



COVID-19

Manager Bulletin

Manager Bulletin – 5 May 2021

This email is for Monash Health managers.

This advice is correct as of 5 May 2021.

Message from the Chief Executive

This week [we opened our first high-volume COVID-19 vaccination centre in Cranbourne](#) so we can start vaccinating members of our community. This is a significant milestone in our fight against COVID-19.

The new centre is located at the Cranbourne Turf Club and is open 9am to 5pm, Monday to Sunday. Bookings are centralised through the Department of Health's Coronavirus Hotline, to make things more streamlined for everyone. To book call **1800 675 398**.

If you or members of your team have not received a COVID-19 vaccination and live locally, this is an excellent opportunity to get vaccinated. We also encourage you to invite friends and family who may wish to book in now.

On the local front, we are doing really well. 74 per cent of our workforce have had their first dose, and 57 per cent are already fully vaccinated, having had both doses.

In recent weeks, there has been a significant media focus on adverse events and some conflicting or inaccurate messaging, so I can understand why there may be confusion or nervousness at this time for those who haven't yet chosen to be vaccinated. As a leader, please support your team members to navigate these issues and help them find answers to their questions.

Our priority remains to vaccinate as many people as possible and as soon as possible, particularly those at risk of coming into contact with COVID-19 and then those who are most vulnerable to severe disease or death.

Our [free flu vaccination program](#) has also started. In 2020, we achieved our highest flu vaccination rate ever, with over 90% of employees rolling up their sleeves. Help us beat this number in 2021. Please note that you must leave two weeks between a flu vaccination and a COVID-19 vaccination.

Accreditation is now just five weeks away. Please allow time for your teams to complete their mandatory training. I recognise this is a major undertaking and one of the most important things

we'll do this year. To that end, there will be a weekly accreditation newsletter over the next six weeks to mark the countdown and bring you timely reminders of where to focus attention.

I want to thank you for your ongoing hard work and commitment. I am very proud of this organisation and the hard work we are all doing to get ready for Accreditation and continue to stay in front of this pandemic.

Andrew Stripp
Chief Executive

Priorities this week

- It's five weeks to go until Accreditation! We are adding to the [Accreditation website](#) all the time, so please check-in for all the latest updates, information and resources you need to get Accreditation-ready.
- If your team members are yet to have their COVID-19 vaccination, please encourage them to do so, while they have priority access at our clinics. If they have questions or concerns, they can visit the [COVID-19 Vaccination hub content](#) or call the Monash Health Vaccination Hotline on 9594 5815.
- Remind your team that the flu vaccination program has commenced and to ensure they leave two weeks on either side of receiving their COVID-19 and flu vaccinations.
- 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.
- 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.
- Regularly log in to the [BI Portal](#) and ensure your team members have completed the employee workplace declaration, mandatory training and flu vaccination.

Key messages

'Light the way' with our new EMR and Comprehensive Care QRGs

Documenting and communicating Comprehensive Care is critical to delivering excellent patient outcomes. It's something assessors will observe and focus on during our accreditation assessment (7-11 June).

To help your teams prepare, we have created brand new Quick Reference Guides (QRGs) to help you and your teams connect and demonstrate how the EMR facilitates comprehensive care.

The 'EMR and Comprehensive Care' QRGs are available on the [employee resources page](#) of our accreditation website and have been created for medical, nursing and midwifery, pharmacy, allied health and administrative employees.

The key message here is that documenting in the right place can 'light the way' for your colleagues and fellow care providers. These new QRGs should be used to reinforce and embed our business-as-usual workflows.

[Download them](#), print them out, discuss and use them with your teams and put them on your employee noticeboards.

Are your teams up to date with their Deteriorating Patient training?

The target for deteriorating patient training has been set at 90%. Please ensure your teams are up to date with their Deteriorating Patient training.

Up to 31 May, completion of the online courses for deteriorating patient training (excluding neonatal courses) will be considered as full completion of the course.

Managers can generate reports and identify employees who have or need to complete their modules using our new [Manager's Guide to Deteriorating Patient Program reporting on Power BI](#). We have also produced a new [deteriorating patient training poster](#) encouraging our employees to complete their training. Please download, print and put them up on your employee noticeboards.

Employees are responsible for completing their mandatory and targeted training (as per the [Mandatory & Targeted Training Procedure on PROMPT](#)); however, line managers are responsible for ensuring they follow up with employees and manage as required.

For more information on the deteriorating patient training program, contact:
DeterioratingPtCoordinator@monashhealth.org

Help give flu the flick with our free flu vaccination program

Our free employee flu vaccination program has commenced for 2021. Please encourage your team to participate and remind them they must leave **two weeks** either side of their COVID-19 and flu vaccinations. More details and locations of where you can get your flu vaccination [can be found here](#).

If employees have received their flu vaccine outside of Monash Health or are not participating, they must complete the [Flu Declaration](#). Vaccinating against flu protects you, those we care for and the community.

Working Remotely project update

At recent employee and manager forums, Executive Director, Capital & Infrastructure, David Ballantyne provided an update on the working remotely project and the employee survey feedback.

A series of agreements and checklists have been developed for managers, and four remote working policies and procedures will be available on PROMPT in the coming weeks: Working Remotely procedure, Working Remotely agreement, Working Remotely OHS self-assessment checklist and Working Remotely manager checklist.

Missed the forum? You can [rewatch all previous employee and manager forums here](#).

90% training target - encourage your team members to complete their targeted and mandatory training

The training target (which includes both mandatory and targeted training) for all cost centres has been set at 90%. This target ensures all employees currently working (paid within the last three pay periods) have completed their training while making an allowance of 10% for employees on paid leave at any one time.

With Accreditation less than two months away, it is important your teams have completed their targeted and mandatory training.

- Managers can generate reports and identify employees who have, or need to complete their training from the 'Mandatory and Targeted Training' Dashboard via the [BI Portal](#).
- The targeted training courses (as well as the mandatory courses) employees are required to complete are automatically assigned to employees under "My Required Learning" on the [Latte homepage](#).

- For more information, please download and read the updated [Mandatory & Targeted Training Procedure on PROMPT](#).
- If you have any questions, please contact: lmsadmin@monashhealth.org

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.

St John of God COVID-19 vaccination clinic open to Casey Hospital employees

Having safely and efficiently delivered over 2,000 vaccinations to our employees, the Casey Hospital COVID-19 vaccination clinic closed on Friday 23 April. St John of God Berwick Hospital vaccination clinic will now manage the second dose of the AstraZeneca vaccine for our Casey employees. They will also offer vaccination to Monash Health employees who live and work locally.

If your team members have received their first dose of the AstraZeneca vaccine at Casey Hospital, they will be contacted by the St John of God team to organise your second dose. [FAQs and details can be found here.](#)

Have your employees completed their Privacy training on Latte?

Over 6,000 employees have already completed our new [mandatory privacy e-learning module](#). The training helps employees better understand their legal responsibilities about access, disclosure, and handling of personal information.

Even if you've done privacy training before, this is an important refresher that will take just [15 minutes to complete](#).

Protecting the privacy of others is a vital part of our roles from an ethical and legal perspective.

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. Spots are limited - [book now on Latte](#).

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](#).

New Family Violence Information Sharing Schemes now in effect

This month, Information Sharing Scheme legislation came into effect. This legislation is a key milestone in the implementation of the recommendations handed down by the Royal Commission. The legislation will help break down silos and barriers to sharing information across organisations. 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.

Under this new legislation, employees may be asked to share information with prescribed external organisations. This is a significant change, and it is vital that 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, and encourage employees to attend a briefing session.

New printers rolled out across Monash Health sites

Monash Health has recently upgraded printers across all sites at Monash Health with a new fleet of printers and MFDs (multifunction devices) equipped with FollowMe print capability. All users will receive an autogenerated email from the ricoh@monashhealth.org with details of your 6-digit PIN. To access printers with card readers, you will need to enter your 6-digit PIN instead of tapping your card. [Learn more here](#).

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.
