

Manager Bulletin

Wednesday 21 September 2022

Welcome to the September 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

Electronic Medical Records (EMR) System upgrade

To support the introduction of technology for the Victorian Heart Hospital, the EMR will have a planned outage between 10pm, Tuesday 27 September to 7am, Wednesday 28 September. A planned Code Yellow will be called, and all clinical areas should [follow downtime procedures available on Prompt](#).

Guidance for managers in the lead-up to the State election

This year's State Election will be held on Saturday 26 November 2022.

At all times, we work under the [Public Administration Act 2004](#) and the [Code of Conduct for Victorian Public Sector Employees](#), but it is important to recognise that political elections tend to create opportunities for accidental breaches of the code.

Under the *Public Administration Act 2004* and the Code of Conduct, employees are required to remain apolitical and, in the course of work, avoid involvement in political activities, not just during an election period. More information is available in the [Manager's guide for working with employees involved in election activities](#).

Review and share the latest OHS safety information

Please download the [OHS safety communications pack](#) for September, containing valuable information on Occupational Violence and Aggression (OVA). [Print a copy of the poster](#) for display on Monash Health Workplace Health and Safety Noticeboards.

Workplace inspections reminder – Due 30 September

Don't forget that your [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 28 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.

Employees who are unvaccinated for influenza are required to follow these directions to reduce risk in the health service. **Until the end of October 2022 all unvaccinated employees working on site are required to:**

- Wear an N95 mask on all sites
- Take meal breaks alone

If employees were unable to attend our Influenza Vaccination Forum and question and answer session they must also [watch the Influenza Vaccination Forum recording on LATTE](#). Completions will be recorded.

Upholding our Code of Conduct – what you need to know about fraud

To ensure we carry out our roles to the highest standard of integrity and help maintain community confidence and trust in our health service, all employees are provided with clear expectations set out in the [Monash Health Code of Conduct](#), iCare values, and the [Fraud and Corruption Framework](#).

[Read more here](#) about the steps managers should take to uphold diligent practices around claiming and approving sick leave.

Nominate a STAR!

Our STAR Awards acknowledge and celebrate individuals and teams who demonstrate their commitment to our guiding principles and values. You can [find out more about the eight categories here](#).

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](#).

Leadership resources

The Leadership Development Hub - what's new?

Three new Playlists have been released this month on the Leadership Development Hub, available on Latte.

Do you have a challenging conversation coming up? Perhaps one that needs to happen, but that you would rather avoid? The '**Hard to Have Conversations**' Playlist has a number of models, tips and tools to help. This Playlist is perfect if you want to increase the chances of a productive conversation with mutually beneficial outcomes.

The '**Facilitating a Discussion**' Playlist will be useful for leaders who are new to facilitating group discussions, as well those looking for a refresher. It contains a range of tips and techniques to help with leading team activities and running meetings. And, if you want to lead a team activity but aren't sure where to start, the '**All Team Plays**' Playlist contains team session outlines to help.

Wellbeing

Get your teams involved in the Walking Challenge

The Walking Challenge is back for the second time this year, and it's free to join! Registrations are open now, and the four-week challenge runs from **3 to 30 October**.

It is a great opportunity to connect with your colleagues outside of work, participate in some healthy competition, and work together to achieve your wellbeing goals. There are also great prizes on offer to the winning teams! You can [find out how to register here](#).

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 our **Manager Briefing on 24 August** we were joined by Dr Ashlee Linck from our Organisational Development and Learning team who spoke about what **psychological safety** means, how it applies to accountability and mindset, and what a team with high psychological safety looks like. A [recording of the session is available here](#).

The **Manager Briefing on 7 September** focused on some important work being undertaken by our Equity & Inclusion sub-committees. It included presentations on our new **Gender Equality Action Plan**, **unconscious bias**, and the use of **pronouns and gender inclusive language**. 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](#).