



COVID-19

Manager Bulletin

Manager Bulletin – 15 March 2021

This email is for Monash Health managers.

This advice is correct as of 15 March 2021.

Message from the Acting Chief Executive

With your help, we have made significant strides in our COVID-19 Vaccination Program, with over 6,000 employees safely receiving their first dose. We are making strong progress vaccinating our priority employees.

We will take every opportunity available to protect people as rapidly as possible, so it was pleasing to see clinics at Casey Hospital and Moorabbin Hospital go live last week. An additional clinic, at Kingston, will go live this week, giving us five vaccination sites across our service.

The availability of the AstraZeneca vaccine and additional sites means that we can provide even more vaccination opportunities. We have started vaccinating the next groups of employees and you can view our updated [vaccination prioritisation list here](#).

Please let your team know they may receive either the Pfizer or AstraZeneca vaccine, regardless of worksite, depending on vaccine availability at the time of the first appointment. This flexibility is important in vaccinating our teams as quickly as possible, keeping our people and our patients safe. If employees choose not to receive the vaccine that is made available at their appointment time, they will lose their place in the vaccination order, will need to rebook and may experience a delay in receiving their vaccination.

While there are discussions focused on comparisons and which vaccine is 'better', both Pfizer and AstraZeneca are highly effective in preventing serious illness and hospitalisation. It is encouraging to see head-to-head comparisons in England and Scotland show protection against hospitalisation and severe disease is similar for both vaccines.

For information on the AstraZeneca vaccine and our rollout, take a look at our [employee vaccination hub](#), and watch this great [Q&A with Professor Rhonda Stuart](#).

Next on our agenda is the National Standards Accreditation assessment in early June. To ensure you feel confident and comfortable with this process, we've launched a new [Accreditation website](#).

Have a look at the materials and [video of the last Manager Briefing](#) to hear a fantastic introduction to the accreditation planning from Quality Manager, Rachel Vogelsang, who has outlined what's required to ensure you and your teams are ready.

Thank you for your continued commitment to protecting yourself, your colleagues, our patients, and the community.

Martin Keogh
Acting Chief Executive

Priorities this week

- Review the [COVID-19 Vaccination hub content](#), make sure you check in regularly, and [download the new posters](#) for employee noticeboards.
- Review the [new Accreditation website](#) and the recent [Manager Briefing](#) about National Standards Accreditation planning.
- Encourage all your employees working remotely to complete the working remotely survey by Friday 26 March.
- Review the Manager Briefing content on [leading your team in 2021](#) and [download the toolkit](#) to guide your next team planning session.
- Log in to the [BI Portal](#) and ensure your team members have completed the employee workplace declaration. If you have new team members, ask them to complete the online form.
- Ensure your quarterly workplace inspection is complete.

Key messages

Launching our employee Accreditation website

Our National Standards Accreditation assessment is scheduled from Monday 7 June to Friday 11 June 2021. To ensure you feel confident and comfortable with this process, we've launched our very own Accreditation website.

The website can be accessed at home, work, or on your device and provide you with all the information, updates and resources you need to get Accreditation-ready.

Read more [here](#) or [visit the new Accreditation website now](#).

We'll be updating the site regularly, so make sure you bookmark it and visit often.

A dedicated hub for vaccination information

COVID-19 vaccination is an exciting and topical subject, and it's encouraging to see our employees are eager to know more and find out how to get vaccinated. We must ensure we vaccinate everyone in priority order and keep our vaccination clinic running smoothly. Please help your teams answer any questions they have by attending employee forums and using the [employee vaccination hub](#) FAQs and resources. There's a new [resources page](#) with downloadable posters for employee noticeboards too. Importantly, please remind them that they must not present for vaccination unless they have an appointment.

Vaccination prioritisation

As vaccination continues, we are pleased to share a more detailed vaccination prioritisation as we progress and broaden the program. Further cohorts will be added as vaccination phases near

completion, so be sure to check back regularly. We are working through employee groups in order of risk, and you will need a pre-booked appointment, so please do not present to a vaccination clinic without a booking. The [current vaccination priority](#) can be viewed here.

Post-vaccination sick leave?

In some cases team members may experience side effects following vaccination. Please refer to the [Post Vaccination Guide](#) for advice.

Post-vaccination sick leave allowance will come from an employee's regular sick leave allowance. However, it must be entered using the code '1918 Covid-vaccine sick' for reporting purposes.

Working remotely? Have your say in the working remotely survey

The COVID-19 pandemic has required us to work in new ways.

One of the changes we made was the introduction of remote working for those whose roles could be undertaken safely and effectively offsite. This new way of working has been well-received and brings a range of benefits and also new challenges.

We are now planning for remote working to continue for roles that can be undertaken safely and effectively. Remote working at Monash Health will be a blended model. Employees working remotely will attend the workplace as required for collaboration, planning and team development activities.

For employees who have been working remotely, we are seeking views about the physical spaces and environment required to make our workplace of the future best suited to everyone's needs.

Please ask any of your employees who are working remotely to [complete the anonymous survey](#) by Friday 26 March.

Employee Declaration – check to make sure your team has completed their declarations

There are still some employees who have not completed the compulsory Employee Workplace Declaration form. All employees and students must complete the declaration, even if Monash Health is their only place of work.

We need you to:

- Ensure all employees in your cost centre have completed the declaration. Reporting is available [here](#).
- Ensure that a declaration is completed for newly recruited employees.
- Check the [BI Portal](#) weekly to ensure no-one in your team is working in a [public exposure site](#).

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.

Partnering with Consumers annual survey, last day today!

As part of our continued commitment to providing patient experiences which exceed expectations, we're keen to get your assistance to complete the Partnering with Consumers annual survey.

The Monash Health Partnering with Consumers Committee will use the information obtained from this survey to identify the current state and opportunities to enhance consumer, carer and community participation across the continuum. Also, consumer participation activity will be reported to the Community Advisory Committee and Board Quality.

The survey should take about 5-10 minutes to complete and closes on **Monday 15 March**. The survey can be accessed here: [Partnering with Consumers Survey 2021](#)

Last week to respond to the communication survey for Managers

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

Phased return of volunteers

Our volunteers play a significant role in providing exceptional patient experiences. After a year away from our sites, we will be welcoming a phased return for our volunteers, beginning shortly. Volunteer co-ordinators will contact relevant areas to arrange for the return of volunteers and discuss their re-orientation back to their area or ward. Please be sure to support and welcome our wonderful volunteers back to Monash Health.

Workplace inspections now due

All managers received an email last week with detailed information about workplace inspections and what you need to do to ensure safety is maintained in your area. All Workplace Inspections for this quarter are now due. For help and support in completing your Workplace Inspection, please refer to the [Occupational Health and Safety Intranet](#) or contact:

- OHS Advice Line 959 46140
- Email safety@monashhealth.org

Leadership in 2021 and tools for planning

This year is already proving to be fast-paced and changeable. People and Culture's Learning and Development Consultants, Cathryn O'Flaherty and Dominique Delle Vergin, ran a practical session at a recent Manager Briefing on the topic 'Planning for the year – What does leadership mean for you this year?'. They included some useful tips and tools about approaches to planning with your team, through the phases of reflecting, resetting and reassessing the priorities, given the challenges we may face right now. Take some time to [look at the materials](#) and tailor them to suit your team's needs.

Let's make time to talk – Give Me 5

Equally as important as team planning, you also need to prioritise individual 'Give Me Five' or Annual Performance discussions with your team members. Last week's [Manager Briefing](#) addressed this topic, with some excellent tips about showing up ready for a meaningful conversation.

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](#).

Changes to leave and entitlements procedure

There have been some updates to the provision of medical certificates in the leave types and entitlements procedure, available on Prompt.

This change means employees can now provide a medical certificate in hard copy, by email or by fax. A medical certificate or other supporting documentation may be supplied for a maximum period of four weeks at a time. Should a more extended period of absence be required, a further medical certificate or other supporting documentation must be provided to Monash Health no later than every four weeks.

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.
