

# Manager Bulletin

**Thursday 14 July 2022**

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

## Key actions and talking points

### Updated settings effective immediately in response to rise in respiratory illnesses

As we progress into winter, we are seeing a rise in respiratory illnesses brought about by COVID-19, influenza and colds. We expect these numbers to continue to grow until the end of August, increasing pressure on our health service.

We can protect ourselves, our patients and each other by following our first principles and the [updated guidelines outlined in the latest Chief Executive Update](#). These guidelines will be reviewed regularly to ensure they remain appropriate to the level of infection risk in the community, making adjustments as required.

Please share the [updated guidelines](#) with your team to help us all stay safe this winter.

### Winter Retention and Surge Payment

We know you may be getting questions from your team members about how the recently announced winter surge payment will work. We've now received the details from the Department of Health about how these measures will be administered, and you can [learn more on our COVID-19 Employee website](#).

### Review and share the latest OHS information on health and wellbeing

Please download the [OHS safety communications pack](#) for July, containing important information to support the health and wellbeing of your team. Please [print a copy of the poster](#) for display on Monash Health Workplace Health and Safety Noticeboards.

### Preparing your areas for Accreditation

With our Accreditation assessment just under 5 weeks away, now is the time to ensure your local area is ready to shine. In the [latest Accreditation Bulletin](#), we focus on some of the high-risk areas the assessors are likely to observe when they visit your ward or service.

### **Continue your 'Give me Five' conversations**

Give Me Five conversations support regular, meaningful discussions between employees and their managers about contributions at work and future aspirations. If you haven't yet held these conversations with your team members, please [review our support material](#) and book in these discussions.

### **Complete your family violence manager targeted training**

It's now easier than ever to [complete your family violence manager targeted training package](#). It only takes 30 minutes and is available for anyone who manages or supervises employees, students or volunteers.

### **Deadline for faxed referrals**

Next week, we're making an exciting and important change to our referral management process. From Monday 18 July, Monash Health Specialist Consulting Clinics, Maternity Bookings and MonashHeart will no longer accept referrals via fax, email or post.

All referrals must be sent using HealthLink eReferral.

You can play a vital role in making this process as seamless and safe as possible by helping to get the word out among your teams.

To find out more about HealthLink eReferrals, [visit the Secure eReferrals page on our website](#).

### **Reminder to complete annual fit tests**

For our patient-facing employees, N95 mask fit testing is an annual requirement. Please remind your team to check their fit test card to find out when they are due for their annual refit and to [complete their annual refit](#) before the test results expire.

### **Flu vaccination reminders**

Flu vaccination is [mandatory for all Monash Health employees](#). Please take a moment to review the BI Vaccine Dashboard to check the status of your team members and encourage those that haven't yet received their flu vaccination to do so as soon as possible. If one of your team declines to receive their vaccinations or has received them elsewhere, they will need to submit a [Declaration form](#).

## Leadership resources

### Monash Health Library: Webinar

Build out your skills by attending a training session on literature searching, critical appraisal, visual design and more. Take advantage of this free professional development for yourself, or offer it to your team members as part of their Give Me Five conversations. [You can browse and book upcoming sessions here.](#)

### Leadership Development Hub

In July we added two new topics to our Leadership Development Hub, available on Latte:

- **Empathy and Kindness** - how individuals and leaders can demonstrate empathy in their words and actions and the resulting benefits.
- **Leading a remote team** - how to lead a team effectively when your people work from home, virtually or across multiple sites.

Each playlist contains a number of quick, easy-to-action strategies, articles and videos plus interactive team plays to encourage discussion on what's working and what could be improved, and the concept of kindness in a team setting.

### Free copy of Reimagine Change ebook

Following the recent Manager Briefing on Leveraging Compassion through Change, we're pleased to make available a [free copy of Ciara Lancaster's book 'Reimagine Change'](#). This six-step framework is designed to help leaders overcome overwhelm, change fatigue and burnout through intrapersonal upskilling and compassion and has become a #1 best-seller in Stress Management and Organisational Behaviour.

## Wellbeing

### Introducing healthy habits – Digital Wellbeing Series

Available for all our employees, the [Digital Wellbeing Series by the Resilience Project](#) includes ten three-minute videos covering topics such as gratitude, emotional literacy, sleep, and exercise.

We understand that you and your team may feel like you don't have the time or emotional energy to add more tasks to your day right now, but these exercises can be done in as little as one minute a day and over time can help you achieve improved outcomes for your wellbeing.

### Healthy Mind and Body Hub

This July, jump on the [Healthy Body and Mind Hub](#) and be inspired to develop your resilience so you can more easily adjust and recover from difficult situations.

If you have a spare ten minutes, why not join a live fitness circuit, or learn stress management techniques while meditating. There are also webinars on overcoming adversity and building resilience, quizzes, challenges and healthy recipes.

## Events

### Upcoming events

Join us at our next monthly [Employee Wellbeing Forum at 2pm Thursday 21 July](#), for a discussion about Seasonal Affective Disorder (SAD). The Forum will be presented by Dee Chopra, registered psychologist, EMDR practitioner, clinical psychology registrar and a Consultant with Converge International, our Employee Assistance Program provider.

### Recent events

At our [recent Manager Briefing](#) we heard from [Ciara Lancaster](#) about how we can lead our teams forward with compassion. She combined stories with the latest research in modern psychology, neuroscience and change leadership plus success strategies for leading remote teams. You can find a [refresher of the session 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 on the [Manager website](#).