



COVID-19

Manager Bulletin

Manager Bulletin – 9 February 2021

This email is for Monash Health managers.

This advice is correct as of 9 February 2021.

Message from the Chief Executive

Welcome to the first Manager Bulletin for 2021.

Now is the time to take stock and set yourself and your team up for success during the year. While we have made giant strides as a community and a health service in managing COVID-19, we still have more to do.

As we've seen, outbreaks will be with us for some time, so we need to maintain our vigilance and increased infection prevention measures. We will keep you informed as issues arise. Please ensure you stay up to date with our [COVID-19 Alerts](#) for the latest news.

The first half of this year will be characterised by several key developments which will call on your leadership:

- Our COVID-19 vaccination program
- Accreditation
- Leading your teams through uncertainty and keeping them on track

Vaccination

We will offer COVID-19 vaccination services to all employees, starting with those in the most high-risk roles. At the moment, we are finalising the details of how we will do this, but in the meantime, what is crucial is for all our employees to avail themselves of information, so they feel safe and can make an informed decision about having the vaccine.

The Victorian Minister for Health, Martin Foley MP, has confirmed Monash Health will be among the first health services to provide a hub to administer the Commonwealth-led vaccination program.

COVID-19 vaccination using the Pfizer-BioNTech is now expected to commence at Monash Health in March.

Vaccination will be the topic of the first **2021 Manager Briefing**, on **Wednesday 10 February (tomorrow) at 2pm**, where we will launch a **Manager Pack on COVID-19 Vaccination**. I urge you to make the time to attend this session as we will need your leadership on this issue, and your teams will look to you for some guidance. This will be very much focused on the management and logistics of the program rather than general education and information.

As with any global program of this scale, vaccination remains a dynamic situation. Please continue to use the resources and updates available on the [Monash Health vaccination website](#).

Over 80 million people around the world have now been vaccinated, with very few adverse events. I urge you to follow the science rather than sensationalism. And if your employees have concerns, please encourage them to ask their questions during the employee forums.

Thank you for your commitment to excellence.

Andrew Stripp
Chief Executive

Key messages

Employee Declaration – make sure your team has completed their declarations

This week we are chasing down the last of our employees who have not completed the employee declaration requested in August 2020.

[Please log onto the BI Portal](#) and check if your team has completed the form. If you have team members who have not completed the form, please ensure they do so immediately.

Managers of students must ensure they are aware of all work locations and that students declare them. Employees can find out more and take action [here](#). Students can fill in the declaration [here](#).

We require completion of this form even if Monash Health is the only employer. The declaration is on the [Monash Health COVID-19 website](#). If an employee's work situation has changed they should complete a new declaration.

Communication survey for Managers

We are keen to hear your thoughts on how we can continue to improve and evolve the content for this bulletin, the manager briefings, the intranet and more. Please take a couple of minutes to respond. It will take just a few minutes: <https://form.jotform.com/210138077034043>

One year on, we say thank you!

Over the Australia Day long weekend, we reached the one-year milestone since Monash Health received the first Australian coronavirus patient into our care. We looked back at all that we'd achieved and learnt, and reset for the next phase of the pandemic. The big message was thank you!

Without your efforts, we might be in a very different place. Please congratulate yourself and each other on the work you have done and the care you have given.

If you missed the video, please have a [look, and take time to reflect](#) on the message from the Board of Directors, which was delivered just before Christmas.

Employee Forum rhythm – get it in the diary

This year we've started with a clear pattern for employee forums, manager briefings and wellbeing forums, so that it's easier to book them into your team schedule.

The **employee forums** will run each Tuesday at 2pm. This is where people can ask questions of Andrew Stripp and the executive team.

Every second week, Executive Director People and Culture, Karen Lowe, will host a **manager briefing**. These are essential for you to attend and hear about key issues and development for leaders in our organisation. I expect you will attend wherever possible or catch up later online. The first Manager Briefing for the year is tomorrow.

Wellbeing forums will be held monthly on a Thursday. The first one of the year is scheduled for Thursday 18 February. Encourage your teams to log in and maintain a focus on how they are looking after themselves and checking in on each other.

New Department Structure

As of Monday 1 February, the Victorian Department of Health and Human Services separated into two new departments – the Department of Health (DoH) and the Department of Families, Fairness and Housing (DFFH). Led by the Minister for Health Martin Foley MP, the DoH will be responsible for the health, ambulance services, mental health, and ageing portfolios.

Find out how the DoH and DFFH will deliver a [healthier, fairer Victoria here](#).

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.

Let's make time to talk – Give Me 5

As we start a new year, it is now time to schedule 'Give Me Five' or Annual Performance discussions with your team.

There are [tools and templates](#) to help guide this process. You can also view previous Manager forum presentations below:

- Simon Tedstone [presentation on having successful Give Me Five conversations](#).
- Linda Neitz [presentation on Virtual Give Me Five meetings](#).

Pre-recorded family violence training for managers

Family Violence training for managers is now in [Latte](#) and can be completed at any time. This training is now mandatory. Given the escalation of family violence issues during last year's lockdown, if you haven't already familiarised yourself with the key issues, now could be the time.

Please also read the [Manager's guide to supporting our employees](#), which outlines the supports available to our employees, including family violence leave. The guide has been updated with new information about working from home available on Prompt.

Unlimited access to news online via the library

In a time when things are changing rapidly, easy access to news content is important in staying informed. The Monash Health Library is now providing unlimited access to online newspaper content. The full-text newspaper resource covers more than 2,300 major newspapers both in Australia and worldwide. This includes online, radio, television, and transcripts. You will have access to content dating from 2000 until today. You can [access this content](#) both on site and remotely.

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.
