



Office of the Chief Executive

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Dear Colleague

On behalf of Hunter New England Local Health District I would like to welcome you to the Quinquennium Project 2011 / 2012.

We extend a warm invitation to all current Visiting Medical Practitioners as well as any new intending Visiting Medical Practitioners to apply for a 5-year appointment with the service for the quinquennial commencement period of 1<sup>st</sup> July 2012.

In addition, we request that all current Staff Specialists apply for re-credentialing of their appointment at this time.

In endeavouring to make your task easier, where possible, we are not requesting information that we already have available.

As per past quinquenniums we will be seeking some documentary evidence, such as formal qualifications. We understand that in some cases you may have already provided this documentation and we do apologise if this is the case. It is our intention to ensure going forward that this information is verified and stored as part of a secure private database so that we will not have to require it from you in the future.

As part of the quinquennium, I would also like to highlight a few key themes that are of importance in relation to how HNE LHD relates to its senior medical staff in the areas of excellence, training and quality and safety:

As part of its commitment to Excellence the District is committed to a regular process of feedback and performance review for senior medical staff. The quinquennium is a perfect prompt to ask whether you feel that you have received appropriate feedback from the organisation to do your job well. I would encourage you to approach your Clinical Director or Manager and request a performance review if you have not had the opportunity to do so in the last few months.

There are many policies and training requirements within NSW Health. It would be impossible for an individual to familiarise oneself and comply with these over a brief period. That is why we rely on our senior medical staff as leaders to role model the importance of these issues to junior colleagues. Of current concern for the organisation are issues of **hand-hygiene, clinical documentation and the deteriorating patient**. I would therefore encourage you to discuss with your Director or Manager your current training record, the NSW Health Code of Conduct and the policy familiarisation process.

May I also thank you for your efforts and commitment to contributing to high standards of clinical service in the District.

Yours sincerely,



**Michael DiRienzo**  
Chief Executive