



**COVID-19**

# Manager Bulletin

**Wednesday 11 August 2021**

*This email is for Monash Health managers.*

## Message from the Chief Executive

So many aspects of our management roles are about finding the right balance; finding ways to lead that keep everyone safe, engaged and productive.

Last week you may have seen me reference the need to regularly take time out and rest. That applies to you and your team members also. Please look out for them and work with them to ensure everyone gets some downtime.

On this theme, a [recent Manager Briefing on the topic of Ferocious Warmth leadership](#), with author and presenter Tracey Ezard, struck a chord for managers who are feeling tired but want to bring their best to work and to their teams.

I encourage any leader who missed this session to [make some time to view it](#), for some inspiration, tips and advice about how to get the best from yourself and others.

### **Lockdown**

We continue to respond to the lockdown directions, and this means a number of adjustments to precautions across the health service, including PPE and visitation. [Please ensure you are across these measures.](#)

### **Vaccination remains a key protection**

Governments and health experts around the country – in fact, around the world – are engaged in ongoing discussions about vaccinations and roadmaps out of the pandemic.

Many of you have taken the critical step towards protection with COVID-19 vaccination. If you haven't yet had a vaccination, I urge you and your teams to do it as a matter of priority. For those working in residential aged care, [vaccination will be mandatory](#) from 17 September.

To help you and your eligible family members get vaccinated faster, we will provide you with early notification of newly released vaccination appointment slots. Please note that this early notification is for newly released slots, not a guaranteed booking for Monash Health employee family members. Availability is limited and on a first-come first-served basis.

We look forward to communicating future appointment releases every one to two weeks via iNews. In the meantime, please continue to encourage your family to check their eligibility and book their COVID-19 vaccination. Further details can be found at the [South East Public Health Unit website](#).

If you have been vaccinated elsewhere, the [COVID-19 vaccination declaration](#) is available online. As with the flu declaration, you can also let us know if you aren't vaccinating and why, to help us better understand and address any concerns.

Regarding **flu vaccination**, the deadline is next week for you and your teams to have your vaccine [or declare](#). This is particularly important in residential aged care, ICU, NICU and Emergency Departments.

#### **New OHS success measures**

Keeping everyone safe and well at work is a shared priority for us all. From now on, in each edition of this bulletin, you will see not only the monthly priorities for managers but also a [feature on the work underway in the OHS](#) space. I encourage you to do your part to help meet the targets which are designed to protect us all.

#### **Have your say on the Disability Action Plan**

We have [started consultation on](#) the Monash Health [Disability Action Plan](#). The consultation process, which is open until the end of the month, will allow us to listen and engage directly to better understand the needs of our employees, volunteers and the community, who either have or support someone with a disability.

If you have a disability or treat patients with disabilities, then I would recommend you have your say via a focus group, interviews or completing a survey so that we can ensure we are a safe, accessible, welcoming and inclusive health service for those with a disability.

As a manager, you may also have ideas about how to make our workplace more inclusive and easier to navigate for team members with disabilities. Given one in five Australians have a disability, this is relevant for all of us.

Thank you for your ongoing commitment to our health service and to your teams.

**Andrew Stripp**  
**Chief Executive**

## **Priorities this week**

- Keep up to date with all the latest updates, information and resources you need to stay accreditation-ready on the [Accreditation website](#).
- Take 15 minutes to complete your [mandatory privacy training](#) on Latte.
- Ensure you and your teams are using the Victorian Government's QR code service to [check-in to our shared spaces](#) (more information below).
- Please remind and encourage your team members to receive their flu shot by [attending an Infection Prevention office](#).
- Give Me Five or Annual Performance discussions, for those who haven't yet had them, need to be high on the priority list.
- The [next Manager Briefing](#) will again address absenteeism: **2pm today**.
- Encourage those with a disability or those who support or care for patients with disabilities to [provide input to the next Monash Health Disability Action Plan](#).
- Ensure your Health and Safety Rep is [attending the Safety Café](#) on 18 August.
- Have you done the [Managing at Monash course](#)?

## **Your monthly OHS update**

Monash Health is dedicated to continuous improvement in safety across the whole organisation. The Occupational Health and Safety team has provided a monthly update on:

- New Safety Success Measures
- Spotlight on health and wellbeing
- Manual Handling
- Dock and Delivery Safety
- Worksafe legislation – provisional payments
- The next Safety Café on 18 August

[Read more from the OHS team here.](#)

## Key messages

### **Pfizer eligibility update for employees**

The Commonwealth Government have announced that all healthcare workers and pregnant women aged 16 years and over are now eligible for the COVID-19 Pfizer vaccine.

Please encourage pregnant employees to discuss the most appropriate options for them with their healthcare provider before being vaccinated. Pregnant members of your team can find out more [here](#).

If members of your team are yet to be vaccinated, please communicate the updated eligibility for Pfizer. There is the added benefit for our Casey employees that Pfizer is now available by appointment only at St John of God, Berwick. Team members can find out more [here](#).

### **Respiratory Protection Program (RPP) update**

Thank you for your ongoing support as we continue to implement fit testing. To date, Monash Health has fit-tested over 9,000 employees through the Respiratory Protection Program, including priority cohorts.

It's important that we continue to encourage fit testing for all employees who may be at risk to respiratory hazards due to the nature of their work. As you will be aware, fit-tested respirators remain vital protection against COVID-19 and other respiratory hazards, which is why the Victorian Government has 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 currently available at Casey Hospital, Monash Medical Centre, Dandenong Hospital, Moorabbin Hospital, Kingston Centre and recently opened at the Cranbourne Integrated Care Centre. 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](#).

### **Ferocious Warmth Leadership – a perfect topic for the times**

"What an incredible session", "Perfect topic for the times", "Thank you so much, I have loved this".

This was just some of the feedback when over 300 managers joined the most recent Manager Briefing session with leadership author and presenter, Tracey Ezard.

Tracey is familiar to many at Monash Health, having run Women in Leadership and iLead courses for our people in the past.

Our ability to lead with balance and calmness can be a daily challenge. Tracey had many pointers for managers, to balance achieving results while also building a strong culture of trust, learning and psychological safety with your team.

Tracey acknowledged the fatigue everyone is feeling because of the pandemic and all that flows from it. She also spoke about examining and improving your own leadership with a number of practical tips, including how to take care of yourself and how to use your strengths to best effect.

You can [review the presentation](#) and the [slides](#) in your own time. These are resources you are likely to want to come back to.

## **More resources to inspire**

Following the Ferocious Warmth session, in which Tracey Ezard shared some ideas on podcasts, there was a question about where to find more inspiration.

Did you know the Monash Health library has a [Mind and Matter](#) collection online? And last year they put together something to listen to on the communication skills of effective leaders, called '[Talk about Talk](#)'.

For some team wellbeing content, we are also loading the Converge monthly online newsletter, [Flourish](#), onto the wellbeing pages of the coronavirus website for employees, so stories about health and wellbeing, along with lots of practical tips, are available wherever you are.

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

Give Me Five or Annual Performance discussions with your team members are an opportunity to provide feedback, clarify expectations, and check in on your employees' overall wellbeing. These conversations help you understand the goals, aspirations, and concerns of your team members.

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](#).

## **Shared spaces: checking-in everywhere, every time**

Your role in ensuring we are managing shared spaces safely is crucial at this time.

In line with Department of Health requirements, Monash Health has now moved to the Victorian Government's QR code service to help employees check-in to our shared spaces. This will be familiar to everyone, as it is the same quick and easy process you see and use at cafés, shops and grocery stores across Victoria.

Please ensure you and your teams are **checking in every time** you use shared spaces, such as break rooms, change rooms, on-site cafes, offices, meeting rooms and shared desk spaces while working on-site. This is vital for record-keeping and to support efficient contact tracing if required.

Every shared space has been given a unique QR code and unique location code, and new check-in posters are now displayed across all of our sites. If you need to request a room-specific check-in poster, please email [IPMAdmin@monashhealth.org](mailto:IPMAdmin@monashhealth.org).

Please ensure that paper-based alternatives are in place (as a backup) for our shared spaces. You can download the template [here](#). Managers are required to collect, scan and digitally file paper-based records at [G:\COVID Tracing Shared Spaces](#) daily. Folder management information is available within the same G-drive folder.

More information about checking in and managing shared spaces is available on our [shared spaces page](#).

## **Flu – one week to have the vaccination or declare**

We have one week to reach our flu vaccination target. Please remind and encourage your team members to receive their flu shot by [attending an Infection Prevention office](#). Employees only need to leave seven days either side of their COVID-19 and flu vaccinations.

If you have team members who had their flu shot elsewhere, or are not participating, they must complete the [declaration form](#). More information about flu vaccination can be found [here](#).

## **Managing Absenteeism**

At a recent Manager Briefing, People and Culture chaired a panel and answered your questions about a topic that continues to generate interest and discussion at Monash Health: Managing Absenteeism. For those who missed or could not attend the session, we encourage you to [watch the recording](#) (panel discussion starts at 15:25).

In addition, some fantastic tools, resources and FAQs around Managing Absenteeism are now available for you via the [Managing Absenteeism Intranet page](#) (access via Citrix if working remotely).

If you require further support, please [contact your People and Culture Business Partner](#) and tune in for [the next Manager Briefing](#) this afternoon, which will address this topic again.

## **Inviting people to have a say on our Disability Action Plan**

Monash Health is holding focus groups and interviews to discuss, listen and learn more about how we can be a safe, accessible, welcoming and inclusive health service for those with a disability.

We're keen to understand the needs of our employees, volunteers and the community who either have or support someone with a disability.

The consultation process will help us inform and update the current Monash Health Disability Action Plan.

Over 4.4 million people in Australia have some form of disability. That's one in five people. So please encourage your teams to either [complete the survey or attend one of the focus groups](#).

## **Has your electrical equipment been tested and tagged?**

Please check your areas to ensure your electrical equipment is appropriately tested and tagged. Here are three simple practices for your area:

1. **Check for tags** – all electrical equipment must have a tag. If a piece of equipment doesn't have a tag, it needs to be reported (using the contact information below).
2. **Check the date** – tags will indicate that the electrical equipment has been tested and when it is due for a retest. If the equipment is due to be retested, report it.
3. **Check for damage** – If electrical equipment is showing signs of damage or unreasonable wear and tear, it needs to be reported, even if it falls within the date on the tag.

If you require equipment in your area to be tested and tagged, please contact:

- **Medical equipment** – contact Clinical Engineering on 8541 6444 or email: [clinicalengineering@monashhealth.org](mailto:clinicalengineering@monashhealth.org)
- **Non-medical equipment** – place a [BEIMS request](#).
- In the lead up to our accreditation assessment (13-17 September), it's important that all our electrical equipment has been tested, tagged and is within its retest date.

More information, including general retest intervals, can be found in the [Electrical Testing and Tagging PROMPT procedure](#).

## **MMC a designated COVID-19 hospital for pregnant women in the community**

Monash Medical Centre is a designated COVID-19 hospital for pregnant women in the community. The Designated Hospital Model is designed to achieve the highest possible level of care while keeping healthcare workers safe.

We are well placed to provide this service for the State for COVID-19 positive pregnant women in the community, with our access to the ED and NICU and with a strong track record.

In 2020, Monash Health supported 12 COVID-19 positive women during their pregnancy, including three who were positive at the time of birthing. No employees were infected with COVID-19 during any of these encounters.

Broad consultation is underway about how the model will be implemented.

## **Extended expiry for two product brands of PPE**

Please note that a 12-month extended expiry (from the date of manufacture in 2020) has been approved for two brands of Personal Protective Equipment (PPE):

- Buncorp Level 1 surgical masks (for visitors); and
- Room One adjustable face shields

In discussion with Health Share Victoria and the Victorian Department of Health, both manufacturers have provided a 12-month extension beyond the printed expiry dates. Both Monash Health and the Department of Health have reviewed and endorsed the 12-month extension.

Please check the manufactured date for these products and follow this guidance:

- If they are within 24 months (2 years) of the printed manufacture date, they are within their new and approved expiry date and can be used.
- If the products exceed 24 months (two years) from the Date of Manufacture (in 2020), please discard them.
- The full [Product Safety Alert](#) is available via the [Product Safety Alert procurement intranet page](#).

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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.

