



COVID-19 Vaccination information for managers

Your crucial role in our COVID-19 Vaccination Program

We will commence Monash Health's vaccination program on Monday, for our priority Phase 1a employees at Clayton and for residents and carers at Eastwood Hostel Aged Care.

As a manager, you play a crucial role in ensuring this program runs smoothly and that we work together to reach our target of 100 per cent of our employees vaccinated against COVID-19.

While the vaccination is not mandated, we are very keen to keep our employees and the community safe. We are encouraging the use of the vaccine as there is overwhelming scientific evidence that vaccination is the best defence against serious infection and illness.

It is important that people have the information they need to make an informed decision about vaccination. Please encourage your team members to read and listen to the material from our experts or science-based content.

Vaccination order

Working in line with the [government's designated roll out schedule](#), we will begin with Phase 1a: frontline healthcare workers, aged care staff and residents, quarantine and border workers.

Monash Health has over 5,000 Phase 1a employees, so we will prioritise employees within Phase 1a in order of their risk of infection.

This means you may be vaccinated at a later or earlier date than other members of your team. Everyone will have an opportunity to be vaccinated. So, please be patient.

The *initial* priority Phase 1a employees are:

- Priority employees in any role working in ED, Adult ICU, Paediatric ICU and COVID-19 positive management wards (employees will be prioritised based on exposure risk).
- Other priority employees including MET/Code teams, Aged Care Facility employees, those that care for COVID-19 patients directly and relevant microbiologists.

The vaccination program for employees will start at our Clayton clinic, with priority Phase 1a employees expected to begin vaccination at Dandenong and Casey shortly afterwards.

Manager responsibilities

- Engage your team in an ongoing conversation about the vaccination and help answer their questions.

- Identify employees (we will contact managers directly when it is time to provide lists of your employees to be scheduled for vaccination).
- Put together a schedule, dividing your employees into three cohorts of equal numbers and balanced skill mix. Full details of how to create your schedule are included in the [Manager Guide](#).
- Support your employees to attend their appointments, by providing adequate time and cover.
- Monitor the health and wellbeing of your team, any side effects and any concerns.

If your team is in the Priority Phase 1a group starting at Monash Medical Centre, Clayton on Monday, you will have been briefed already. We will contact further area managers when it is time to provide lists of your employees to be scheduled for vaccination.

Manager Guide - updated version now online

We have a [COVID-19 Vaccination Program Manager Guide](#) available on the [vaccination page of our coronavirus website](#) to provide you with supporting information to help with the priorities above. The guide covers:

- Vaccine information
- Details of eligibility
- Roles and responsibilities
- Key messages you can use when speaking with your team
- A manager action checklist
- Guidance for scheduling your employees into vaccination clinics
- Details of support and resources

There are extensive resources online and in other formats. Please speak to your teams about vaccination on a regular basis, encourage them to attend employee forums, and ask questions which are not already covered in our [growing list of FAQs](#).

Learn more about the vaccine and what it might mean for you

Professor Rhonda Stuart, Medical Director, Infection Prevention and Epidemiology, has made a number of presentations about the COVID-19 Vaccination Program at employee forums and manager briefings, and during these sessions has answered many questions, which may be helpful.

- [Employee Forum, 16 February 2021](#)
- [Manager Briefing, 10 February 2021](#)
- [Supporting slides](#) for the Manager Briefing, 10 February 2021

We've also had a great discussion with infectious diseases specialist, **Dr Cameron Wolfe, Associate Professor of Medicine at Duke University**, who was a registrar at Monash Health and now works in America. He is medical director of the Duke Vaccine Taskforce and serves as a member of the North Carolina COVID-19 Vaccine Advisory Committee.

Cameron provided some unique insights, based on his experience of the management of COVID-19 patients, the vaccine trials and vaccination process in action in North Carolina. If you haven't seen it, please make time to watch this session and share it with your team.

- [Employee Forum, featuring Dr Cameron Wolfe](#), 9 February 2021

Hotline for employees

We have established a Vaccination hotline, to provide information not addressed on the [COVID-19 website](#), advice for those who answer 'yes' to questions on the Vaccination Checklist completed at registration, and for anyone who experiences side effects.

Call 9594-5815, 7:00am-8:00pm, seven days a week – for Monash Health employees only.

Thank you for your ongoing commitment to keeping your teams informed and safe.

Andrew Stripp
Chief Executive