



COVID-19

Manager Bulletin

This email is for Monash Health managers.

Message from the Acting Chief Executive

As many of you return from a break over the school holidays, I want to welcome you back and thank you for your continued commitment.

While in Victoria we have enjoyed a relative respite from COVID-19 over the past few weeks, yesterday we recorded a spike in new local COVID-19 cases, related to a family returning from NSW and removalists who travelled from Sydney.

There are currently over 75 [public exposure sites](#) listed in the state.

In response, the Acting Chief Health Officer has declared that from 11:59pm Wednesday 14 July, face mask rules will change for Victorians aged 12 and above.

Face masks are mandatory again in all areas of the health service

Wearing a face mask is now mandatory indoors (not at home) unless an exemption applies. This includes inside non-patient-facing areas at Monash Health.

Masks must also be worn outdoors if you cannot maintain 1.5m distance from people who aren't from your household (such as at an outdoor event).

Public exposure sites

Please ensure your team regularly check the [listing of public exposure sites](#) and [take the appropriate action](#) if they were there at the listed times.

Employees returning from NSW

With the border to NSW now closed, there will be significant impacts for our people returning from NSW and the ACT. They will need to test and isolate and stay away from work if they have been in a red zone. [Read more here](#).

Encourage your team to get vaccinated

The lessons from NSW reinforce the need to continue to do the basics well; hand hygiene, mask use, social distancing, using the attestations and QR codes where required. And there is one message that grows ever stronger – get vaccinated and encourage your family and friends to do the same.

To ensure we keep our employees and patients safe by maximising the uptake of COVID-19 vaccination, we are asking you to ensure that every employee in your team either receives their vaccination or completes a [COVID-19 Vaccination Declaration Form](#).

The declaration is consistent with our flu vaccination process and enables people to tell us if they've been vaccinated elsewhere or don't wish to participate.

Most importantly, please reinforce the message about the importance of completing vaccination with the second dose, to ensure your team are well protected against serious illness, hospitalisation or death from COVID-19. It also helps protect the community, families, patients and each other.

Bookings can be [made online](#) or by calling the Coronavirus hotline on 1800 675 398.

The lessons continue after NAIDOC Week

Last week, we had the opportunity to deepen our understanding of Aboriginal and Torres Strait Islander history, culture and achievements during NAIDOC Week.

We were fortunate to be joined by Uncle Jack Charles, a prominent Aboriginal writer, musician and actor on Thursday for some storytelling, telling us about his cultural background, his experiences with health services in Victoria and ways in which we can continue to support the Aboriginal and Torres Strait Islander community. If you missed the session, [you can watch the recording](#).

At a [recent manager briefing](#), our own people shared their personal stories to help us better understand the types of questions and approaches to Aboriginal and Torres Strait Islander employees which may enrich and strengthen our relationships and outcomes, and those which can have the tendency to offend. This is powerful material, and I'd encourage you to review it.

To reinforce this learning, we have Aboriginal and Torres Strait Islander Cultural Awareness eLearning Training modules for [employees and managers on Latte](#). Please complete this mandatory training and have your team do the same. It has practical advice on the most appropriate way of engaging with our Aboriginal and Torres Strait Islander patients.

New BI Portal for managers

Thank you to Alex Caravelas and the team who have pulled together our new BI Portal for Managers. This is a key tool developed to help you undertake your daily management roles, responsibilities and activities. Key Portal content encompasses Quality and Safety, Workforce, Activity, Finance, Patient Experience and Patient Flow domains.

The portal will be refined based on user feedback, so go to [the intranet, take a look](#), and let the team know what might make it better. The portal featured in the most recent Manager Briefing slides and content, so if you want to know more, you can build on your understanding.

Thank you, and have a wonderful week as we continue to strive for excellent results for our patients and each other.

Martin Keogh
Acting Chief Executive

Priorities this week

- Stay across [COVID-19 public exposure sites](#), [travel permits](#) and what team members need to do if they visited during the holidays (or during listed times).
- Review the rate of COVID-19 vaccination in your team and speak to your team members about the importance of vaccination (or declaration) and ensuring they also have dose two.
- Take 15 minutes to complete your [mandatory privacy training](#) on Latte.

- Remind team members that the [flu vaccination](#) program is well underway and to ensure they leave **seven days** on either side of receiving their COVID-19 and flu vaccinations.
- Check out the new [BI Portal for Managers](#) and provide your feedback.
- 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](#).
- For advice on workplace inspections, managing employee leave and absenteeism, review this week's [Manager Briefing](#).
- Note the changes to the Nursing and Midwives EBA.

Key messages

Make some time to talk – Give Me Five or Annual Performance conversation

As we enter the new financial year, it is a great time to book in a Give Me Five or Annual Performance discussion with your team members. These 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 employees' overall wellbeing.

Managers can find helpful resources for completing these conversations on the [Give Me Five page](#) of the COVID-19 employee website and check their team's status via the 'Mandatory training' tab in the [BI Portal](#).

Provide your feedback on the new Manager BI Portal

This week Monash Health has gone live with a [new Manager BI portal](#). The Portal presents Managers with a one-stop shop for crucial Business Intelligence reports and resources relevant for Managers. The development of this Portal is directly linked to the objectives of our excellent ward governance work program. It provides managers with a single platform to access reports that support them in effectively managing their service.

The Manager BI Portal is easily accessed from the Monash Health intranet page. You will need to be logged in via Citrix to access the new Portal if you are working off-site. Additional slides about how the system has been developed [can be found here](#).

Time to vaccinate or declare for COVID-19 vaccines too

To ensure we keep our employees and patients safe by maximising the uptake of COVID-19 vaccination, we are asking you to ensure that **every** employee in your cost centre areas either receives their COVID-19 vaccination or completes a [COVID-19 Vaccination Declaration Form](#).

The form allows employees to tell us if they have received their vaccination at an alternate location or do not wish to participate in the COVID-19 Vaccination Program. This process is consistent with our approach to the annual Flu Vaccination Program.

Managing absenteeism – your questions answered

At this week's Manager Briefing, the topic of absenteeism was addressed as an important issue for managers. How do you effectively manage conversations with your team members about this issue? This week's Manager Briefing featured a panel from People and Culture to address all your questions. You can [review the session online](#).

Be vigilant with your mandatory training over the coming months

Please keep track of your training to ensure we are meeting our targets ahead of Accreditation.

Monash Health has set a target of 90% for mandatory training, and we are on track to achieve this. However, we need to be vigilant over the coming months about any mandatory training that may expire in that time. Training is a critical part of delivering safe and effective care to our community. Please ensure you have completed the training that has been allocated to you in [Latte](#).

Take 15 minutes to complete privacy training on Latte

It is vital that you complete your privacy training as soon as possible. Protecting the privacy of others is a vital part of our roles from an ethical and legal perspective.

We have a [mandatory privacy e-learning module](#) that 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](#). When you log into Latte, it is automatically assigned to all employees under "My Required Learning".

It is mandatory training for Accreditation, so please make sure you and your team members make it a priority.

Early implementation of new Nurses and Midwives EBA

Due to delays in putting the new proposed Nurses and Midwives EBA out to ballot, the Department of Health has authorised the early implementation of some proposed changes.

Some of these key implementations for nurses and midwives include (but are not limited to):

- Clarification about who is covered under the EBA – where nurses provide mental health services, EBA coverage is determined by the work of the service or department (ie ED) rather than the duties of the individual nurse.
- Superannuation to be paid on both paid and unpaid parental leave.
- A new qualification allowance for employees who are required to hold a Certificate IV in Training and Assessment.
- Managers publishing rosters (including on-call rosters) which cover 28 days or more, 28 days before they commence.
- Changes in change of roster allowances.
- Permanent employees can now access parental leave after six months of continuous service.
- Changes to long service leave entitlements.
- Introduction of top up payments for permanent employees on defence service leave.
- Introduction of paid special disaster leave for permanent employees.

The Employee Relations and Business Partnerships teams are working with NaMES, Payroll and Kronos to implement these changes. You'll be hearing more about these changes in the coming weeks.

If you have any queries, you can contact the People and Culture Advice Line on 03 9265 2724 or by email.

Incident Investigations

We investigate incidents to establish causative factors - what went wrong - so that we can prevent similar events in the future. Investigations help provide support to affected employees, contractors or visitors; and establish and implement short, medium and or long-term controls across Monash Health.

On completion of an investigation, Managers (with support from Health and Safety Representatives) should be able to:

- Identify, plan and implement safety controls.

- Review the effectiveness of safety controls at short, medium and long-term intervals.

[Learn more about incident investigations and how they help us all stay safe](#)

Clarification on using long service leave at half pay

There has been some clarification on the circumstances under which managers can support or recommend long service leave (LSL) at half pay for their employees. All LSL at half pay must have the approval of the Chief Executive. Please familiarise yourselves with the circumstances in which this [leave can be recommended](#).

Monash Health moves to quiet MET calls

Please note that Monash Health has moved to [quiet MET calls](#) for adult, paediatric and neonatal Medical Emergency Team (MET) calls. This change applies 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.

New guidance on leave after vaccination

The Department of Health has released new guidance on leave after vaccination and higher-risk employees. [Find out more](#).

Please destroy QR codes for employee passwords

If you or any team member has created a QR code for your employee password, please dispose of it immediately in a confidential document disposal bin. Creating QR codes for employee passwords represents a major password exposure risk and is NOT accepted or approved at Monash Health. [Read more](#).

Keep your workplace inspections up to date

Please make sure your quarterly workplace inspections are up to date, and you are doing everything possible to ensure safety is maintained in your area. For help and support in completing your Workplace Inspections, please refer to the [Occupational Health and Safety Intranet](#) or contact:

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

Moving mindfully through life – message from Associate Professor Craig Hased OAM

At the most recent Wellbeing Forum, we were lucky enough to have the expertise of Monash University Associate Professor Craig Hased OAM to speak about all the [benefits of mindfulness on our health](#), wellbeing and performance. He had some very timely advice about the impact of technology on our ability to stay in the moment, do our jobs effectively, and pay close attention to our patients and loved ones. Hear about what he had to say, review the slides, and you can sign up for a free online course. [Find all these details](#) on the health and wellbeing pages of the coronavirus website for employees.

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.
