

Manager Bulletin

Thursday, 16 February 2023

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

Key actions and talking points

Welcoming 1000 new faces

We recently [welcomed 1000 new nursing and midwifery graduates and junior medical staff](#), as they step into their new professional clinical careers across Monash Health sites.

Thank you for the kindness and patience you and your teams show towards our new starters. We all remember what it was like in our first days and weeks.

Victorian Heart Hospital Opening

The Victorian Heart Hospital will open its doors and welcome patients on Thursday 23 February 2023. The first services to open at the Victorian Heart Hospital will be our Ambulatory Clinics (outpatient services), Imaging services, Pathology and Pharmacy followed by other services with a plan to be fully operational by 15 March.

During the transition period Cardiac services will continue to be provided at Monash Medical Centre and other Monash Health sites.

The Victorian Heart Institute is also continuing its commissioning process and is in the process of establishing on the site as planned.

We look forward to the [official opening and open day](#) on Sunday 19 February and to welcoming our first patients on Thursday 23 February.

Timeline:

- 23 February: Ambulatory Clinics (outpatient services), Imaging services, Pathology and Pharmacy commence
- 15 March: Fully commissioned

Organisation-wide Victorian Heart Hospital (VHH) EMR Impacts

When the Victorian Heart Hospital welcomes its first patients from 23 February, there will be new EMR functionality and digital changes that will impact employees across Monash Health. It is important to be aware of how these digital changes may affect the way you work.

You can access a breakdown of each change [here](#) or visit the Digital Hub on the [VHH Sharepoint](#).

VHH Digital Readiness Checklist for Managers

Managers, if your team will be working at the VHH, follow our handy guide to ensure you and your team are 'VHH Digital Ready'. It is essential that your team has completed the required VHH EMR training before their first clinical shift in this fully digitalised hospital.

All employees that are transferring, rotating or new to VHH, need to complete the relevant VHH eLearning and SimLab sessions. New employees to VHH also need to complete EMR Foundations eLearning and Webinars for their speciality area. For further details access our handy Manager checklist [here](#).

The Length of Service Awards for 2022 are nearly here

The rescheduled [Length of Service Awards](#) are less than three weeks away.

We encourage you to acknowledge and celebrate your team members receiving awards this year, and highlight their achievements over their time with Monash Health.

If any of your recipient team members are rostered to work, we encourage you to arrange cover for the duration of their award session, where possible, to allow them to attend and receive their certificate in person. Each session is scheduled to take approximately two hours.

We'd still love your feedback and suggestions for 2023

As we settle into 2023, we still want to [hear your feedback and suggestions](#) about our regular Manager Bulletins and Manager Briefings. Your feedback is important to make sure we continue to provide value and support you in your role as a people leader at Monash Health. We ask you to [share your thoughts](#) and fill out our short survey.

Workplace inspections reminder – Due 31 March

[Workplace inspections are due](#) to be completed by 31 March 2023.

They are critical to making sure we provide a safe working environment for our people and those we care for. They are also a mandatory component of our health and safety responsibility.

Nominate your team for a STAR Award

Don't miss your chance to nominate someone in your team for a STAR Award. Our STAR Awards acknowledge and celebrate individuals and teams who demonstrate their commitment to our guiding principles and values.

If you know of a colleague or team who has shown an extraordinary example of kindness, respect, or excellence in the last few months, [nominate them today for a STAR Award](#).

Review and share the latest OHS safety information

At Monash Health, your safety is our highest priority, and we have a responsibility to thoroughly investigate all incidents to prevent them from reoccurring.

Download this month's [OHS safety communication pack](#), and print a copy of '[Conduct a robust incident investigation](#)' poster to display on the Monash Health Workplace Health and Safety Noticeboards.

Safety Alert No. 1 – Chemical Waste Disposal

Please share the [Safety Alert: No. 1 – Chemical Waste Disposal](#) with your teams and display it on your Monash Health Workplace Health and Safety Noticeboards.

[This Safety Alert](#) highlights the process to safely dispose of chemical waste generated by Departments/Wards, to meet our obligations under the Environment Protection Act 2017.

Leadership resources

New Manager Safety Toolkits now available

Our Safety Team is pleased to release our new [“Manager Safety Toolkit”](#) series.

Each month our one-page “toolkits” will focus on a specific safety topic. Our first topics are [“Incident Management”](#), [“Injury Management and Return to Work”](#) and [“Manager Responsibility”](#).

Our Manager Safety Toolkits provide you with details on specific OHS responsibilities, with links to all the relevant information and useful resources. [Read more](#).

Leadership Development Hub - Got five minutes and want to retain your talent?

The [‘Retention Strategies’ Playlist](#) includes quick recommendations and tips to help your team members feel valued, engaged and supported, and in doing so, increase the likelihood that they will stay longer in your team and at Monash Health.

The content relates to known drivers of retention, including an employee's experience as a new starter, support for growth and development and demonstrating recognition for a job well done. If you have amazing talent that you don't want to lose, be sure to browse the Retention Strategies Playlist, available through [Latte](#).

Wellbeing

Our optional injury triage service is here to support our employees

Our injury triage service launched in November. This free, optional service provides immediate treatment advice, general practitioner access and support for all our employees with work-related injuries.

If one of your team is injured at work and would like to use this optional service, direct them to call 1800 264 368 (1800 COGENT) to speak to the triage team. [Read more](#).

Access ending for Healthy Body and Mind

This is the final month that all Monash Health employees will have free access to the Healthy Body and Mind Hub. You can access the Healthy Body and Mind Hub [here](#) until the end of February with our Be Well Be Safe Program.

Look after your health and wellbeing – check your workstation is set up correctly

Do you or your team find you have a sore neck, back or shoulder pain, or wrist/hand pain after periods of working at your desk?

To support safe working and minimise the risk of injury, it is important to encourage your team to check their work set-up every time they are at a new workstation or complete periodic checks if they use the same workstation.

Taking a few minutes at the start of the workday to evaluate a workstation can reduce strain and improve how you and your team feel at the end of the day. [Read more](#).

Events

Upcoming events

Leading Mentally Healthy Teams – registrations 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.

These sessions aim to empower our leaders to help improve employee health, wellbeing and psychological safety in our working environment.

There are three sessions coming up in February and March. Learn more about how to join [here](#).

Recent events

At our first **Manager Briefing** for 2023, we heard from Naomi Dobroff and Michael Franco on upcoming org-wide changes and their experiences with leading teams through change. Chrissy Hammond also presented on the new playlists added to the Leadership Development Hub. A [recording of the session is available here](#).

Wellbeing Forum – Let's talk sleep

When we don't sleep enough, we are not giving our brains sufficient time to regenerate the right balance of chemicals that actually help us to feel happy. This interactive discussion focused on understanding sleep and provided tips to help you improve it. You can [view a recording of the session here](#).

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](#).