



COVID-19

Manager Bulletin

Manager Bulletin – 7 April 2021

This email is for Monash Health managers.

This advice is correct as of 7 April 2021.

Message from the Chief Executive

While we record 39 days in a row with no locally acquired coronavirus cases in Victoria, the recent COVID-19 outbreaks in [Queensland and NSW](#) demonstrated that this virus spreads quickly and that we must remain vigilant with hand hygiene and the correct use of PPE. In the coming weeks, I also ask that you focus your teams on vaccination and fit testing.

Employee vaccination

As the vaccination roll-out dominates the headlines, our teams are getting the job done! Already more than 12,000 of our employees have had their first vaccination. This is excellent news.

All employees can now receive a COVID-19 vaccination at any one of our five clinics.

There is a limited time window where we can offer priority vaccinations to our employees, before we open up vaccination appointments more broadly. Please remind your team to take advantage of this opportunity to ensure they get vaccinated quickly.

Our Employee Vaccination Booking Line (8572 2156) is open Monday to Friday 8.00am to 6.00pm, and Saturday to Sunday 9.00am to 4.00pm. Encourage your team members to take action to protect themselves and others.

Fit testing

The other important roll-out underway, particularly for our patient-facing employees, is fit testing as part of our [Respiratory Protection Program](#).

We know better fitting masks offer better protection from workplace respiratory hazards, including airborne infectious agents, dust, and other particles. Fit testing aims to ensure that employees are equipped with the most suitable tight-fitting respirators/face masks for their unique face shape.

Currently, priority ward and unit cohorts, including ED, ICU and COVID-19 admission, are undertaking fit testing. Employees will receive an email when fit testing is available for them, and

we ask that they follow the relevant prompts to be fit tested as soon as possible. The testing process takes around one hour to complete.

Find out more about fit testing by reviewing [the recent Manager Briefing](#) and find out more about the priority cohorts on [the coronavirus website](#) for employees.

I hope those of you who took a break over the long weekend enjoyed some well-earned downtime with family or friends. For those of you who worked through, thank you.

Andrew Stripp
Chief Executive

Priorities this week

- Speak to your teams about vaccination, and encourage them to make a booking before we open up vaccination beyond healthcare workers.
- Review the [COVID-19 Vaccination hub content](#), making sure you check in regularly for the latest information and updates. Download the [latest posters for your noticeboards](#).
- The other important step for patient-facing employees is fit testing – if your team is in a priority cohort, fit testing must be complete by 1 June. [Find out more](#). Please encourage your team to make their appointments and go through this important step to keep them safe.
- Keep checking in on the [Accreditation website](#) and see the updated and improved [accreditation checklists](#) for doctors, clinicians, non-clinical employees and managers.
- Who are your STARS? [Nominate them for a STAR award](#) in one of eight categories.
- Regularly 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.
- If you are in the first 18 months of a management role at Monash Health, consider booking in for the [Managing at Monash series](#) to help build your knowledge and confidence.

Key messages

COVID-19 vaccination resources for your noticeboards

We've updated our COVID-19 posters and resources for your noticeboards, which have been designed with the intent of encouraging our employees to book in for their vaccinations as soon as possible.

These posters feature our employees from across the organisation. You can find them on the [resources page](#) of the Employee COVID-19 Vaccination Hub. You may also find it useful to keep track of our progress on the [Manager Vaccination Dashboard](#) on the BI Portal.

Book in for the Managing at Monash series – building confidence and knowledge

We're now taking bookings for a new series of Managing at Monash, designed to help managers build their knowledge and confidence in the first 18 months of a management role. The Managing at Monash series focuses on People Management, Occupational Health and Safety, Finance, Quality and Improvement.

The sessions are delivered via WebEx and scheduled on Thursday afternoons each week on a rotating schedule. The first session focuses on Occupational Health and Safety and is this Thursday 8 April. Spots are limited - [book now on Latte](#).

Manager Briefing on leading from the heart

Today's Manager Briefing from Converge International (EAP), Principal Consultant Psychologist, Derya Guzel, addressed Leading From The Heart: Enhancing Well-Being, Connection and Psychological Safety.

Derya covered factors that impact wellbeing, an overview of psychological first aid, how to look after yourself and others, and understanding what it means to lead from the HEART.

If you missed it, you can [download the slides and watch the session](#) any time in the next month.

New and improved Accreditation resources

To help you get accreditation-ready, we've updated and improved our [accreditation checklists](#) for doctors, clinicians, non-clinical employees and managers. Remember, many of the actions in these checklists should be undertaken every day and will ensure we continue to deliver safe, timely, effective and person-centred care.

Preparing for accreditation is also about ensuring you feel confident and comfortable when you meet the assessors in June. That's why we have developed [speaking with assessors guides](#), including area-specific sample assessor questions for doctors, clinicians, food service employees and environmental services assistants, covering some of the questions assessors may ask during accreditation week (Monday 7 to Friday 11 June 2021).

Find these resources and more on the [employee resources page of our Accreditation website](#). Download them, print them out, discuss them with your teams and pin them on your employee noticeboards.

STAR Awards – nominate a colleague today

The deadline for STAR Award nominations for the first quarter of 2021 is approaching. If you know someone who deserves recognition, [head to the STAR Portal](#) and nominate them today.

Our health service is made up of people who strive for excellence in everything they do. We have faced so many unexpected challenges and changing circumstances, but we continue to go above and beyond to deliver excellent outcomes. The STAR Awards are a perfect opportunity to highlight some of our colleagues' hard work and dedication during this time. Read more about the categories and how to nominate them [here](#).

Make time to talk - Give Me Five

Give Me Five conversations help you understand the goals, aspirations, and concerns of your team members. They are also an opportunity to provide feedback, clarify expectations, and check in on your employee's overall wellbeing. They are an essential part of accreditation.

People and Culture's Linda Neitz presented at a recent manager forum on the topic 'How to show up for meaningful conversations'. The presentation included practical tips, techniques and advice to ensure you can complete your team's Give Me Five conversations regardless of your business area.

View Linda's presentation and access a range of tools and templates to help guide this process on the [Give Me Five 'Resources for managers' employee website](#).

Family Violence Information Sharing scheme coming into effect soon

From 19 April, new Information Sharing Schemes come into effect. The two schemes, Family Violence Information Sharing Scheme (FVISS) and Child Information Sharing Scheme (CISS) are designed to keep victim survivors safe and hold perpetrators to account.

This is a significant change, and it is essential managers and employees understand the process if they need to make a request or receive a request. Please read [Family Violence Information sharing schemes coming on iNews](#) for more details, including briefing session dates and an outline of areas affected.

Vulnerable employees return to work

The Department of Health has advised that it is ok for vulnerable employees to attend work as normal. Monash Health is exploring some employees continuing to work from home on a more regular basis.

The People and Culture Working from Home Procedure is available on Prompt to support you in determining whether it is appropriate for a role to be performed from home.

Please meet with your vulnerable employees to discuss their role moving forward, including transitioning back into the workplace as required. [Read more](#).

Safety changes to help managers log, track, investigate and resolve OHS incident actions

We're all responsible for keeping each other safe, and managers have a special role to play. You know your teams best, and your workplaces, and the situations that need to be monitored and acted on to keep everyone safe.

To help you lead with care, we've made some changes to how we handle some of our incident processes. This means Managers will now close out all ISR 3 & 4 OHS incidents.

There are [more details online](#), and the next Safety Café will also address this topic.

New Gender Equality Act comes into effect

Victoria now has a new Gender Equality Act 2020 (Vic) which came into effect on 31 March. The legislation provides the Commissioner for Gender Equality in the Public Sector with powers to ensure positive action is taken in relation to gender equality. We recently heard from the Commissioner, Dr Niki Vincent.

The Act puts in place a legal framework that aims to break down outdated stereotypes and systemic inequalities. It covers about 300 entities, including organisations in the public sector, universities and local councils. Under the Act, these organisations are required to implement processes that work to achieve gender equality and regularly report back to the Commission.

[Find out more](#) about the important components of the Act, including Gender Impact Assessments, which require an organisation to consider how new policies, programs and services that have a significant public impact affect gender inequality.

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.
