

Balmain Administrative Training Program

Geoff Workman – Background & Anecdotes

1. Years: 1965 to 1969
2. Balmain Hospital – General Management Team:
 - Ken Boylan Secretary / CEO
 - Arthur Dower Assistant Secretary / Deputy CEO (the artful dodger)
 - Jim Healy } Accountant (an Irish fool)
 - John (Peter) Smith } Accountant (an English gentleman)
(John was my mentor, a person I always respected, regrettably he died last year)
 - Barry Martin Chief Clerk - Patient Services (> Lewisham)
 - Les Hillier Purchasing Officer – in charge of purchasing, stores and accounts payable
 - Percy Cook Paymaster (a quiet person - except behind the wheel)
3. Brief overview of Balmain Hospital training program, included supervised periods of training and employment in:
 - Inpatient reception, bookings, admissions & accounts
 - Casualty & outpatient reception and accounts
 - Patient (debtors) follow up including bad debt recovery
 - Monthly debtor reconciliations
 - Payroll preparation & paying of staff
 - Medical records
 - Purchasing, stores & creditors
 - Cash management, banking & monthly bank reconciliations
 - Switchboard relief
 - CSSD aide
 - Porter/orderly
4. Balmain Hospital - Admin Trainees in the program, 1965 – 1969:
 - Chris Smith
 - Ron Hodgson
 - Lou Pietracci
 - Ralph Watson; and
 - Myself

Some interesting anecdotes of my time at Balmain:

5. Whilst I was a Casualty Clerk – the penis incident
6. CCSD aide – the fire (the artful dodger, Arthur Dower to the rescue)
7. Porter (a good story!) – the dead body
8. Creditor cheques – the noisy wheel gets oiled
9. Peter Cabban (former Lt. on HMAS Voyager) – nurse rostering time & motion study
10. Payroll – pounds, shillings & pence (Percy Cook & his mental arithmetic)

11. Help to Ryde Hospital Pay Office – rewrite Kalamazoo pay sheets lost in fire
 12. Weekly cash pays – a great way to get a date with a trainee nurse
 13. Getting nurses back into the Nurses Home after 10pm
 14. The doctor/nurse parties in downtown Balmain – what a buzz !!
 15. I left Balmain in July 1969 (aged 22) to accept the appointment of Accountant at Canterbury Hospital under the tutelage of CEO Bert West (at the time I was the youngest Accountant in the NSW health system).
 16. In February this year, I celebrated 40 years in the NSW Health System. During this time I have been part of many changes in the provision of public health services, none more than during the past year with the amalgamations of Area Health Services.
 17. My employment has included:
 - 4 years as an Admin Trainee
 - 18 months with the Australian Army as a National Serviceman
 - 4 years as an Accountant at 2 hospitals (Canterbury & Liverpool)
 - 2 years as a Deputy CEO (Blacktown)
 - 5 years seconded to NSW Health (the first period as a financial systems development officer and the second as a facilities & services planner)
 - 15 years as a CEO in 4 hospitals - Bourke, Campbelltown (Acting CEO), Port Macquarie and North Gosford Private Hospital
 - For the past 8 years I have been employed with Central Coast Health Service (5 years as a clinical stream business manager; 2 years as manager financial planning & service development; and more recently, as a senior business analysis (special projects officer).
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