Tier 3)

Reviews application and discusses it with the Department Head; signs relevant section indicating the reasons as to whether the application is supported or not supported.

Workforce Services

Reviews and undertakes an assessment of applications and job evaluation for the SCHN GRRC; provides advice and support to managers/applicants and determines the grading of new positions through a job evaluation process.

Award Specific Credentials/Grading Committees or Panel Reviews

In certain circumstances, particular industrial instruments require the specialist review of personal regrade applications. Workforce Services will liaise with the professional lead to establish a Specific Credentials/Grading Committee in accordance with the relevant Award.

SCHN Grading, Regrading and Reclassification Committee (GRRC)

Considers applications and makes decisions on grading, regrading and reclassifications.

The composition of the SCHN GRCC is included in Section 16 – SCHN Grading, Regrading and Reclassification Committee

Note

Before seeking to grade, regrade or reclassify a position, managers need to consider which of the following is most appropriate:

- New position
- Personal
- Positional
- Reclassification

If a position is vacant it will need to be advertised in line with the NSW Health Policy Directive (PD2017_040) Recruitment and Selection of Staff to the NSW Health Service and SCHN Recruitment, Selection and Appointment of Staff (Non-Medical) Procedure.

More information about the GRRC refer to [Workforce Directorate committee structure](#) page on SCHN Intranet.

4 Definitions

For the purposes of this policy, the following definitions apply:

Grading – refers to the level of position within an Award classification (e.g. Health Manager Level 2).

Classification – refers to the Award classification as opposed to the level (e.g. Health Manager, Physiotherapist, Nursing Unit Manager etc).

New position – refers to a position that is newly created and does not exist within the current organisational structure.

Positional regrade – refers to the process of review and seeking approval to change the level of a position within a classification.

Personal regrade – A personal regrade only applies where there is an Award provision specifically enabling an application for a personal regrade or personal progression to be made by an employee. Refer to Appendix 1 for personal regrade information for each professional group.

When the individual vacates the position the personal grading ceases to apply and the position returns to its substantive grading (and the personal grading does not transfer to the position).

Positional Reclassification – Refers to the process of changing the classification of a position, as opposed to the level (e.g. changing a position from an Administrative Officer to a Health Manager classification).

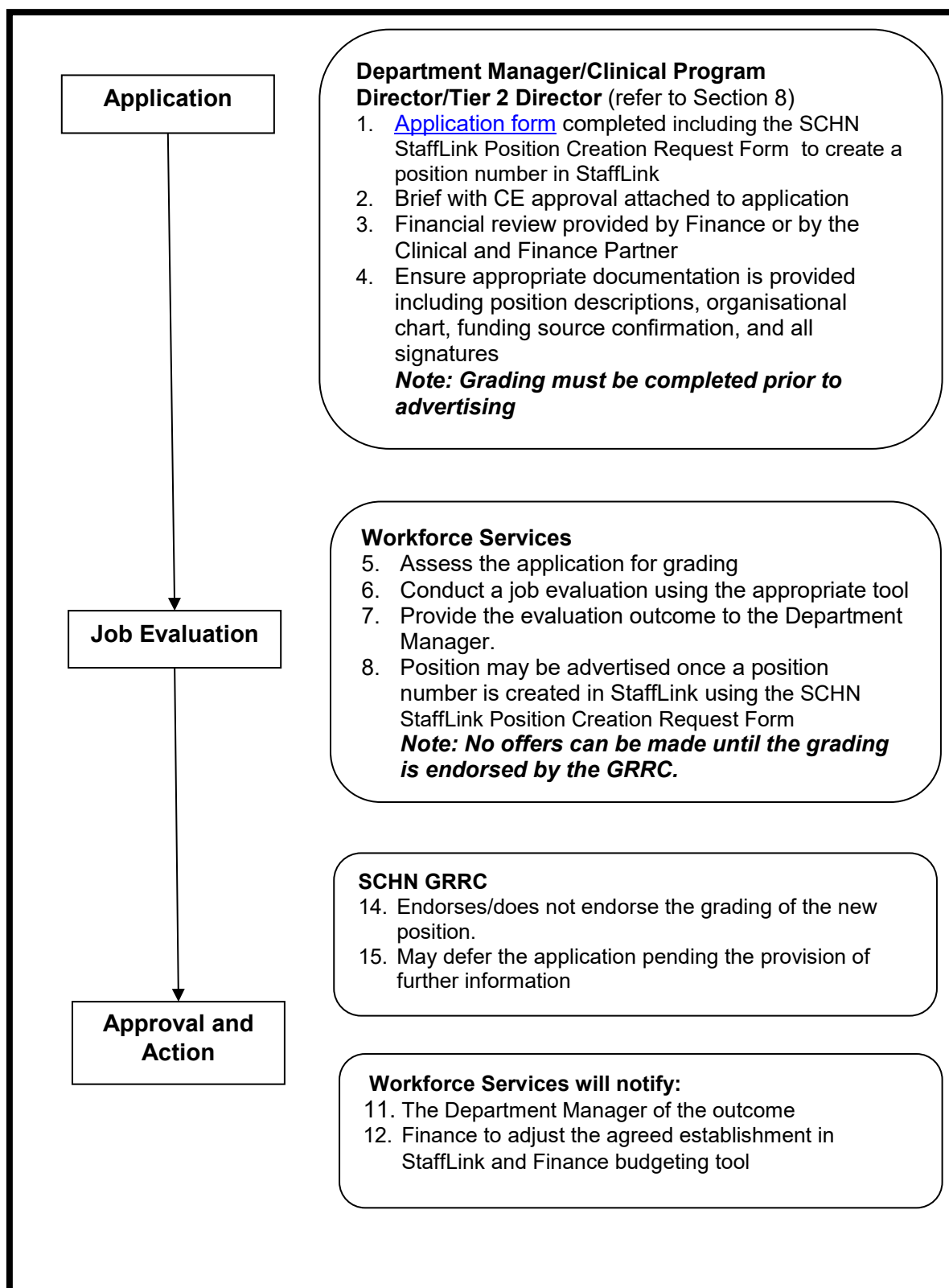
Job Evaluation – A job evaluation is an analytical, systematic and quantitative assessment of relative work value of different positions in an organisation. It compares the position content and demand against a set of defined job related criteria. SCHN uses Mercer Cullen Egan Dell Job Evaluation method for determining grading for Health Manager roles that expresses the worth of a position in work value points.

Work Value – The work value principle allows for the fixing of a monetary value of particular work by reference to the nature of work, responsibilities or conditions under which it is performed. An increase in work value equates to an increase in the responsibilities, skill level required and attention to the level of work undertaken.

5 References

- [NSW Health Policy Directive Recruitment and Selection of Staff to the NSW Health Service \(PD2017_040\)](#)
- [SCHN Recruitment, Selection and Appointment of Staff \(Non-Medical\) Procedure \(2012-9046\)](#)
- [Delegations Manual – SCHN \(2013-9050\)](#)
- [NSW Health Policy Directive Industrial Consultative Arrangements \(PD2019_059\)](#)
- [NSW Health Policy Directive Managing Excess Staff of NSW Health Service \(PD2012_021\)](#)
- NSW Health industrial Awards

6 Grading of a New Position Process Flowchart



7 New Position Grading – Application Process

Grading applications for new positions are to be submitted to Workforce Services for assessment and job evaluation. Depending on the requirements of the position some applications may need to be referred to an Award specific credentials committee or review panel or grading committee.

The SCHN GRRC considers and makes decision on the grading of new positions. When the position has been graded, this does not guarantee the creation of the position. The final approval to create a new position (and classification/grading) rests with the SCHN Chief Executive.

STEP 1

An application will consist of the following:

- Application form requesting the grading of a new position. (refer to section 21 Forms)
- A proposed position description (in the standard SCHN template), taking into consideration Award specific criteria relevant to the industrial classification being requested
- Documentation (e.g. brief) from the Department Manager/Clinical Program Director indicating support of the request and identifying the funding source. Creation of new positions requires the approval of Tier 2 Director and the Chief Executive.
- Department Organisational Chart (current and proposed charts showing the relationship and classification of the proposed position to other positions/role titles and their classifications and grades)
- Relevant supporting documentation

STEP 2

- Department Manager/Clinical Program Director, in consultation with the Clinical & Finance Partner/Finance, needs to determine the funding requirement and verify the availability of funds
- Department Manager/Clinical Program Director to discuss the new position with their Tier 2 Director to seek in principle agreement of the creation of the new position
- Department Manager/Clinical Program Director to submit the completed and signed application to Workforce Services at Randwick or Westmead. The application should include a SCHN StaffLink Position Creation Request Form to create a position number in StaffLink.
- Workforce Services will undertake a job evaluation to determine the appropriate grading.
- The outcome of the job evaluation and recommended grading will be provided to the Department Manager. The position may be advertised once a position number is created in StaffLink using the SCHN StaffLink Position Creation Request Form. No offers can be made until the grading is endorsed by the GRRC.

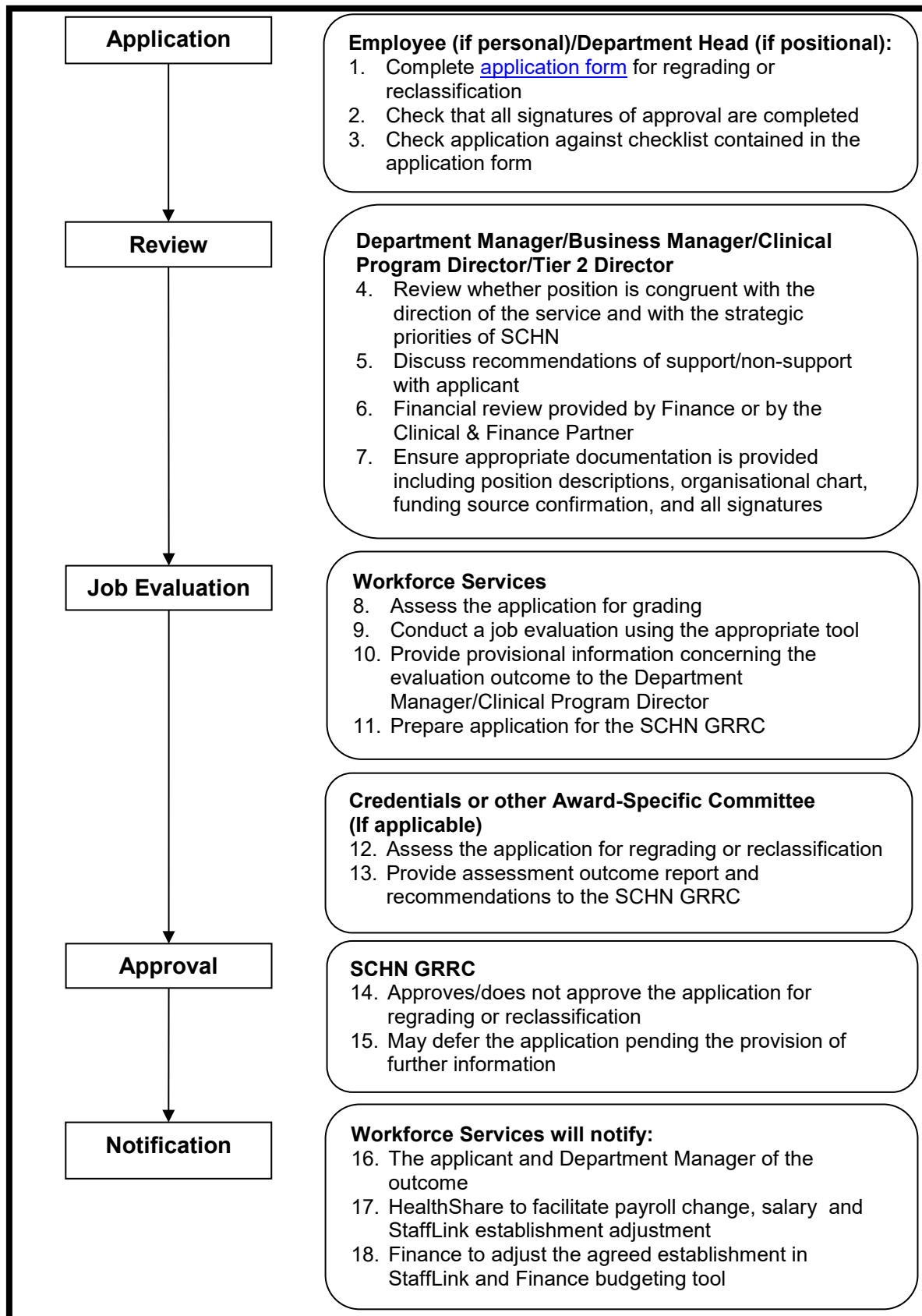
STEP 3

- The SCHN GRRC will meet to consider and make a decision concerning the new position grading. Workforce Services will record and distribute minutes of the meeting.

Note:

Where there is disagreement about the grading determination, the matter will be referred to the Director of Workforce and the relevant Tier 2 Director for review and decision.

8 Regrading/Reclassification of Existing Positions



9 Regrading / Reclassification of an Existing Position

Completed applications are to be submitted to Workforce Services (for consideration by the SCHN GRRC) at least one month prior to the date of the scheduled committee meeting. The committee will not consider incomplete or late applications. Refer to Appendix 1 for details regarding the specific Award requirements and SCHN grading, regarding and reclassification delegation for each professional group.

STEP 1

An application will consist of the following:

- Completed Existing Position Regrading Application Form, with all relevant signatures
- Current position description
- Proposed position description
- Summary of the changes between the current and proposed position descriptions
- Minimum of two comparable position descriptions, preferably from within SCHN (if applicable), or from other Local Health Districts (LHDs) if not locally available
- If the application is employee generated, provide a letter of application from the employee stating key changes to the role and providing a comparison of current and proposed new tasks or provide demonstrated evidence that the applicant is meeting the award criteria for a personal regrade
- Demonstrate the increase of 'work value'
- Department Manager to complete the relevant section indicating support or otherwise and identifying funding support
- Current and proposed charts showing the position FTE as well as the relationship and classification of the proposed position to other positions/role titles and their classifications and grades
- The funding source must be clearly stated on the regrade application with evidence to support how the position will be budgeted for
- For personal regrades, a resume and a letter (external to SCHN) supporting evidence of consultancy work must be included in the application

Note: Advice may be sought from Workforce Services when preparing an application

STEP 2

- Department Manager/Clinical Program Director to review the application to ensure that it is complete, that appropriate documentation is attached and that all relevant persons have reviewed, commented and signed the application form

STEP 3

- Completed application to be submitted (paper based and electronically) to Workforce Services at Randwick or Westmead by the due date (please refer to the deadline outlined in section 16 of this policy).

Note: The proposed Position Description should be in Microsoft Word format to allow for editing if required

- Workforce Services will email the applicant and Department Manager notifying them that they have received the completed application.
- Incomplete applications will be returned to the Department Manager. The Department Manager is responsible for submitting additional information to the SCHN GRRC in a timely manner for it to be considered at a future meeting.
- Please note that particular industrial instruments require the specialist review of personal regrade applications (refer to section 3). Workforce Services will coordinate the committee and refer the application to them for their consideration.
- Workforce Services prepares and distributes agenda papers to SCHN GRRC committee members prior to the meeting date.

STEP 4

- The SCHN GRRC will meet to consider and make a decision concerning the application. Workforce Services will record and distribute minutes of the meeting.

STEP 5

- Workforce Services will notify the applicant and the Department Manager of the decision made by the committee. Where applications are approved, Workforce Services will advise HealthShare to implement appropriate position and employee changes in StaffLink including documentation of personal or positional regrading.
- Workforce Services will notify Finance to update the Finance budgeting tool to reflect the approved changes.

10 Incomplete Applications

Incomplete applications will be returned to the applicant for completion and they will not be included on the grading schedule for the SCHN GRRC.

If applications are not included in the regrading schedule because they are incomplete, the effective date will be adjusted to reflect when the SCHN GRRC or the Department Manager, depending on Industrial Award conditions, receives the complete application. It is the applicant's responsibility to provide adequate information for assessment in accordance with the requirements of this policy.

11 Effective Date of Regrading / Reclassification

Unless an Award or Determination indicates otherwise, the effective date of an approved regrading/reclassification application will be from the first full pay period on or after the date that the SCHN GRRC meets, or on appointment if advertising is required. Effective dates will not be backdated except in exceptional circumstances and only with the approval from the Chair of SCHN GRRC and the relevant Tier 2/s.

12 Positional Regrade – Advertising/Direct Appointment

If a positional regrade application for a vacant position is approved, the position must be filled in line with normal recruitment requirements.

If there is an incumbent who is affected by the application, the incumbent may be appointed directly if:

- the incumbent meets the selection criteria of the regraded position, and
- the salary difference between the commencing salary of the regraded position is within 5% of the current salary rate

Where the minimum salary of the regraded position is higher than 5% of the incumbent's current salary, the position will need to be advertised in accordance with the NSW Health and SCHN policies and requirements.

13 Assessing Applications

In reviewing applications for grading, regrading and reclassification of positions, the following will be considered:

- Assessment of the duties contained in the position description through comparison with the relevant industrial instrument(s)
- Comparison with other positions carrying out similar duties within SCHN or in other hospitals across NSW Health
- Whether there has been a substantial increase in the duties/responsibilities since the original grading was determined
- Assessment of changes in work value
- A positional regrade focuses on the position not a person; that is, the job functions, tasks and responsibilities are assessed when determining the correct grade.
- A personal regrade only applies under the provisions contained in particular industrial Awards. Personal regrading is based on Award specific criteria and the applicant providing evidence that they meet these criteria. Refer to section 4 Definitions
- Industrial Instruments issued by the NSW Ministry of Health
- Mercer Cullen Egan Dell job evaluation assessment for Health Manager roles
- Potential 'flow on effects' (i.e. if a position is regraded it may have an effect on the gradings of other similar positions). In certain cases it is necessary to identify equivalent/similar positions and detail the possible effects on other equivalent/similar positions relating to the position submitted for regrading

14 Sub Committees

14.1 Award Grading/Credential Committees

Some industrial classifications require credentialing by committees or by a number of discipline experts (see also section 4). Classifications requiring credentialing are described in Appendix 1.

Credentials committees consist of discipline experts who are not all from the hospital/facility where the position is requested to be regraded; and some require union representation. Each discipline has specific requirements, therefore it is necessary that the application received by a manager, is checked with the discipline expert(s) to ensure all relevant information provided meets the award criteria with the application.

The Credentials (or other) Committee will assess the application and provide recommendations to the SCHN GRRC (Refer to Appendix 1).

14.2 Research Salary Review & Grading Committee

The Research Salary Review & Grading Committee will assess and make decisions on all requests to grade or regrade research staff and/or positions within the approved research structure. Committee membership includes:

- Research & Development Manager (Chair)
- Workforce Services representative (an independent assessor)
- Research Executive Support Officer (Secretary)
- Network Director of Research
- Laboratory Research representative (or nominated representative)
- Director of Laboratory Research (or nominated representative)
- Clinical/Population Health Research representative (or nominated representative)
- Independent representative

For more information, refer to the [Research Salary Review and Grading Committee](#) on SCHN intranet.

15 Other Committees

The SCHN Medical and Dental Appointment Advisory Committee consider applications and provides recommendations to the Chief Executive regarding applications for grading and regrading of a Staff Specialist/Senior Staff Specialist or Clinical Academic.

16 Appeal Process

When a regrading/reclassification application is not approved; the Tier 2 Director, Clinical Program Director / Department Manager or employee may request a review of the decision

made by the SCHN GRRC. This request must be submitted in writing within 15 working days of the date of the letter notifying the applicant of the decision of an unapproved application.

The appeal is to be forwarded in writing to the Workforce Manager and stating the basis of the appeal and providing any supporting/additional documentation.

17 Salary Review for Employees Appointed as Health Managers under the Health Managers (State) Award

Before an employee or the Department Manager, on behalf of the employee, applies for a salary review within the Health Managers' salary band, they need to ensure that a performance appraisal has been completed for the relevant employee. The relevant employee needs to have completed a performance appraisal with a "commendable" or "outstanding" performance outcome for the prior 12 month period.

Thereafter, an application may be made for a salary review within the Health Manager band. The application must include the following:

- a. Completed Performance Appraisal
- b. Current Position Description
- c. Demonstrating reasons for the requested increase

The above documents need to be sent to the appropriate Tier 3 for their review and endorsement. After receiving the endorsement from Tier 3, the application is sent to Tier 2 for their consideration of approval.

For the purposes of this document:

- "commendable" performance means performance that meets more than the expected standards and/or objectives as outlined in the employee's position description and annual performance appraisal
- "outstanding" performance means performance that far exceeds expected standards and/or objectives as outlined in the employee's position description and annual performance appraisal.

Salary Increases and delegations regarding approval are as follows:

Level of Performance	Salary Increase	Supporting Officer	Final Approving Officer
Commendable	Up to 2.5%	Tier 3	Tier 2
Outstanding	Between 2.6% and 5%	Tier 3	Tier 2
	Greater than 5%	Tier 2 Director	Chief Executive

18 Forms

New Position Grading Application Form

http://chw.schn.health.nsw.gov.au/o/forms/staff_services/grading_and_regrading_forms/new_position_grading_application.pdf

Existing Position Grading Application Form

<http://webapps.schn.health.nsw.gov.au/epolicy/policy/5135/attachments/10518/download>

Allied Health Level 3 and 4 Personal Regrade Application Form

http://chw.schn.health.nsw.gov.au/o/forms/staff_services/grading_and_regrading_forms/allied_health_level_3_and_4.pdf

19 Appendix 1 – Award Information and SCHN Regrading Delegation for each Professional Group

SCHN Grading, Regrading and Reclassification Matrix (excluding Medical and Dental Officers)

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
Aboriginal Health Workers	Aboriginal Health Worker Aboriginal Health Practitioner	Aboriginal Health Workers' (State) Award	X	X	Tier 3 Manager
	Senior Aboriginal Health Worker Principal Aboriginal Health Worker	Aboriginal Health Workers' (State) Award	X	X	SCHN GRRC
Administration Officers	Administration Officer Level 1 to 3	Health Employees' Administrative Staff (State) Award Clause 1, Definitions and Work Level Statements	X	X	Tier 3 Manager in line with generic position description
	Administration Officer Level 4 to 6	Health Employees' Administrative Staff (State) Award Clause 1, Definitions and Work Level Statements	X	X	SCHN GRRC

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
Allied Health Assistants	Level 1 to 2	NSW Health Service Allied Health Assistants (State) Award	X	X	Tier 3 Manager
	Level 3	NSW Health Service Allied Health Assistants (State) Award	X	X	SCHN GRRC
Biomedical Engineers	All Grades	Public Hospital Professional Engineers' (Biomedical Engineers) (State) Award Clause 2, Grading Committee	X	✓	SCHN GRRC
Computer Staff	All Grades	Health Employees' Computer Staff (State) Award	X	X	SCHN GRRC
Dental Assistants	Grade 1 to 2	Public Hospitals Dental Assistants (State) Award	X	X	Tier 3 Manager
	Grade 3	Public Hospitals Dental Assistants (State) Award	X	X	SCHN GRRC
Dental Prosthetists and Dental Technicians	All Grades	Health Employees Dental Prosthetists and Dental Technicians (State) Award	X	X	SCHN GRRC
Engineers	All Grades	Health Employees Engineers' (State) Award Clause 3, Grading Committee	X	✓	SCHN GRRC
General Administrative Staff	All Grades	Health Employees' General Administrative Staff (State) Award	X	X	SCHN GRRC

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
Health Education Officers	Non-Graduate Year 1 to 9	Health Education Officers Determination	X	X	Tier 3 Manager
	Graduate Year 1 to 9	Health Education Officers Determination	X	X	Tier 3 Manager
	Graduate Year 10 and above	Health Education Officers Determination	✓	X	SCHN GRRC
	Senior Health Education Officer Non-Graduate and Graduate	Health Education Officers Determination	X	X	SCHN GRRC
Health Employees	Base Grade (Entry Level)	Health Employees (State) Award	X	X	Tier 3 Manager
	All Grades above Entry Level	Health Employees (State) Award	X	X	SCHN GRRC
Health Managers	All Levels	Health Managers (State) Award	X	X	SCHN GRRC
Health Professionals	Level 1 to 2	NSW Health Service Health Professionals (State) Award	X	X	Tier 3 Manager
	Level 3 and 4	NSW Health Service Health Professionals (State) Award	✓	X	SCHN GRRC
	Level 5 and above	NSW Health Service Health Professionals (State) Award	X	X	SCHN GRRC
	Social Worker and Dietitians Grades	Grading Committees – Social Workers and Dietitians (Determination No. 23 of 2007) Clause 3, Grading Committee – Social Workers Clause 4, Grading Committee – Dietitians	✓	✓	SCHN GRRC

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
Hospital Scientists	Year 1 to 8	Hospital Scientists (State) Award	X	X	Tier 3 Manager
	Senior or Principal Hospital Scientist	Hospital Scientists (State) Award	✓	✓	SCHN
Library Staff	Library Assistant Grade 1, Year 1 to 5 Library Technician Grade 1, Year 1 to 4	Public Hospital Library Staff (State) Award	X	X	Tier 3 Manager
	Librarian Grade 1	Public Hospital Library Staff (State) Award	X	X	Tier 3 Manager
	Librarian Grade 2 and above	Public Hospital Library Staff (State) Award Clause 7, Grading Committee	X	✓	SCHN GRC
Medical Radiation Scientists	Radiographer Level 1 and 2 Nuclear Medicine Level 1 and 2	Health Employees Medical Radiation Scientists (State) Award	X	X	Tier 3 Manager
	Personal Re-Grades (from Level 2 to Level 3, Grade 1 to Level 3, Grade 3)	Health Employees Medical Radiation Scientists (State) Award	✓	✓	SCHN GRC
	All Other Levels	Health Employees Medical Radiation Scientists (State) Award	X	X	SCHN GRC
Nurses and Midwives	Assistant in Nursing Enrolled Nurse Registered Nurse	Public Health System Nurses' and Midwives' (State) Award	X	X	Tier 3 Manager
	Clinical Nurse Specialist Grade 1 (Personal Grading only)	Public Health System Nurses' and Midwives' (State) Award	✓	✓	CNS Grade 1 Review Committee with approval from site Director of Nursing

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
	Clinical Nurse Specialist Grade 2	Public Health System Nurses' and Midwives' (State) Award	X	X	SCHN GRRC
	Clinical Nurse Consultant All Grades	Public Health System Nurses' and Midwives' (State) Award	X	X	SCHN GRRC
	Nurse Manager All Grades	Public Health System Nurses' and Midwives' (State) Award Clause 40, Grading Of Nurse/Midwife Manager Positions	X	X	SCHN GRRC
	Nursing Unit Manager Level 1 to 3	Public Health System Nurses' and Midwives' (State) Award Clause 39, Grading Committee	X	✓	SCHN GRRC
Pharmacists	Grade 1, Year 1 to 5	Health Employees (State) Pharmacists' Award	X	X	Tier 3 Manager
	Grade 2	Health Employees (State) Pharmacists' Award Clause 2, Competency Criteria	✓	X	Tier 3 Manager following position description and qualification evaluation by Workforce Services
	Grade 3 and above	Health Employees (State) Pharmacists' Award	X	X	SCHN GRRC
Psychologists	Psychologist, Year 1 to 9	Health and Community Employees Psychologist (State) Award	X	X	Tier 3 Manager

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
	Clinical Psychologist, Year 1 to 5	Health and Community Employees Psychologist (State) Award	X	X	Tier 3 Manager following position description evaluation by Professional Lead and Workforce Services
	Senior Psychologist and Senior Clinical Psychologist		✓	✓	SCHN GRRC
	Principal Psychologist	Health and Community Employees Psychologist (State) Award	X	X	SCHN GRRC
Skilled Trades	Level 1 to 2	Public Health Service Employees Skilled Trades (State) Award: Clause 3A, Classification, Structure and Labour Flexibility	X	X	Level 1 - Tier 3 Manager. Progression from Level 1 to 2 - Tier 3 Manager following position description and qualification evaluation by Workforce Services
	Level 3 and above	Public Health Service Employees Skilled Trades (State) Award: Clause 3A, Classification, Structure and Labour Flexibility	X	X	SCHN GRRC
Teachers, Early Childhood	Three Year Trained Teacher, Step 1 to 11 and Thereafter Four Year Trained Teacher, Step 1 to 9 and Thereafter	Teachers' (NSW Health Early Childhood Service Centres) Salaries and Miscellaneous Conditions Award Sub clause 2.6, Re-classification	Provision to transfer to a higher salary scale within the Award	X	Transfer to a higher salary scale - Tier 3 Manager following position description and qualification evaluation by Workforce Services
Technical Staff	Technical Officer, Grade 1	Health Employees' Technical (State) Award	X	X	Tier 3 Manager

Classification or Professional Group	Grade or Level	Award	Personal Regrade Provision	Award Credentialing / Grading Committee	SCHN Delegation
	Technical Officer, from Grade 1 to 2	Health Employees' Technical (State) Award	Provision for Progression from Grade 1 to 2	X	Progression from Grade 1 to 2 - Tier 3 Manager following position description and qualification evaluation by Workforce Services
	Senior Technical Officer	Health Employees' Technical (State) Award	X	X	SCHN GRRC
	Perfusionist Grade 1 to 2	Health Employees' Technical (State) Award	X	X	Tier 3 Manager
	Perfusionist Grade 3 and above	Health Employees' Technical (State) Award	X	X	SCHN GRRC
	Visual Aids Officer, Trainee Visual Aids Officer, General Scale	Health Employees' Technical (State) Award	X	X	Tier 3 Manager
	Visual Aids Officer, Grade 1 and above	Health Employees' Technical (State) Award	X	X	SCHN GRRC

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