

# Manager Bulletin

## Thursday 11 August 2022

Welcome to the August Manager Bulletin, a wrap up of this month's key actions, talking points, links to further reading, and online material to support your role.

### Key actions and talking points

#### Our accreditation assessment is next week

A big thank you to each of you for your work to get us here. In these last few days before Accreditation, the message is clear - we are ready and well placed to welcome the assessors on Monday!

As we head into accreditation week, please take some time to familiarise yourself with our accreditation week schedule, which is now available on the [employee resources page of our Accreditation website](#).

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

- The **OHS Safety Metrics** are now live on the [BI Dashboard](#), and you can view your local work area performance against key measures. There is also a new [OHS Quick Reference Guide](#), supplying tips and hints on how to review, influence and improve safety at work.
- Please download the [OHS safety communications pack](#) for August, containing valuable information on improving safety performance. [Print a copy of the poster](#) for display on Monash Health Workplace Health and Safety Noticeboards.
- Please share the [Safety Alert – Duress Alarm Checks](#) with your teams and display it on Monash Health Workplace Health and Safety Noticeboards.

#### Workplace inspections reminder – Due 30 September

Workplace inspections are due to be completed by Friday 30 September 2022.

Please take time to review your open actions in the new [OHS \(Occupational Health and Safety\) Safety Dashboard](#), download the department workplace inspection forms, which are available via Protect, and determine if they are still relevant or if they can be closed.

## UKG Dimensions: new rostering and timekeeping system launches on 26 September 2022

UKG Dimensions is the latest cloud-based rostering and timekeeping system and is replacing Monash Health's current version of Kronos. To ensure you're ready, [please complete your training by 23 September 2022](#).

### Flu vaccination reminders

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

If a team member declines to receive their vaccination or has received it elsewhere, they must submit a [Declaration form](#).

## Leadership resources

### Guiding Career Conversations with your team

[Tools and resources are available](#) to help you develop the skills to have meaningful, compelling and successful conversations with your people about their career development.

You can [read more about the process here](#) and review the 'Career Conversations' resources through the [Leadership Development Hub](#).

### Leading Mentally Healthy Teams – Registrations are now open

Our people leaders are invited to attend facilitated learning and training sessions focused on leading mentally healthy teams. The sessions are open to department managers and second-in-charge managers to attend. You can [learn more here](#).

## Wellbeing

### Applications for Stronger Together Wellbeing Grants extended

The deadline for applications for team wellbeing grants for our Monash Health teams has been extended to **Friday 26 August**. Thank you to all our teams who have submitted their grant applications so far.

Don't miss out on this opportunity to implement a team-based health and wellbeing initiative in your area. [Submit your team's grant application today!](#)

### Support your teams with Be Well

Our Be Well program 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.

Visit [our Wellbeing hub](#) to learn more about the support available for you and your team through the Be Well, Be Safe program.

## Events

### Recent events

At [yesterday's Manager Briefing](#), we learned about the new tools and resources available to support Career Conversations, and Karen Lowe interviewed Dr Rachel Rosler, the new Deputy Chief Operating Officer, Monash Medicine, Monash Medical Centre, Moorabbin Hospital on her new role and approach to leadership.

The **Manager Briefing on 27 July** included presentations on preventing occupational violence and aggression, our upcoming Accreditation and the Stronger Together wellbeing grants. If you missed the session [you can catch up here](#).

## 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 the [Manager website](#).