

# Manager Bulletin

**Friday 17 June 2022**

Welcome to the June Manager Bulletin, summarising this month's key actions, talking points, links to further reading, and material online to support you in your role.

## Key actions and talking points

### People matter survey 2022

The People matter survey is now open, and we want to hear about how we can make Monash Health an even better place to work. Please [remind your team about the survey](#) and the value in having their voices heard.

### Winter Retention and Surge Payment

As you're aware, the Victorian Government has [recently announced a winter retention and surge payment](#). We're currently awaiting full details and guidelines for these measures and we'll update you with more information, and supporting FAQs, as soon as we can.

### Workplace inspections reminder – Due 30 June

Workplace inspections are due to be completed by Thursday 30 June 2022. Please download the department workplace inspection forms, which are available via [Protect](#), and allocate time to [complete any outstanding inspection tasks](#).

### Review and share the latest OHS safety alerts and information

- In line with recent legislation amendments, we've made updates to our **Occupational Health and Safety (OHS) Policy**. You can read about these changes and [download a copy of the new policy here](#).
- Please download the [OHS safety communications pack](#) for June, containing important information on Incident Investigation. Please [print a copy of the poster](#) for display on Monash Health Workplace Health and Safety Noticeboards.
- Please share this important [Safety Alert – Electrical Safety](#) with your teams and display it on Monash Health Workplace Health and Safety Noticeboards.

### Complete your family violence manager targeted training

It's now easier than ever to [complete your family violence manager targeted training package](#), available for anyone who manages or supervises employees, students or volunteers.

## Continue your 'Give me Five' conversations

Give Me Five conversations support regular, meaningful discussions between employees and their managers about contributions at work and future aspirations.

If you haven't yet held these conversations with your team members, please [review our support material](#) and book in these discussions.

## Completion of targeted and mandatory training

All employees are required to complete the training [allocated to them in Latte](#). Encourage your teams to check Latte regularly to see if there are any overdue modules or additional training requirements.

For more information about the difference between targeted and mandatory training, [read our FAQs here](#).

## Flu vaccination reminders

Flu vaccination is [required for all Monash Health employees](#). Please take a moment to review the BI Vaccine Dashboard to check the status of your team members and encourage those that haven't yet received their flu vaccination to do so as soon as possible.

## We're changing the way we receive referrals

Referrals reaching the right place at the right time can save lives. That's why from 14 July, Monash Health will receive all referrals via the HealthLink eReferral system. eReferrals are the most secure, safe and reliable way to refer a patient to Monash Health Specialist Consulting Clinics. You can play a vital role in making this process as seamless and safe as possible by helping to get the word out among your team.

Over the next few weeks, we will be sharing information about this change within Monash Health, and to the many GPs and specialists external to Monash Health who refer patients to our care. To find out more about HealthLink eReferrals, [visit the GP eReferrals page on our website](#).

## Managers: get acquainted with UKG Dimensions

The UKG Dimensions launch across Monash Health, replacing Kronos Workforce Central, has been rescheduled to **October**. This upgrade will make it easier to manage our working patterns, including scheduling, open shifts, and employee requests, when and where you need to. In preparation, you and your team are encouraged to complete some training material:

- [UKG Dimensions training for Employees](#)
- [UKG Dimensions training for Managers](#)
- [UKG Dimensions training for Self-scheduling Managers and employees](#)

You can also attend any of our twice-weekly [Question and Answer sessions](#) if you have any questions.

Additional information is available on the [UKG Dimensions Knowledge Hub](#).

## Leadership resources

### Monash Health Library: Manager Guide

Find recommended library resources for new and existing managers at Monash Health in the Manager Guide, including some of the books referred to at this week's Manager Briefing. It includes library eBooks, print books, journals, and podcasts. You can [find the Managers Guide here](#).

### Leadership development hub

Our Leadership development hub, available on Latte, contains a series of quick, easy to understand modules to support self-service development, at your own pace.

This month we've added two new topics to the hub covering **Building trust and rapport** and **Leading people through change**. At this week's [Manager Briefing](#), we discussed the modules and how some of the 'Team play' activities can be used in development sessions and huddles to strengthen our teams.

## Wellbeing

### Building social connection – Digital Wellbeing Series

June's edition of the Digital Wellbeing series asks you to call instead of texting, take a walk out in nature and implement random acts of kindness to increase your sense of social connection. You can [find out more about the Digital Wellbeing Series here](#).

### Men's Health Week

This week is Men's Health Week and at our [recent Wellbeing Forum](#) we heard from a panel of experts about what to look for to stay on top of potential health issues and why having the courage to take action early is so important.

## Events

### Recent events

At [this month's Manager Briefing](#) we heard from Cynthia Wilson, Organisational Development Consultant, about the [Lines of leadership](#) and how to manage your boundaries while providing support and empathy for your people. Karen Lowe also spoke with **Andrew Perta**, our newly appointed Deputy Chief Operating Officer.

At our [Manager Briefing earlier this month](#) we heard from Cath Jeffries and Sue Forrest, from our Health Safety and Wellbeing team about **WorkSafe Notifiable incidents**. Andrew Stead, Transformation Program Director, also spoke about the **UKG Dimensions** training and roll out.

## We want to hear from you

It's important to us that the Manager Bulletin is valuable in supporting your role as a manager at Monash Health. We want to know what you'd like to hear more about [so please let us know](#) what

topics or information you'd like to see covered in the Manager Bulletin, our Manager Briefings or on the [Manager website](#).