



Healthcare Worker COVID-19 Vaccination Program

Manager's Briefing

Manager Forum | 10 February 2021



In this presentation

<u>Item</u>	<u>Page</u>
Monash Health COVID-19 Vaccination program overview	3
Steps for managers	4
COVID-19 Vaccination Workflow	5
How to stay informed about COVID-19 Vaccination	6
What's in the Manager's Pack	7
Next steps	8
FAQs	9

Monash Health is targeting 100% participation in the COVID-19 vaccination program with minimal disruption to service delivery

Key points about the Pfizer vaccine and vaccination program

- Still to be confirmed, Phase 1a vaccine priority employees currently include:
 - Priority employees working in Emergency, Intensive Care and COVID wards
 - Priority employees including MET/Code teams, Aged Care staff and employees caring for COVID patients directly
 - All COVID-19 immunisation clinic and testing site employees

- The vaccine requires two doses, delivered 21 days apart

- Vaccination clinic locations are:

Please consider travel time to your team's nearest clinic

Site	Clinic Location
MMC Clayton	Clinic D
Dandenong	West 2 Breakout room
Casey	Ward D

- Vaccination appointments are expected to take between 10-15 minutes
- Employees must remain in the clinic for 15-30 minutes and be signed out post-vaccination
- Possible mild to moderate side effects include a headache, sore arm and/or raised temperature
- Symptoms commonly present and resolve during the first 3 days post-vaccination



Key Takeaways for Managers

- Ensure your team maintains resource capacity and skill mix when planning for employee vaccinations
- Stay informed by reviewing Chief Executive update emails and attending Employee and Manager Forums
- Ensure you maintain safe and appropriate staffing levels
- Track vaccination and vaccination-related sick leave rates in your team
 - Leave code is ready
 - Cost to your home cost centre



We will provide you with all the information, tools and steps to safely complete vaccinations



Some employees may experience side effects after vaccination.
Rostering will minimise the potential impact of vaccination-related sick leave.



Manager Tasks:

- Review Phase 1a eligibility criteria
- Identify team members eligible for the current phase of the vaccine program
- Engage employees in the vaccination program and inform them of next steps
- Divide employees into 3 cohorts of equal numbers and balanced skills
- Allocate 1/3 of employees to vaccination appointments each week (weeks 1-3)
- Replicate schedule over the following three weeks (weeks 4-6) for second dose
- Inform all participating employees of their allocated vaccination weeks and days if appropriate.
- Submit list of participating employees including employee details to relevant contact for upload into database
- Ensure safe and appropriate staffing levels

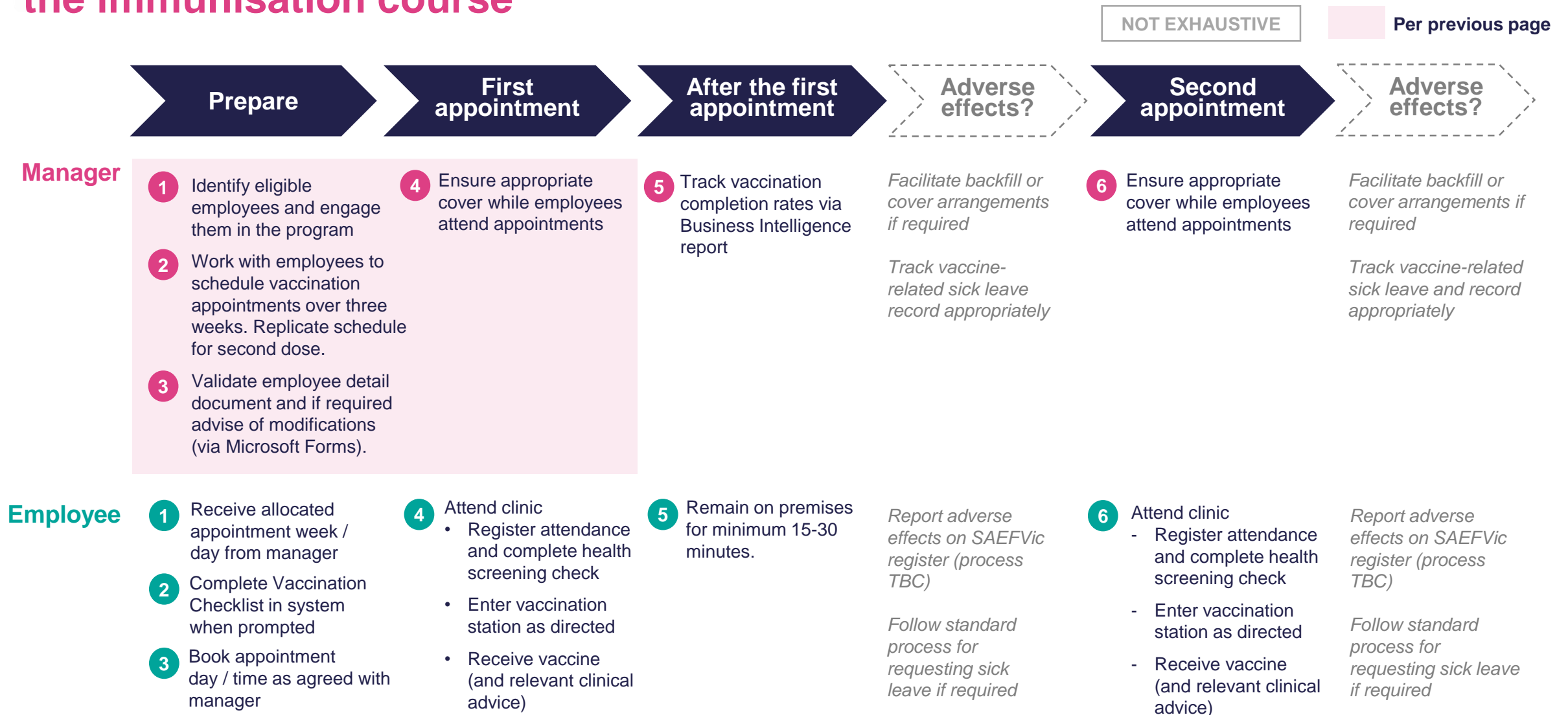
Assistance:

These will be sent to you via email and available online

- COVID-19 Vaccination Program – Employee Guide
- COVID-19 Vaccination Program – Manager’s Guide
- Pre-populated COVID-19 Vaccination Employee Details template – to check/modify
- Manager’s Pack



There are 6 key steps managers and employees need to take to complete the immunisation course



Encourage employees to make an informed decision about participating in the COVID-19 Vaccination Program

What it covers

Employee Guide

- COVID-19 Vaccination Program overview
- Information about the Pfizer / BioNTech vaccine
- Steps for employees to complete their immunisation course
- Advice and support services

Monash Health COVID-19 website

- All up-to-date information about the COVID-19 Vaccination Program and the Pfizer / BioNTech vaccine
- Frequently Asked Questions
- Useful resources for all employees

Monash Health Vaccine Hotline

- Specific information about the Monash Health COVID-19 Vaccination Program
- Advice for employees who answer 'yes' to questions on the Vaccination Checklist when registering for the vaccine
- Advice for employees who experience side effects after receiving the vaccine

How to find it

Included in Manager's Pack – for you to send to eligible team members

Also available online

coronavirus.monashhealth.org/vaccination

Call **9594-5815**, 7:00am-8:00pm,
7 days a week

Department of Health COVID-19 Hotline

- For general COVID-19 information;
 - Suspected cases of COVID-19
- Call 1800 675 398 (24/7)**

What's in the Manager's Pack

As we identify eligible employees, managers will receive information via email to help them communicate about COVID-19 vaccination.

<u>Item</u>	<u>Audience</u>	<u>Format</u>
1 Manager's Guide	Managers	Word Document
2 Employee Guide	Employees	Word Document
3 Employee Briefing from Managers	Employees	PowerPoint
4 Message to eligible employees	Eligible Employees	Email template
5 Round 1 eligible employee register	Managers	Excel



Next Steps

What	Who	When
1 Stay informed through Chief Executive updates and Manager and Employee Forums	Managers and Employees	Ongoing
2 Inform your team	Managers	Ongoing
3 Follow the Manager's Guide to roster your first group of eligible team members	Managers	15 February 2021
4 Continue rostering your team members for vaccination as they become eligible	Managers	Ongoing

Remember: not everyone in your team will be eligible for the first round of vaccinations. You'll continue rostering employees for vaccinations based on priority groups throughout 2021.





Can I get vaccinated for COVID-19 and Flu at the same time?

An update to advice about receiving concurrent immunisation courses.



11/02/2021





Which COVID-19 Hotline should I use and when?

Monash Health Hotline
03 9594 5815
7am-8pm, 7 days
For Monash Health-related COVID-19 vaccination roll-out enquiries.

State Hotline
1800 675 398
24 hours, 7 days
For suspected cases of COVID-19, contact tracing and general COVID-19 vaccine enquiries.

Commonwealth Hotline
1800 020 080
24 hours, 7 days
For advice to health professionals and general information about COVID-19, COVID-19 vaccines or help with the COVIDSafe app.





How long do employees need to stay in the clinic after vaccination?

Your roster must take the full appointment time into account:

- Vaccination
- Observation





Thank you



coronavirus.monashhealth.org/vaccination

