

Manager Bulletin

Thursday 20 July 2023

Welcome to the July 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

One Pay – what you need to know

The employee consultation period for the One Pay transition has now closed. We thank all employees who provided feedback. **For all H payrun employees**, a change to your pay week will occur in August. You can see the [key dates and a helpful checklist here](#).

If your team is currently paid on the H payrun, please ensure everyone is aware of the change, and consider any action they may need to take depending on their circumstances. [Drop-in sessions](#) are available across many sites for anyone who has questions or would like to chat to the team.

You will also need to be mindful of rostering schedules and how these will align with the new pay cycle. Will the grouping of different weeks in the new pay cycle trigger overtime payments for some people in your team? [Find out more here](#).

Your action required to help us hit our 100% flu vaccination target

With less than one month to go until we need to submit our final figures to the Department, we need to make a big effort in a few areas.

As leaders of our organisation, we urge you to encourage your teams to attend an Infection Prevention office and receive their flu vaccination. If employees have received the vaccination outside of Monash Health or are choosing not to participate in the vaccination program for 2023, they must complete the [online declaration form](#).

If you have access to the flu vaccination hub on the BI portal, you can check the status of your team on the [Business Intelligence Portal – Human Resources – Flu Vaccinations](#).

Family violence practice changes: advancing safety and introducing new supporting resources

Responding to family violence forms an important part of all clinical roles. To ensure Monash Health provides a holistic response to family violence, [four clinical levels of family violence practice](#) have been introduced. These implement the [Multi-Agency Risk Assessment and Management \(MARAM\) Framework](#) and Information Sharing Schemes, which help provide a standard response across public services and the family violence sector.

Move Smart, Move Safely

Our **Move Smart Manual Handling Program** provides key practical information to equip you to do your job safely, reduce injuries and manual handling risks, and increase safe working practices across Monash Health.

Encourage your teams to complete their mandatory “[Move Smart – Introduction to Manual Handling](#)” Latte training. **All employees must complete this module by 1 October 2023.**

Our newly trained **Nursing/Midwifery Move Smart Champions** have now commenced the six-week ‘**Safe Work Practice in Action**’ program with their colleagues, delivering resource material, on-the-job coaching and support for Nursing, Midwifery and Theatre employees.

Download this month’s [safety communication pack](#) and [poster](#). Share these with your teams and display them on your Workplace Health and Safety noticeboard. The pack provides an update on the Move Smart Program, important information for those areas where teams require additional manual handling training (including the

‘**Safe Work Practice in Action**’ program), where you can locate resources and what’s coming up.

Safe handling and correct disposal of sharps

A [Safety Alert](#) recently went out to remind all healthcare workers of the importance of adhering to requirements for **safe handling and correct disposal of sharps** to reduce the risk of injury and potential exposure to blood-borne infectious agents.

A copy of this [Safety Alert](#) needs to be printed and displayed on the Workplace Health and Safety noticeboards.

Complete your Annual Chemical Inventory by 11 August

Your active support to keep our workplace and your colleagues safe is crucial. As part of our legislative requirements, [your annual chemical inventory](#) **must be** completed by **11 August 2023**.

Every department must complete an annual [chemical inventory](#) for all Dangerous and Hazardous Substances.

Wellbeing

Manager Assist - Employee Assistance Program (EAP)

Access the [Manager Assist](#) service stream of our EAP for specialised short-term counselling and support:

- 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.

Leadership resources

Leadership Live

Last week close to 700 leaders, and aspiring leaders took part in our first Leadership Live event. Leadership Live is a fortnightly, 45-minute session hosted by Monash Health leaders, for Monash Health leaders. These interactive sessions will provide a platform for sharing ideas, learning, and experimenting with innovative leadership approaches.

The next session will be held at **2pm, Wednesday 26 July**, with a focus on **‘Growing your own, and growing yourself’**. Look out for the invite that will be sent shortly.

Leadership Development Hub – what’s new?

Social Connection in a hybrid world - In a Manager Briefing held earlier this year, we conducted a Manager Panel chat where our leaders shared their views on building social connection at Monash Health. If you would like to see a summary of the themes raised and some ideas to action, you will find this as a resource in the ***Leading an effective remote team*** playlist.

Coaching your team - The GROW model of coaching is featured in many leadership programs at Monash Health. This approach provides powerful questions for leaders to ask their team members when trying to solve a problem or achieve a goal. The four steps in this model as well as some example questions can be accessed as part of the ***Coaching and Development*** playlist.

The Leadership Development Hub is available via Latte. Want to know more? Reach out to Chrissy.Hammond@monashhealth.org

Events

Upcoming events

Check out the [Employee Wellbeing Forum](#) on Thursday 20 July, where we will discuss **“Breaking the Spending Spell: How to Uncover Hidden Influences for Wiser Financial Choices”**. Simon Russell, founder and Director of Behavioural

Finance Australia will present on topics such as saving versus spending and the psychology behind expenditure, health and wellbeing.

Join our Family Violence Team for an information session, '**Family Violence Practice Changes**', on [Thursday 27 July at 11am via Teams](#). Our team will explain the family violence practice changes, outline the new tools available for clinicians in our EMR and SMR systems, provide details on our information sharing schemes, and be available to answer any questions you may have regarding the changes.

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](#).
