



Manager Bulletin

Thursday 26 May 2022

Welcome to the new-look monthly Manager Bulletin, with key actions, talking points, links to further reading, and material online to support you in your role.

We know that clear communication with your team is key to being a successful leader so we've re-launched the Manager Bulletin with a focus on the things that will help you in your day-to-day management roles.

These updates will now include a focus on the **key tasks** for completion each month together with **talking points** to help you support and connect with your team at meetings or handovers. We'll be providing information on our **leadership development** and **wellbeing resources** plus **events** information so you know what's coming up, or what you may need to catch up on.

Purposeful change for the future

As outlined at today's Employee Forum, the executive have been working on plans to make some purposeful change to the organisational structure. These changes are to help position us for the future, to be ready for the opportunities and challenges ahead.

They are about continuing our path, planning, and preparing ourselves for the best way forward for our people, our patients and the community we serve. With a large and growing community in the South East, we need to ensure we continue to deliver the best possible care, in the most timely and appropriate way, maximising the use of our resources.

It is important that we take the lessons of the pandemic and continue to evolve. These changes are a natural evolution and build on earlier work, started in 2016.

We'd like to re-iterate that while we propose reorganising some teams within the organisation, this is to ensure our structure works when facing the challenges of the next few years; this is not a job loss exercise. Roles may move under different leadership teams, but we will not be reducing headcount; we need to grow our workforce.

More [information about these changes is available here](#), including FAQs to help you respond to any questions from your team.

Key actions

OVA risk assessments must be completed by 31 May

A reminder of how to complete your OVA risk assessment [is available here](#).

Complete your UKG Dimensions training

UKG Dimensions will be replacing KRONOS in July. [Please complete your Manager UKG Dimensions training](#) and book in for one of the Manager Q&A sessions so you're able to answer any questions from your team.

Workplace inspections are due by 30 June

Please download the department workplace inspection forms, which are available via [Protect](#), and allocate time to [complete any outstanding inspection tasks](#).

Check your team's completion rate for mandatory and targeted training

With Accreditation on the horizon, [use our new QRG](#) to learn how to access and use Power BI to find, monitor and report on targeted training.

Learn how to store and handle employee records

We've recently updated our *People and Culture Employee Records Management Procedure* including making changes to how paperwork related to your team members' employment should be stored. Important information about these changes [is available here](#).

Talk to your team about nursing and midwifery registration renewal

The deadline for renewing registration is 31 May so if relevant, please encourage your team to [complete their renewals this week](#).

Continue your 'Give me 5' conversations

As you know, we are asking all leaders to hold a 'Give Me 5' conversation with each of their team members. There is a lot happening externally now that we can't control, but what we can continue to do is support and engage our people to demonstrate to them how valued they are and to acknowledge individually all the effort that they have put in over recent years.

Our current completion rate for these conversations is just over 50% so [please find out more here](#) about the real benefits that holding these conversations can bring to your team.

Leadership resources

Leadership development hub

Our Leadership development hub, available on LATTE, contains a series of quick, easy to understand modules to support you with your self-development.

We've recently added three new topics to the hub on **Influencing others**, **Advocacy & enquiry**, and **Leading an effective team**. [Watch the recording of our recent Manager Briefing](#) to hear members of our People & Culture team discuss how you can effectively employ these skills and get the best out of the resources.

Wellbeing

Caring for your wellbeing, and that of your team, is critical through this ongoing period of strain for the health service.

Our Be Well program launched earlier this year allows you, as a leader, to connect with our psychologists if you feel your team would benefit from additional support. The program can be used for regular team check-ins, support following a critical event, learning strategies to promote mentally healthy teams and facilitating team wellbeing sessions.

Information on the [Be Well program is available here](#), and you can [visit our Wellbeing hub](#) to learn more about the support available for you and your team through the Be Well, Be Safe program.

Events

Upcoming events

Come along to our next [Manager Briefing at 2pm, Wednesday 1 June](#), to hear more about UKG Dimensions training, Worksafe incident notifications and supporting your team with 'Give me 5' conversations.

Recent events

At our [Wellbeing Forum on 19 May](#) we heard from Dr. Nathan Alkemade, Senior Clinical Psychologist about change and uncertainty in the workplace and strategies to best help us cope in a dynamic environment.

We want to hear from you

It's important to us that the Manager Bulletin is a valuable tool in your role as a People Leader 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](#).