

Manager Bulletin

Wednesday 16 August 2023

Welcome to the August 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

CPE and the importance of basic infection prevention principles

At a recent Employee Forum, [Professor Rhonda Stuart joined us to discuss CPE and the importance of hand hygiene and keeping equipment and devices clean.](#)

Carbapenemase-producing Enterobacterales (CPE) are bacteria that are resistant to most antibiotics, which means that basic infection prevention principles, starting with good hand hygiene practices and cleaning, are the most important tools in limiting transmission. [Hand hygiene](#) is our strongest weapon in reducing the risk of healthcare-associated infections. Before and after we touch patients, the environment, and equipment, we need to practice good hand hygiene.

Please remember to keep an eye out for EMR or IPM alerts to identify carriers and those who require screening, practising antibiotic control and [disinfecting environmental and clinical equipment like WOWs](#).

Clean hands save lives. Perform hand hygiene before and after, every time.

Help get your team Baret ready

On Tuesday 5 September, all overnight clinical employees who currently use Smartpage will start using Baret, an app in Microsoft Teams, for clinical communication. This change will impact all medical, nursing, midwifery, pathology and imaging employees who work overnight and use Smartpage, including our nursing coordinators (NCOs).

[Here's what you need to know](#) to help get your teams ready to use Baret.

Your Annual Chemical Inventory

The deadline for completing your annual chemical inventory was 10 August 2023. As a legislative requirement, if your area has been identified as having not yet completed its inventory, our OHS team will be in contact to discuss the next steps.

Move Smart 'Safe Work Practice in Action' Program

Our Nursing, Midwifery and Theatre employees are currently undertaking the ['Safe Work Practice in Action'](#) Program. This six-week program is designed to help our Move Smart Champions coach our teams in key areas of safe work practices.

Unit Managers are responsible for supporting their Unit Move Smart Champions to promote the Program. Your **Move Smart Champions** will print the weekly poster and make them available in your team huddle areas. They will introduce the week's Safe Work Practices concepts at team huddles and will observe these practices in action during the week, providing on-the-job feedback and coaching to individuals as required.

Strengthen your team for success – do you have enough Move Smart Champions on your unit?

Each nursing unit requires a Move Smart Champion ratio of **1:30** (if a unit has 90 staff, you will require three Move Smart Champions).

If a Move Smart Champion is no longer available, you must nominate a new Move Smart Champion and organise for them to attend the next two-day Move Smart Champion Training, which can be [booked via LATTE](#). Please note that all costs for

the participating unit Move Smart Champions will be backfilled via a cost centre transfer to **R2053**.

Protect yourself and your colleagues from hazards

Two Safety Alerts have recently been issued around the [safe connection and disconnection of electrical equipment](#) and the [risks of standing on equipment such as chairs and desks](#).

Please review the Safety Alerts, share them with your teams and print copies to display on the Workplace Health and Safety Noticeboards.

Building a Safer Workplace: Promote our Health and Wellbeing initiatives

Our OHS [Communication Pack](#) for August focuses on the programs, resources and support services to help you and your colleagues to prioritise health and wellbeing.

We encourage you to promote our Health and Wellbeing initiatives within your team. Download a copy of the [Communication Pack](#) and share it with your teams. Print a copy of the OHS [‘supporting you and your team’ poster](#) and display it on your OHS noticeboard. For more information, visit the [Health and Wellbeing page](#).

Introducing the Aged and Rehabilitation Access Service (ARAS) – formerly Rehab and Aged Liaison Service (RALS)

Monash Health is improving the way we journey patients through our health system – ensuring the right clinician is referring the right care at the right time – to simplify clinical decision-making, improve our efficiency, and ultimately deliver a better and more efficient experience for our patients.

[Read more about our aims for Access Reform, including important procedures and information here.](#)

Wellbeing

Employee Wellbeing Forum

Join us for our [Employee Wellbeing Forum](#) this Thursday for a presentation and interactive discussion about “**Bringing back the balance**” in your wellbeing using some practical skills for how to recover your equilibrium in the face of distress. We welcome guest speaker Dr Sika Turner, Manager of the agile Psychological Medicine (aPM) Clinics and Senior Clinical Psychologist from our Mental Health Program and Be Well team to present at the forum.

[View the event details on the intranet now.](#)

Employee Assistance Program (EAP)

You and your team members can access the EAP for confidential and short-term counselling and coaching for concerns in your work and/or personal life.

- Call [1300 687 327](tel:1300687327) for immediate support, 24/7, including holidays
- [Live Chat](#) with a counsellor on the Converge International [website](#) during business hours
- [Book an appointment](#) for non-urgent support with the EAP. Meeting options include video conferencing, phone call or face-to-face

Visit our [Health and Wellbeing page](#) to learn more.

Your last chance to win a \$250 Rebel voucher

Our Fitness Passport survey closes this Friday, 18 August. It's the last chance for you and your teams to vote for the gyms and pools you want to be included in our Fitness Passport program. All responses go in the draw to win one of four \$250 Rebel vouchers.

It only takes a few minutes to [cast your vote](#).

Leadership resources

Leadership Live

Leadership Live is a fortnightly, 45-minute session hosted by Monash Health leaders, for Monash Health leaders. These interactive sessions provide a platform for sharing ideas, learning, and experimenting with innovative leadership approaches.

Hosted by Michelle Morrison, Director of Organisation Capability, the sessions invite attendees to engage in thought-provoking discussions and encourage a collaborative learning environment. The topics are intended to help you to embrace new perspectives and leave each session with new ideas and energy to increase your leadership impact.

Our initial sessions have been popular but if you missed them, you can view the recordings of [Grow Your Own and Grow Yourself](#) and [Leading Systems and Strategy for Change](#) here.

Introducing resources for new leaders

Making the transition from individual contributor to frontline leader can be a daunting adjustment. Moving into a leadership role involves more than just getting a new title; it means adopting a leadership mind-set, developing new skills and leadership competencies, and understanding your new relationships with those above and below you on the organisational chart.

We have developed some resources to help you adapt your mindset, develop your delegation skills, and build relationships to succeed in your new leadership role. You can [access the materials in Latte](#).

Events

Upcoming Events

Join us for the Safety Café

Join us [Wednesday 30 August at 2pm via Teams](#) for the latest **Safety Café**. Our agenda includes a Health and Wellbeing Update, Occupational Exposure, and much more.

Our Health and Safety Representatives (HSRs), play a valuable role in promoting and communicating safety messages to our teams across Monash Health. We ask that you [share the event details](#) with HSRs in your area and encourage their attendance.

Previous events

Watch the **Safety Café** from Wednesday 28 June, hosted by OHS Advisor Ronald Castelo. Learn about important Health, Safety and Wellbeing initiatives, ChemAlert Facilitated Training, Move Smart Updates, PoVA Strategy updates, Injury Management and more. You can view 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](#).
