

Manager Bulletin

Thursday, 27 October 2022

Welcome to the October 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

Changes to mask requirements in our hospital and community settings

We recently made changes to mask requirements in our hospitals and community settings that you and your teams need to be aware of.

From Monday, 24 October:

- **Masks are no longer required for employees, visitors and patients in all non-clinical areas.** Non-clinical areas include shared corridors, retail, café, dining areas, and shared office spaces.
- **There will be no change to mask requirements for employees, visitors and patients in patient-facing areas.** Patient-facing areas include patient waiting rooms, outpatient clinics, patient in-person group therapies, in-patient areas and emergency departments.

Patients and visitors will continue to be screened at visitor entrances to all our hospital and community sites, with surgical masks available at front entrances for our community. You can [read more about the changes here](#). The [PPE minimum standards poster has been updated](#) and you can also listen to Professor Rhonda Stuart outline the latest thinking at our [employee forums](#).

Just a reminder that while members of the community are no longer required to isolate following a positive COVID-19 test result, this does not cover hospitals and other sensitive settings.

Please remind your teams that they should not come to work with any COVID-19 symptoms. Healthcare workers should get tested if unwell and remain off work for 7 days if COVID positive. [Read more about the new isolation requirements](#).

UKG Dimensions – leave requests, timecard approvals and getting help

Monash Health is now using UKG Dimensions payroll software for rostering and timekeeping, and KRONOS has been set to read-only mode. This means all timecards should be approved in UKG Dimensions.

If you need help check the [UKG Dimensions Support Knowledge Hub](#), contact UKGDimensions@monashhealth.org, or as a final point of contact, call to UKG Dimensions Support Team on 03 8572 5639, 8.00am – 6.00pm, Monday – Friday.

Remember, any unactioned/pending leave requests in KRONOS must be re-submitted in UKG Dimensions. **Managers need to re-approve previously approved leave that has been re-submitted.** [Find out more.](#)

Service changes and leave over the holiday period

With this year's holiday season approaching, we have completed the review of our services over this period. As always, we have aimed to strike a balance between maintaining appropriate clinical services, while also ensuring that where possible, our employees can take some well-deserved time off after another busy year.

You can [read more about service changes here](#) to assist you in planning your own leave requests and those of your team members.

An optional injury triage service is coming

This new free, optional phone service will provide immediate treatment advice, medical practitioner access, and support for all our employees, for all work-related injuries.

If one of our employees is injured as a result of work, they can choose to call this optional service. The call will be triaged by an experienced health professional who will provide first aid or can arrange further medical treatment.

[View the slides](#) from the recent Manager Briefing.

Review and share the latest OHS safety alerts and information

The recent [Safety Alert – Duress Alarm Checks](#) has been reissued. Please ensure you remove previous copies of this alert, share the updated Alert with your teams and display it on Monash Health Workplace Health and Safety Noticeboards.

Leadership resources

A new 'Productivity and prioritisation skills' playlist

Do you have important tasks to complete but never seem to get them done? Is there never enough time in the day? Do you start your work, only to be interrupted by other matters?

If you can relate to any of these experiences, then the ['Productivity and prioritisation skills' playlist](#) is for you. It contains a number of models, tips and tools that can be used to organise your time, manage your energy and prioritise your most important goals. These resources can support your own self-development as well as the development of your team. [Browse our Leadership Playlists on Latte today!](#)

Wellbeing

Cast your vote in our Fitness Passport survey

As part of our commitment to your wellbeing, we are considering partnering with Fitness Passport. Fitness Passport is a discounted workplace health and fitness program giving you and your family unparalleled access to a wide choice of gyms and pools.

Your teams can [find out about the benefits of Fitness Passport here](#), and they can cast their vote for the gyms and pools they would like to be included in our program by taking [this short survey](#).

Events

Upcoming events

This year's Length of Service Awards have been announced for Monday, 28 November.

We will be recognising our colleagues who are reaching length of service milestones in 2022 at an in-person award ceremony at Southern Golf Club, Keysborough.

You can find more event details [here](#), as well as suggestions for how you can congratulate and recognise the contributions of your team members.

Our next Safety Café is on Wednesday, 23 November at 2pm via Teams. We encourage all Health and Safety Representatives (HSRs) to attend these bi-monthly sessions. More details will be provided by email shortly.

Recent events

At our [Manager Briefing earlier this month](#) we heard from Catherine Dunlop, Partner at Maddocks about our OHS legislative obligations, what it means for us, and our responsibilities and accountabilities towards a safe working environment. You can read about our obligations and responsibilities [here](#).

At [last week's Manager Briefing](#) we were joined by Andrea Rindt for an inspiring leadership interview; Cath Jefferies and Andrew Nyguen discussed a new, optional injury triage service; and Andrew Stead answered your questions about the switch to UKG Dimensions.

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](#).