



**COVID-19**

# Manager Bulletin

## Manager Bulletin – 20 May 2021

*This email is for Monash Health managers.*

This advice is correct as of 20 May 2021.

### Message from the Chief Executive

Yesterday we opened the second of our high-volume vaccination centres at Sandown Racecourse, Springvale. My thanks to our dedicated teams, who worked tirelessly to get this new site up and running.

If you have team members or eligible friends and family who have not yet received a COVID-19 vaccination, encourage them to take advantage of this new Vaccination Centre. To find out more about the vaccine and our clinics, they can visit the [Monash Health South East Public Health Unit website](#).

Your team members can book a COVID-19 vaccination at any Monash Health clinic by calling the Victorian Government Coronavirus Hotline on 1800 675 398.

Accreditation is just under three weeks away. Now is the time to ensure your team's mandatory training is up to date and they are feeling confident and comfortable. Our [weekly Accreditation Bulletin](#) and [Accreditation website](#) provide updates, resources and top tips to help you prepare. Please share these updates and resources with your teams at meetings and handovers.

This week is National Volunteer Week, when we recognise, honour and celebrate Monash Health's 400 volunteers and 100 consumer advisors. Our volunteers give freely of their time to make Monash Health a welcoming place for our patients and their loved ones, as they navigate their health challenges. This week, please take a moment to thank the volunteers in your area and let them know how much we value them.

Thank you for your ongoing commitment to keeping your teams, our patients and the community informed and safe.

**Andrew Stripp**  
Chief Executive

### Priorities this week

- **Accreditation:** Keep up to date with all the latest updates, information and resources you need to get Accreditation-ready on the [Accreditation website](#) or by reading the latest edition of the [Accreditation Bulletin](#).
- **COVID-19 Vaccination:** If your team members are yet to have their COVID-19 vaccination, please encourage them to make a booking. They can book by calling 1800 675 398 and then select option 1, option 1, option 1. [You can check your team member status via the BI Portal](#).
- **Flu Vaccination:** Remind team members 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.
- **Power BI:** Regularly log in to the [BI Portal](#) and ensure your team members have completed the employee workplace declaration, mandatory training and flu vaccination.
- **Fit testing:** All [priority cohorts](#) must have completed their mandatory fit test before 1 June 2021. Testing hours have now been extended to ensure greater flexibility. Please encourage your team to make their appointments and go through this important step to keep them safe. [Find out more](#).
- **Manager Briefing:** Make sure the fortnightly Manager Briefing is in your diary. If you missed this week's manager briefing, you can always [watch previous event recordings and download presentations here](#).

## Key messages

### Changes to screening for visitors, carers, support people, contractors and ambulatory patients

From Today, visitors, careers, contractors and ambulatory patients will use the [Victorian Government QR Code Service](#) to check in each time they visit one of our Clayton sites (MMC, MCH and MHTP).

The Victorian Government QR Code Service and the related [Service Vic App](#) collect contact data to help contact tracers contain COVID-19 outbreaks. It replaces the existing Monash Health online visitor registration currently in use.

The transition to the Victorian Government QR Code Service will take effect at our other sites progressively.

All check-in data is housed in secure databases managed by Service Victoria. Unless Department of Health contact tracers request data for COVID-19 contact tracing purposes, it is automatically deleted after 28 days.

There are no changes to employee screening or attestations. Please remain vigilant, don't attend work if you are unwell, and pay careful attention when completing your daily attestation.

### Take aim with our Targeted Training BI Dashboard guide

Need some help accessing and using Power BI to find, monitor and report on targeted training? We've developed a new and easy to follow [Power BI Targeted Training Dashboard' Quick Reference Guide \(QRG\)](#).

From how to access Power BI to filtering by course, program, cost centre and/or occupational groups, our new QRG will help you and your teams find reports, dashboards and data analysis to monitor targeted training performance and compliance.

You can read more about the guide and answers to some of your frequently asked questions [here](#).

## Accreditation Bulletin

Accreditation is less than three weeks away. Keep up to date with what you and your team need to know and do in the lead up to accreditation (7-11 June) by reading the latest [Accreditation Bulletins](#):

- [Accreditation Bulletin 20 May](#)
- [Accreditation Bulletin 13 May](#)
- [Accreditation Bulletin 7 May](#)

## Nursing and Midwifery annual registration renewal due

All registered and enrolled nurses, midwives and nurse practitioners, please ensure your team members have applied to renew their registration before the expiry date on **Monday 31 May**.

Renewing registration can be done simply via the [Australian Health Practitioner Regulations Agency \(AHPRA\) website](#).

This is a requirement under the National Registration and Accreditation Scheme. If team members do not apply to renew their registration on time, it will lapse, and they will not be able to practise as a nurse or midwife. [Learn more here](#) or visit [www.nursingmidwiferyboard.gov.au/](http://www.nursingmidwiferyboard.gov.au/).

## Respirator Fit Testing: Extended Hours

We are happy to announce that fit testing hours will be extended from 10 May 2021 to give priority cohorts greater flexibility in completing their fit test ahead of the 1 June deadline.

Thank you to over 4,000 employees who have completed fit testing since December.

All [priority cohorts](#) must have completed their mandatory fit test before 1 June 2021. If you were required to undertake PPE training and are required to wear a P2/N95 respirator as set out in the tiered PPE compulsory standards ([see here](#)), you are required to be fit tested. [Read more on the updated RPP hub](#).

## People Matter – how your feedback helps shape Monash Health

The Victorian public sector's annual employee opinion survey, People Matter, will return next month, with all Monash Health employees invited to participate.

We want to hear from you and your colleagues about how we can make Monash Health a great place to work.

The independent People Matter survey provides a safe and anonymous way for you to tell us what you think and experience in the workplace. It will give you the opportunity to have a say about things like job satisfaction, career development, wellbeing, diversity and inclusion.

Stay tuned to the intranet for updates on People Matter – remember, People Matter is your chance to have your say, help inform us and make long-term decisions for the organisation. [Read more here](#).

## Eligibility for converting your annual leave

Recently, we have seen tragic circumstances playing out across the world. Some employees have asked about converting excess annual leave to pay to support family overseas. We understand that you may have loved ones facing difficult circumstances and wish to support them.

Eligible Monash Health employees can cash out excess annual leave.

We encourage employees to take annual leave, as it is important to take time to relax, unwind, and have a break from work. However, we understand that in exceptional circumstances, employees may wish to cash out their excess annual leave.

Some employees with excess annual leave may be entitled to cash out the annual leave in accordance with their Enterprise Agreement (EA). Each EA has its own definition of excess annual leave. Please refer to your relevant EA to determine whether you are eligible. [Learn more here.](#)

### **Help give flu the flick with our free flu vaccination program**

Vaccinating against flu protects you, those we care for and the community. Please encourage your team to participate in the employee flu vaccination program and remind them they must leave **two weeks** on 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.](#)

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**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.

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