



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Neonatal Units

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. Neonatal and paediatric patients are exempt from bed closures in the event that action is undertaken. The exemption that applies to Neonatal patients does not apply to general patients in the event that bed closures are implemented. However, the following actions outlined here are still able to be implemented in your ward.
4. The action falls into three main areas: a ban on data collection and entry which is not required by law; bans on unauthorized overtime; and activities aimed at communicating the reasons for our actions.
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, MUM, AHM or other member of management.

DATA COLLECTION

Data collection/paperwork which **is required to be completed by law includes:**

 - Any item which is included in a patient's medical record including discharge referral documentation.
 - Perinatal Data collection (BOS in most hospitals) **is** required to be entered
 - b. **BAN ON DATA COLLECTION**

ANF members working in Neonatal Units cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - Filing of a copy of the BOS/perinatal data summary in the patient file.
 - Entry of any information into the hospital electronic systems e.g. IPM, Bed returns, stores, admission and discharge times etc
 - Not completing feedback forms for new equipment etc
 - Project data collection
 - Staff Allocation sheets/books
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking and distributing campaign materials to staff, patients and members of the public (materials are available from your key members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. a ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action.
5. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action.

Please notify your Key Members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Residential Aged Care Units/Wards

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007**.
3. The action falls into three main areas: bans on unauthorized overtime; a ban on data collection and entry which is not required by law; and activities aimed at communicating the reasons for our actions.
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**

ANF members working in Aged Care cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - Not to complete Code Blue **evaluation** sheets
 - Do not enter any information into the allocation book
 - Do not complete Surveys or evaluations of projects
 - Do not complete Bed Occupancy data (including Bed Stats sheets, reporting bed movements to Health Information Services etc)
 - Do not complete ACFI Resident of the Day Assessments or non-essential documentation.
 - Do not complete Feedback & evaluations forms for new equipment etc
 - Do not courier, collect, fax or email non-essential patient documentation.

Data collection/paperwork which **is required to be completed by law** includes:

 - Any item which is included in a patient's medical record, including Code Blue or emergency response record sheets.
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by:
 1. Wearing EBA t-shirts, stickers and badges.
 2. Speaking to and distributing campaign materials to staff, patients and members of the public (materials are available from Key Members or directly from the ANF).
 3. Engaging with the media to explain the reasons for our action.
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. A ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action including whether or not members have arrived late or left work early to attend a meeting.
4. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action.

Please notify your Key Members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Community Health Centres

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Friday the 11th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. The action falls into three main areas: bans on unauthorized overtime; a ban on data collection and entry which is not required by law; and activities aimed at communicating the reasons for our actions
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**

ANF members working in the CHCs cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - Do not complete vehicle log books
 - Do not complete Surveys or evaluations of projects
 - Do not complete statistical information either on paper or electronically
 - Do not complete invoicing including Billing to Medicare
 - Do not complete Feedback forms for new equipment etc
 - Do not courier, collect, fax or email patient discharge documentation

Data collection/paperwork which **is required to be completed by law** includes:

 - Any item which is included in a patient's medical record.
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking to and distributing campaign materials to staff, patients and members of the public (materials are available from Key Members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. A ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action including whether or not members have arrived late or left work early to attend a meeting.
4. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action. Please notify your Key Members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Intensive and Coronary Care Units

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. Intensive and Coronary Care Units are exempt from Bed Closures in the event that action is undertaken. In those CCUs with step down beds staffed at ward ratios, the bed closures can apply. The actions outlined here are able to be implemented on our Unit.
4. The action falls into three main areas: a ban on data collection and entry which is not required by law; bans on unauthorized overtime; and activities aimed at communicating the reasons for our actions.
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**

ANF members working in the Intensive & Coronary Care Unit cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - VICNISS data
 - Code Blue evaluation sheets
 - entry of any information into the allocation book
 - Central Line Insertion Surveys or any other Survey
 - Bed Occupancy data (including Bed Stats sheets, reporting bed movements to Health information Services etc)
 - Feedback forms for new equipment etc

Data collection/paperwork which is required to be completed by law include:

 - Any item which is included in a patient's medical record, including Code Blue record sheets
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking to and distributing campaign materials to staff, patients and members of the public (materials are available from Key Members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. A ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action including whether or not members have arrived late or left work early to attend a meeting.
5. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action. Please notify your Key Members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Emergency Departments

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. Emergency Departments are exempt from Bed Closures in the event that action is undertaken with the exception of Short Stay Units that operate with Ward Ratios. However, the following actions outlined here are still able to be implemented in our Emergency Department.
4. The action falls into three main areas: a ban on data collection and entry which is not required by law; bans on unauthorized overtime; and activities aimed at communicating the reasons for our actions
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**

ANF members working in the Emergency Department cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - VEDIS data
 - Code Blue evaluation sheets
 - MET call data sheets
 - entry of any information into the allocation book
 - Surveys or project data collection
 - Bed Occupancy data (including Bed Stats sheets, reporting bed movements to Health information Services etc)
 - Feedback forms for new equipment etc

Data collection/paperwork which is required to be completed by law include:

 - Any item which is included in a patient's medical record, including Code Blue record sheets.
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking and distributing campaign materials to staff, patients and members of the public (materials are available from your key members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. A ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action.
5. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action. Please notify your key members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Midwifery and Maternity Wards

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. Maternity **patients** are exempt from bed closures in the event that action is undertaken. The exemption that applies to maternity patients does not apply to general patients in the event that bed closures are implemented. However, the following actions outlined here are still able to be implemented in your ward.
4. The above exemption that applies to bed closures for midwifery patients does not apply to the following actions. The protected industrial action falls into three main areas: bans on unauthorized overtime; a ban on data collection and entry which is not required by law; and activities aimed at communicating the reasons for our actions.
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM/MUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**
 - ANF members working in Midwifery or Maternity including Domiciliary or MITH Units cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:
 - Do not complete Employer vehicle log books
 - Do not complete Surveys or evaluations of projects
 - Do not complete statistical information either on paper or electronically
 - Do not enter data into IPM or other hospital systems in relation to bed returns, stores, admissions and discharges.
 - Do not complete Feedback forms for new equipment etc
 - Do not courier, collect, fax or email patient discharge documentation.

Data collection/paperwork which **is required to be completed by law** includes:

 - Any item which is included in a patient's medical record including input into BOS.
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking to and distributing campaign materials to staff, patients and members of the public (materials are available from Key Members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action.
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. a ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action including whether or not members have arrived late or left work early to attend a meeting.
5. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action.

Please notify your Key Members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for Operating Theatres

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. Operating Theatres are exempt from Bed Closures however the following actions outlined here are still able to be implemented in our Operating Theatres.
4. The action falls into three main areas: a ban on data collection and entry which is not required by law; bans on unauthorized overtime; and activities aimed at communicating the reasons for our actions.
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**

ANF members working in the Operating Theatre cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - No Coding data including CMB codes.
 - No entry of any information into the computer systems e.g. IPM, stores, admission and discharge times etc
 - Not completing feedback forms for new equipment etc
 - No entering of prosthetic codes onto computers.

Data collection/paperwork which is **required to be completed by law** includes:

 - Any item which is included in a patient's medical record, including Code Blue record sheets.
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking and distributing campaign materials to staff, patients and members of the public (materials are available from your key members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.]
 2. A ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action.
5. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action.

Please notify your key members or your ANF Organiser **IMMEDIATELY** if this occurs.



Nurses • Midwives • Mental Health Nurses

Respect our work.

Guide to Implementation of ANF Industrial Action for General Medical, Surgical, Rehab and GEM Wards

1. ANF members have begun industrial action in support of our negotiations for a new Enterprise Agreement to protect and enhance our ability to care for patients. This action will commence at 7am on Thursday the 10th of November. The resolution is posted on the ANF notice Board in the Tea Room.
2. This action is protected under the Fair Work Act: so is **LEGAL** and **NOT SUBJECT TO the same DOCKING OF WAGES as occurred for many staff in 2007.**
3. The action falls into three main areas: bans on unauthorized overtime; a ban on data collection and entry which is not required by law; and activities aimed at communicating the reasons for our actions
 - a. **BAN ON UNAUTHORISED OVERTIME**

No ANF member should agree to work overtime without the prior written authorization of the NUM, AHM or other member of management.
 - b. **BAN ON DATA COLLECTION**

ANF members working in the Wards cannot be compelled to collect data or complete paperwork which is not required by law. Examples of this include:

 - Not to complete Code Blue **evaluation** sheets
 - Not to complete Met Call **evaluation** sheets
 - Do not enter any information into the allocation book
 - Do not complete Surveys or evaluations of projects
 - Do not complete Bed Occupancy data (including Bed Stats sheets, reporting bed movements to Health information Services etc)
 - Do not complete Feedback forms for new equipment etc
 - Do not courier, collect, fax or email patient discharge documentation

Data collection/paperwork which **is required to be completed by law** includes:

 - Any item which is included in a patient's medical record, including Code Blue and MET call record sheets.
 - c. As from the commencement of action, ANF members are encouraged to communicate the reasons for taking this action by
 1. Wearing EBA t-shirts, stickers and badges
 2. Speaking to and distributing campaign materials to staff, patients and members of the public (materials are available from Key Members or directly from the ANF)
 3. Engaging with the media to explain the reasons for our action
 - d. ANF member protected action also includes:
 1. a ban on notifying management regarding staff attendance, including in relation to attendance or non-attendance at ANF meetings.
 2. A ban on staff industrial activity reports, including the recording of industrial action by means of asking or answering of questions in relation to the industrial action including whether or not members have arrived late or left work early to attend a meeting.
4. As this action is protected under the Fair Work Act, it is a serious matter if someone attempts to compel an ANF member to undertake any of the activities above, or subject an ANF member to adverse action. Please notify your Key Members or your ANF Organiser **IMMEDIATELY** if this occurs.