



# Manager Bulletin

Wednesday 15 November 2023

Welcome to the November Manager Bulletin, summarising this month's key actions, talking points, links to further reading, and online material.

## Key actions and talking points

### Managers, get your teams ready for Baret's new Go-Live date

While the Baret application is ready for the rest of our inpatient clinicians to start using, we need longer to prepare the devices.

This means our inpatient clinicians will transition to using Baret when working on-site on Wednesday 29 November, instead of today. The transition will occur throughout the day.

Please make your teams aware of this change and continue to assist them to be Go-Live ready in the meantime.

[Find out more](#) about how to help get your teams ready for Go-Live before 29 November.

If you have any questions, please email [baret@monashhealth.org](mailto:baret@monashhealth.org)

## New Interpreter Management System Launching Soon

On 29 November, our Language Services team will launch our new Interpreter Management System (IMS), a new platform for managing interpreter bookings that will replace the IBA (Interpreter Booking Application).

To ensure that our teams are ready for the new system, we will be inviting teams to complete a Latte training module and a live training session.

Keep a look out for training session details. If you need more information or support, please email [monashinterpreters@monashhealth.org](mailto:monashinterpreters@monashhealth.org).

## People matter survey - deadline extended

To ensure everyone has the chance to respond and help shape the future of Monash Health, we have extended the deadline to complete the survey to **Friday, 17 November**.

All responses completed before and during the extension period will also count towards the team incentive prizes for the highest response rates.

You can [visit our dedicated People matter website](#), where you'll find information to help you encourage your team to complete the People matter survey **before the closing date**.

## Changes to Public Holiday rostering requirements - what you need to know

Following a decision by the Federal Court earlier this year, managers must now request employees to work on a public holiday. This change is effective immediately.

Find [out what's changed](#), and what it means for you as a manager.

## Safe storage and disposal of dangerous goods and hazardous substances

Dangerous Goods and Hazardous Substances present a risk in our workplace. There has been a growing emphasis on [providing comprehensive guidance for waste management](#), particularly Dangerous Goods and Hazardous Substances.

Take time to review the **new procedure** – [OHS Storage and Disposal of Dangerous Goods and Hazardous Substances](#) – available on Prompt.

You can also download this month's [OHS Communication Pack](#) and share it with your team. Print a copy of the '[Promote Safe Disposal of Chemical Waste](#)' poster for display on your OHS noticeboard.

## Update on The Nurses and Midwives (Victorian Public Sector)(Single Interest Employers) Enterprise Agreement 2020-2024

Bargaining has now commenced on a replacement for the Nurses and Midwives (Victorian Public Sector)(Single Interest Employers) Enterprise Agreement 2020-2024, which reaches its nominal expiry date on 30 April 2024.

[Find out more](#) about how the bargaining process works and what happens next.

## Nursing and Allied Health - complete your Move Smart discipline-specific training

Nursing and Allied Health managers, please encourage your team to complete the following Latte training model by **31 December 2023**.

- **Nursing, Midwives and Theatre Technician employees:**  
[‘Move Smart Manual Handling – Nursing, Midwifery, Theatre Technicians’](#).
- **Allied Health employees:**  
[‘Move Smart Manual Handling – Allied Health’](#).

You can check your team's completion status via the BI Portal. If the status of completion is not available, please ensure your team is informed of their training requirements. This can be done through your regular team meetings or huddles.

Thank you for your ongoing support as we continue to provide your team with practical knowledge and skills to perform manual handling tasks.

## Work Experience Program 2024

Monash Health is committed to supporting the Secondary School Work Experience Program. The program offers students valuable insights into the health sector, helping them prepare for selecting a field of tertiary education or entering the workforce.

You can [read more about the Work Experience Program](#) here.

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## Leadership resources

### Manager Safety Toolkits – Your go-to guide for all things OHS

Our [Manager Safety Toolkits](#) are your go-to guides, providing leaders with details on specific health, safety and wellbeing responsibilities and linking to relevant information and useful resources. Topics to date include incident management, OVA, chemical management, injury management, and return to work.

New Manager Toolkits are released each month and can be found on the **new [Health, Safety and Wellbeing intranet page](#)** under 'Manager Resources' or the [Leadership Development Hub](#).

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## Events

### Upcoming Events

**The Length of Service Awards for 2023 are nearly here**

The [Length of Service Awards](#) for 2023 are only a week away.

To celebrate, [we invite you to join your colleagues at the awards ceremony](#). This is an opportunity to recognise and celebrate the service of our exceptional people.

We encourage you to acknowledge and celebrate your team members receiving awards this year and highlight their achievements over their time with Monash Health.

If any of your recipient team members are rostered to work, we encourage you to arrange cover for the duration of their award session, where possible, to allow them to attend and receive their certificate in person. Each session is scheduled to take approximately two hours.

## Recent Events

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.

You can catch up on recent sessions focusing on [Culture change and sustaining high performance](#) and [Generational Leadership](#) here.

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## 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 or on the [Manager website](#).



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