



**COVID-19**

# Manager Bulletin

## COVID-19 Manager Bulletin – 25 November 2020

**This email is for Monash Health managers.**

The COVID-19 pandemic is an evolving situation. This advice is correct as of 25 November 2020.

### Message from the Chief Executive

On 24 January 2020, we began caring for the first COVID-19 positive patient in Australia. On Monday, 300 days later, we discharged the last COVID-19 patient in Victoria.

In those 300 days, we have reshaped our health service, weathered lockdown, and engaged with our patients, consumers and employees in ways we wouldn't have imagined we could a year ago.

This remarkable story of resilience and innovation would not have been possible without your leadership and dedication.

As we head into the time of year when we traditionally celebrate and recognise our people, I encourage you to acknowledge and highlight the achievements of your team. This has been a challenging year and they, and you, deserve to feel proud of what we have achieved together.

Thank you.

#### **16 Days of Activism**

The United Nations 16 Days of Activism Against Gender-based Violence begins today.

As a leader within our health service, you need to be alert to the signs of family violence and be ready to have sensitive conversations with patients and colleagues, prepared with the right advice to help keep people safe.

Family violence training is now compulsory for all managers, and I encourage you to tune in to today's Manager Briefing, to learn more about your important role.

We will also kick off our 'You can ask about family violence campaign' internally and on social media, featuring your colleagues highlighting key messages around the issue.

Chief Nursing and Midwifery Officer and chair of our Family Violence Taskforce, Clinical Associate Professor Katrina Nankervis, has told me recently we are seeing signs of an escalation of issues for people who are not safe at home.

The [Manager's guide to supporting our employees](#) has been updated with new information about working from home available on Prompt.

We have significant [resources online](#), including:

- [Family violence policy](#)
- [Family violence clinical guideline](#)
- [Family violence identification and response flow chart](#)
- [Family violence service list](#)
- [Family violence intervention order and other related orders procedure](#)
- [Social history in pregnancy procedure](#)

These are on Prompt, the [coronavirus website](#), or search 'family violence' on the intranet.

**A new category is also being added to RiskMan** to capture whether an incident or near miss relates to family violence.

**Andrew Stripp**  
Chief Executive

## Key messages

### Length of Service 2020

We have published full lists of the 1,600 employees who will be receiving Length of Service Awards over the next two weeks.

You are encouraged to be part of the events that involve your employees and your colleagues, to acknowledge and celebrate their achievements.

Find out who is up for an award on our [dedicated page](#) and tune in for the appropriate events. Encourage team members to be part of this celebration.

For the first time, we are holding the Length of Service Awards as a series of virtual events to keep everyone safe but still acknowledge the outstanding service of our employees.

### International Day for the Elimination of Violence Against Women – today's Manager Briefing

Today in the Manager Briefing, we will look at family violence and what has been happening during the pandemic. Principal Strategic Advisor Family Violence, Glenda Bawden will speak on:

- Definition, prevalence; what it looks like in the workplace
- How to support an employee affected by family violence
- Family violence and working from home
- Guidance and education available to you

This training is now compulsory for managers.

Chief Nursing and Midwifery Officer, Katrina Nankervis will also be speaking about her career.

### **NAMAS is this Friday**

Congratulations to our award nominees for the 15th Annual Nursing and Midwifery Awards and Scholarships (NAMAS). Like so many events this year, NAMAS will look a little different to its normal celebration. However, the remarkable achievements of our nurses and midwives have never been more relevant and inspiring. [Tune in to find out more this Friday at 1.30pm.](#)

### **Workplace inspections due**

All Workplace Inspections for this quarter are now due, and our completion rate so far has been low. Many thanks to everyone who has already completed their inspection. Workplace Inspections are a mandatory component of your OHS responsibilities. They provide regular opportunities to identify issues of concern, ensuring a safe environment for all employees, patients, visitors, volunteers and contractors. Complete your form in Protect.

### **Register to attend the AGM and Open Board meeting**

Join us for Monash Health's 2020 Annual General Meeting and Open Board Meeting, which will be held virtually on **Thursday 3 December from 2pm**. We'll highlight new initiatives, challenges faced during COVID-19, financial results and our performance.

Following the AGM, our Open Board Meeting will explore how we listen to consumers and partners to inform our service. There will also be an update on the Victorian Heart Hospital. [Read more here.](#)

### **End of year functions**

As we start to plan functions to celebrate the festive season and the end of a tumultuous year, you have a key role in ensuring we respect each other and stay safe – particularly thinking about infection prevention in the context of COVID-19. Take the time to familiarise yourself with expectations [here](#).

### **Nominate your STARS**

Do you have some STARS among your team? Complete your [nominations](#) for Q4 by 30 December 2020. It's a great way to highlight people who make a real difference at Monash Health. We announced the latest round of STAR Award winners at last week's Employee Forum. You can read about them [here](#) for inspiration.

### **An all-new Prompt is here**

A range of improvements and enhancements, including an improved look and feel, and exciting new features have been rolled out as part of a planned upgrade to Monash Health and Jessie McPherson Private Hospital Prompt systems.

- All of our Prompt policies, procedures, clinical guidelines and documents have been migrated as part of the upgrade.
- Links to Prompt documents in the EMR, as well as embedded links throughout our platforms and systems, will remain active.
- Prompt administrators have been notified and are able to update their access to the new Prompt system.

[Read more here.](#)

If you have any questions, contact the policy and procedure team:

[policiesandprocedures@monashhealth.org](mailto:policiesandprocedures@monashhealth.org)

### **Monash Health Respiratory Protection Program**

Over the coming months, Monash Health will be implementing its Respiratory Protection Program (RPP), to enhance the effectiveness of respiratory protective equipment further and ensure associated processes and practices keep you safe and healthy in the workplace. Christina Campbell, Respiratory Protection Program Administrator, spoke in detail about the program at the Manager Briefing on 11 November 2020.

[Catch up online](#) if you missed it.

### **Managing annual leave**

This topic was addressed by Dianna Boland, Business Partner, People and Culture, at a recent Manager Briefing and you can [find out more here](#).

### **Employment stability payments set to end**

DHHS has updated information about the cessation of employment stability payments over the next few weeks, as normal scheduling of elective surgery resumes. [Check the intranet here for more details](#).

### **Learn more about Advance Care Planning**

Advance care planning is an on-going process of shared planning for current and future health care. It involves talking about a person's values, beliefs and preferences so they can guide decision making when the person cannot make or communicate their decisions. Whether a patient is in acute, sub-acute, outpatients, community or residential care – at any point of care, clinicians should think of Advance Care Planning (ACP) and how it is incorporated into routine care.

Recommended learning on LATTE

- Module 1: Introduction to ACP
- Module 2: ACP Conversations
- ACP in the Primary Care Setting
- ACP in Aged Care

For more information, call 9594 3475 or email [acp@monashhealth.org](mailto:acp@monashhealth.org)  
<https://monashhealth.org/services/advance-care-planning>

### **National Standards accreditation assessment 2021**

Monash Health will undergo a National Standards accreditation assessment from Monday 7 June to Friday 11 June 2021. You can prepare now by ensuring mandatory training, performance appraisals and other good governance activities are embedded in your daily work. We will continue to support you and your teams over coming months, providing tips and updates so you can feel confident and comfortable with the assessment.

### **Encourage fellow managers to sign up to this bulletin**

If you are concerned someone you know should be receiving the bulletin in their email and isn't, please [send them this link](#) and encourage them to sign up. [All previous editions](#) are available on the coronavirus website.

### **Ensure you are working to the most up-to-date advice**

Ensure you are working to the most up-to-date advice by referring to the [Monash Health Employee Coronavirus website](#). To make accessing the site quicker, you can create a shortcut on your smartphone by [following these instructions](#).

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**All managers are requested to use these updates in discussions with their teams and then disseminate relevant information at stand-ups and handovers.**

**As advice and information evolve, please consult the latest updates and visit the [Department of Health and Human Services](#) and [Monash Health COVID-19 website](#) for employees regularly for the latest.**

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