



COVID-19

Manager Bulletin

This email is for Monash Health managers.

Message from the Chief Executive

In what will be welcome news to many, the Acting Premier has announced a further easing of restrictions. Effective from 11.59pm Thursday 17 June, in metropolitan Melbourne, the changes remove the 25km travel limit, increase the number of people allowed at gatherings, and allow businesses to reopen. Masks are no longer mandatory outdoors, where physical distancing can be maintained, but are still required indoors.

You can read the full detail in the [table of restrictions at the bottom of the Acting Premier's statement](#) or in this [ABC News article](#).

While restrictions have eased across metropolitan Melbourne, it is important to note that there is only one change to precautions in our health service – prospective residents may visit residential care facilities accompanied by one other person.

As managers, we must continue to keep a close eye on our people and their wellbeing at this time. Please remember there is a range of resources in place to support you and them.

Our People Matter

The Victorian Public Sector's employee engagement survey, [People Matter](#), is now open. Halfway through the survey period, our response rate numbers are low. I am calling on you to encourage your team members to set aside some time to respond to the survey by 25 June.

The survey is anonymous, and the results will provide insights into potential areas of strength and areas for improvement in your part of the organisation. You can keep track of completion rates for your program through our [regularly updated leaderboards](#) or by emailing HRadvice@monashhealth.org.

Accreditation

I am pleased to share that our National Standards accreditation survey has been rescheduled for 13-17 September 2021.

Thanks to your commitment to quality and safety, we continue to be accreditation-ready and deliver high quality, safe care to our community.

Over the coming months, we will continue to support you with regular updates on maintaining best practice in your day-to-day work to ensure you feel confident when you meet with the assessors.

For all the latest information, resources and tools you need for our Accreditation assessment in September, visit our [employee Accreditation website](#).

Monash Health's safe and rapid response to the current outbreak is a credit to your work – thank you. Please continue to lead confidently and be kind to each other.

Andrew Stripp
Chief Executive

Priorities this week

- Encourage your team to complete the **People Matter survey**.
- Casual shifts are available as part of the **COVID-19 vaccination workforce**.
- Take a look at the sessions available as part of the **Managing at Monash** series and book in via Latte.
- Remind team members that the **flu vaccination** program has commenced and ensure they leave **seven days** on either side of receiving their COVID-19 and flu vaccinations.
- **Power BI:** if you need access, please [complete the form](#).
- **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

Vaccination

Walk-ins and bookings for first-dose Pfizer vaccinations are on hold this week to reserve space in the system for second-dose bookings. Exceptions exist for employees working in a vaccination centre who are eligible for Pfizer.

Those who have had the first dose of the Pfizer vaccine will receive the second dose.

Those who have already booked their first dose of Pfizer will receive their vaccine. Please attend your vaccine appointment at the nominated time and place.

Bookings for the AstraZeneca vaccine are available and, if you are eligible, I encourage you to make a booking.

The Victorian online COVID-19 vaccination booking system has now launched. If you or someone you know is eligible for an AstraZeneca vaccine, or the second dose of Pfizer, [click here to book via the online portal](#). Alternatively, you can [call the central booking line](#) or walk into one of our clinics.

Casual shifts available as part of the COVID-19 vaccination workforce

We're seeking applications from part-time Monash Health superstars who wish to apply for casual shifts at any of our vaccination clinics. If you know people within your teams who might be suitable, please speak to them about the possibility of taking on this important work.

There are a range of positions from concierge and admin to COVID-19 immunisers. These roles are open to Monash Health employees, including medical, nursing and allied health students.

If members of your team are interested, they can [find out more about the roles](#) and the process for [registering with ShiftMatch](#) on the coronavirus website for employees.

If you know anyone outside Monash Health who would like to work at our vaccination centres, they can also apply by visiting the [Monash Health careers page](#).

Book in for Managing at Monash sessions

The [Managing at Monash series](#) will help build your knowledge and confidence about People Management, OHS, Finance, Quality and Improvement. There are places available for these courses, which are particularly valuable for people within the first 18 months of their management role.

These weekly sessions are open for the rest of the year and can be booked via Latte.

Have you completed your workplace inspection?

Any outstanding Workplace Inspections for quarter 2 are now overdue. Your workplace inspection form is available in [Protect](#).

Workplace Inspections are a vital and mandatory component of your OHS responsibilities. Please read the **Quick Guides** available on the [Safety Intranet Page](#):

- [Assigning a Workplace Inspection - Managers](#)
- [Completing a Workplace Inspection - Employees](#)
- [Closing out Actions - Managers](#)

BI Portal Access update

The Business Intelligence team is undertaking a review of BI Portal access to ensure employees have access to data relevant to their roles. This work is currently underway and may have impacted your BI Portal access.

During this time, if you need access to particular dashboards to continue to perform your role, you can request access by completing the [MBI Data Access form](#). When completing the form, please state the reason you need access to the requested data.

Issues with your COVID-19 vaccination record?

Many of our employees have taken up vaccination against COVID-19, and the majority of records are up-to-date and loaded onto the Monash Health BI Portal and the Australian Immunisation Register (AIR). However, some of your team may have encountered issues with missing, incomplete or incorrect information on the Monash Health BI Portal or the AIR, or have received an SMS or phone call asking them to book for a second dose of the vaccine, but they are already fully vaccinated. If this is the case, please ask them to fill in the [Monash Health COVID-19 Vaccination Queries Form](#), and we will work to rectify the issues. Find out more [here](#).

Outstanding Employee Workplace Declarations – time for action

If you or members of your team haven't completed employee or student declarations, please ask them to do it today.

Monash Health requires all employees and students to complete an Employee Workplace Declaration form in line with a [directive](#) from the Public Health Commander under the *Public Health and Wellbeing Act 2008*. This requirement is an essential element of the State's pandemic preparedness and response.

The declaration enables us to have a record of where all our employees work, whether solely for Monash Health or across multiple organisations. This includes working from home. Voluntary work also needs to be declared.

[Employee workplace declaration](#)

[Student workplace declaration](#)

Kingston and Moorabbin COVID-19 vaccination clinics closing 18 June

Moorabbin Hospital and Kingston Centre COVID-19 vaccination clinics will close at the end of the day on Friday 18 June. The clinics will be replaced by employee-only 'pop-ups' in the same locations as the current vaccination clinics, so that employees can receive their second dose at the same site.

Employees with existing appointments should attend at the time and date allocated to them. If your appointment times have changed, the vaccination clinic team will contact you directly to reschedule your booking to align with pop-up clinic timings.

All public second dose appointments will be transferred to the Sandringham Hospital vaccination clinic, with email and SMS notifications being sent this week. [Find out more here.](#)

Have your team members had their flu vaccination yet?

Monash Health offers free flu vaccination to all employees, and we encourage you to remind your team members to protect themselves, their family, our patients and the wider community.

Flu vaccinations are available at the Infection Prevention offices onsite. For times and locations, [visit the Monash Health COVID-19 website.](#)

Please remember to leave seven days between your COVID-19 and flu vaccinations.

If your team members have received their flu vaccination elsewhere or are not participating, they must complete the [Flu Declaration form.](#)

Monash Health moving to quiet MET calls

Managers, please note that from 8am on Monday 21 June, Monash Health will move to quiet MET calls for adult, paediatric and neonatal Medical Emergency Team (MET) calls. This change will apply to Monash Medical Centre, Monash Children's Hospital, Casey Hospital, Dandenong Hospital, Moorabbin Hospital and Kingston Centre.

We are making this change to improve patient experience by reducing the environmental noise in clinical areas and, crucially, ensure messaging is received as a priority by the first responders and medical/nursing teams caring for the patient.

It's important to note:

- MET call and Code Blue teams remain unchanged.
- If there is no response to a MET call within 10 minutes, an overhead MET call will be announced.
- All Adult and Paediatric Code Blues will remain as overhead announcements. Neonatal Code Blues (previously quiet) will now ALSO be overhead announcements.

You can read more about our move to quiet MET calls and the tiered approach to messaging employees [here](#).

If you have any questions or would like to provide feedback, please contact the [Deteriorating patient governance committee](#).

Working remotely

David Ballantyne, Executive Director, Capital and Infrastructure, has provided an update on the Working Remotely project.

A number of pilot spaces for shared working have been identified in E Block at Clayton and at the Scoresby site. While we will be looking at other sites in the future, these two locations have been identified as the priority sites for the pilot program.

Monash Health has engaged with architects who have extensive experience in contemporary workplace settings to create a design brief for these pilot spaces. We will then be looking at how we translate this across Monash Health.

For more information, [read the story](#), [FAQs](#) and the working remotely procedure, and discuss this with your teams if it's relevant for them.

Support available

We have a wide range of resources available to help you during this uncertain time. These can be found on the [Health and Wellbeing page](#) on the Monash Health COVID-19 website and include:

- The [Employee Assistance Program](#), available to provide you and your family with support and advice on a broad range of matters.
- Our [Emotional and Mental Health](#) page has a range of resources relating to anxiety, mental health and mindfulness.
- Monash Health psychologists are providing a confidential and free service for our employees through [Call a Psychologist](#). To access Call a Psychologist, call 0418 905 414.

Respirator Fit Testing Update

Fit testing continues to successfully rollout across Monash Health. Thank you to the more than 6,500 employees who have been fit tested so far; it's a great effort.

Fit tested respirators remain a vital protection against COVID-19 and other respiratory hazards, which is why the Victorian Government have made fit tested respirators mandatory. Fit testing is an annual requirement at Monash Health and the session is scheduled for one hour.

Fit testing is mandatory and available for all employees who may be exposed to respiratory hazards due to the nature of their work. 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. Also, If you are a part of a [priority cohort](#) and have not yet been fit tested, it's really important that you book your fit test as soon as possible.

Fit testing is currently available at Casey Hospital, Clayton Medical Centre, Dandenong Hospital, Moorabbin Hospital, and the Kingston Centre. If you are unable to make your fit test on the day, please ensure that you contact the facility as soon as possible to let them know and rebook your appointment. For location information, wayfinding guides, and contact numbers, please [click here](#).

For further information and to book a fit test, please visit the [RPE Fit Testing intranet page](#).

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.
