



COVID-19

Manager Bulletin

COVID-19 Manager Bulletin – 10 December 2020

This email is for Monash Health managers.

The COVID-19 pandemic is an evolving situation. This advice is correct as of 10 December 2020.

Message from the Chief Executive

Last week we had the opportunity to look back and reflect on our year, as we held the 2020 Annual General Meeting and Open Board Meeting.

If you haven't had the chance, please read through the Annual Report 2019-2020. It provides an overview of the full extent of our organisation and is a proud testament of you and your teams' achievements this year. The Annual Report 2019-20 can be viewed [here](#).

I hope you will all feel proud, as I do, when watching '[The year that was' video](#). It reflects our triumphs and challenges, and highlights many of the key moments of the year as we cared for our community and each other. I encourage you to watch the video and reflect on the things we have been through and achieved together.

There was another proud moment last week, as we acknowledged the service of our employees who have served this organisation for up to 45 years. If one of [your team members](#) received an award, please take the time for some local recognition of their dedication. A few of our longest-serving employees and volunteers shared some of their wisdom in this [Reflections video](#).

Tomorrow is Human Rights Day, marking the end of the 16 Days of Activism Against Gender Based Violence. We had the family violence team speak at both manager and employee forums during this period, and we have been running a series of stories to shine a spotlight on the different aspects of our work, bringing a sharper focus to the issue.

I want to reinforce that, in a year which has seen unacceptable numbers of family violence incidents (more than zero) reported to police and support services, we are now heading into what has sadly been the most difficult time of year for families at risk. Please be vigilant and call in support when you need to.

It is also a challenging time more generally for people under financial and other pressures. Please look after yourselves so that you can be present for your families and each other. Take what

action you need to prioritise your health and mental health, either while at work or on a break this summer.

As this will be the final Manager Bulletin for 2020, I would like to take this opportunity to say you have led your teams through one of the most challenging years you are likely to face and have done it with kindness, commitment and dedication. I want to thank you for everything you have done this year and continue to do. This year has highlighted just how remarkable our people and you, their leaders, are.

The pandemic is not over, so please remain vigilant. If you are working over the festive season, continue to consult the employee Coronavirus website and my Chief Executive Updates for the latest news.

I encourage you to enjoy some downtime with family and friends when you can, and refresh yourselves in readiness for 2021.

Andrew Stripp
Chief Executive

Priorities this week

- Learn about the value of diverse abilities in your team as we acknowledge last week's International Day of People with Disability. Revisit this week's [Manager Briefing online](#).
- Ensure your HSR is aware of the [final Safety Café of 2020](#), at 2pm on Wednesday 16 December.
- Put the new Nursing and Midwifery Awards and Scholarships (NAMAS) event date in your diary – Friday 18 December at 1.30pm.
- Be clear on the requirements for [end of year functions](#).
- Make your final 2020 [STAR nominations](#) by 30 December.
- Review the material on the updated Victorian Public Sector Commission wellbeing toolkit for people managers.

Key messages

People of different abilities enrich our teams

International Day of People with Disability (IDPWD) is an opportunity for us to challenge the way we think about disability, particularly in the workplace. At [yesterday's Manager Briefing](#), members of our Disability Services team answered questions on disability in the workplace and shared some of their own experiences of working with disability. There was some excellent engagement with managers via slido and you will be able to catch up on the session on the [past events page](#) of the COVID-19 website for employees.

Following the discussion about disability, Louise Kanis, Executive Director, Public Affairs and Communication, spoke about her leadership journey and how she managed the pressures of leading the communication team during COVID-19.

New resources added to the wellbeing toolkit for managers

For International Day of People with Disability, the Victorian Public Sector Commission updated its wellbeing toolkit for people managers, with some additional resources to help develop a stronger culture of access and inclusion in our workplaces.

The theme for International Day of People with Disability 2020 is 'Not all disabilities are visible'. It is estimated that over 90% of disabilities are non-visible.

These tools and activities are designed to encourage public sector managers to develop an accessible and inclusive culture within their teams, so our employees are safe and well at work.

We have added links to the toolkit and these resources to our wellbeing pages on the coronavirus website, and you can access them [here under the 'Online Resources'](#) heading.

Focus on Family Violence

Over the last few weeks, you will have seen a stronger focus on Family Violence as we are almost at the end of the 16 days of activism against gender-based violence.

If you have been following the news, you will know that what is referred to as the 'shadow pandemic' means we have seen higher rates of family violence incidents in Victoria this year than ever before. It is just so important that we stay across this issue. Monash Health's Principal Strategic Advisor, Family Violence, Glenda Bawden, presented at the Manager Briefing and it is essential to review this content to remain alert in your role as a manager, co-worker and healthcare worker. You can [view Glenda's presentation here](#).

Also, 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 [Employee Coronavirus website](#), or search 'family violence' on the intranet.

A new category has been added to RiskMan to capture whether an incident or near miss relates to family violence.

NAMAS rescheduled to 18 December

Importantly, we have found a new date to celebrate the Annual Nursing and Midwifery Awards and Scholarships (NAMAS) event. This will now take place on Friday 18 December at 1.30pm. More details about how to log into the event are [available online](#).

2019-20 Annual Report released

With a focus on our work to prepare and respond to the COVID-19 pandemic, Chief Executive, Andrew Stripp, presented the 2019-20 Annual Report at the 2020 Annual General Meeting and Open Board Meeting. The report was developed around how we demonstrate our strategic principles in action, highlighting the COVID-19 response, alongside the delivery of ongoing excellent care. The Annual Report 2019-20 can be viewed [here](#).

Meet the new OHS Director

Please ensure your HSR is aware of the [final Safety Café of 2020](#), at 2pm on Wednesday 16 December. It's an opportunity to meet new OHS Director, Cath Jeffries, and the key topic will address how to support management when working towards Issue Resolution for safety matters in the workplace.

Practice makes perfect with our EMR Best Practice Program

Our EMR Best Practice Program focuses on supporting existing users of the EMR by providing best practice webinars and resources to help improve the safe and effective use of our EMR. Using the EMR supports the safe, high-quality and timely care of all our patients, and the EMR Best Practice Program supports you in using the EMR to optimise documentation and clinical decision making to continue delivering outstanding levels of care. [Learn 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 crucial 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](#).

Thank you to our 1,680 longest-serving employees

Last week we acknowledged 1,680 employees and volunteers, marking an incredible 23,900 collective years of dedicated service to Monash Health! Over four nights, we said 'thank you' and attempted to acknowledge something as wonderful as it is intangible – the loyal people of Monash Health.

One of the interviewees during the Tuesday night session, for the 20 and 25-year employees, summed it up like this: "I've looked after Monash Health, and it's looked after me". We all know it's always about the people you work with and the opportunities you are afforded.

There are some strong messages from our longest-serving employees and their experience and knowledge. Please take a look at this short video about their [reflections along the journey](#). And if you want to know a bit more about what's changed in our health service over the last 45 years, [take a trip down memory lane](#) with this video.

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.

Learn more about Advance Care Planning

Advance care planning is an ongoing 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, all clinicians should consider the importance of Advance Care Planning (ACP) and how this information 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
<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 sound governance activities are embedded in your daily work. We will continue to support you and your teams over the 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 Employee 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](#).

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.
