

Manager Bulletin

Thursday 14 December 2023

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

Key actions and talking points

Changes to public holiday rostering requirements – what you need to know as a manager

Earlier this year, the Federal Court handed down a decision about working on Public Holidays that said [an employee is entitled to be absent from their employment on a public holiday](#).

However, an employer may request an employee to work on a public holiday if the request is reasonable.

The employee may only refuse the request if it is not reasonable or their refusal is reasonable.

Where a roster (including the on-call roster) covers a period that includes a public holiday, you should:

- Release the roster to employees as per current practice, and
- Request that employees review that roster and consider any request to work the public holiday contained in the roster, and
- Let employees know that if they refuse the request to work on a public holiday, they must put the refusal and reasons in writing within one week of the roster release or as soon as possible.

Given the nature of public health and the penalty payments employees receive when working on a public holiday, a request to work a public holiday through our rostering practices will constitute a reasonable request in nearly all circumstances, with limited scope for any refusal to work from employees.

Managers need to consider any refusal using criteria contained in the [guidance](#), and [FAQs](#), or contact the HR Advice line on 9265 2724 or hradvice@monashhealth.org.

Holiday Season operational plan, procurement and supply chain changes

From 18 December 2023 to 7 January 2024, we have reduced clinical activity.

As always, we have aimed to strike a balance between maintaining appropriate clinical services and ensuring that, where possible, our employees can take some well-deserved time off after another busy year.

You can [view the plan](#) to know what level of services are available during this time.

Some of our suppliers may also have reduced activity over the festive season. Use this [Procurement and Supply Chain guide](#) to help you order your Stock and Non-Stock items to enable ongoing supply to your Ward or Team over the upcoming festive season.

Workplace inspections reminder – Due 31 December

The festive season is just around the corner, and with many of us taking a well-deserved break, this is a friendly reminder to ensure your [Workplace Inspections for this quarter are completed by 31 December 2023](#).

Please take the time to review open actions, download the department workplace inspection forms, which are available via [Protect](#), and determine if they are still relevant or if they can be closed.

Enhancing our injury triage service: A commitment to physical and psychological safety

At Monash Health, we genuinely care and are committed to the physical and psychological safety of all our employees. The injury triage service was expanded on **1 October 2023** and now includes specialised confidential treatment and support for psychological injuries sustained in the workplace.

Learn more about the injury triage service in this [short promotional video](#), which outlines how the service works and how to get support.

Prepare to work safely in heat and outdoor environments this summer

You and your team's health, safety and wellbeing are our top priority.

During summer, we see an increase in radiant heat and higher temperature days. It is worth [revisiting your work environment and completing summer heat risk controls](#) via the risk assessment process.

Take time to review our [OHS Extreme Weather](#) procedure and [OHS Extreme Weather Alert Checklist](#) to identify and determine any actions required.

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

Nursing and Allied Health managers, your team must 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.

Watch the Monash Health Annual General Meeting 2023

If you or your teams missed out on the Monash Health Annual General Meeting (AGM) held on Thursday, 7 December, you can still catch up on our key achievements for the year by watching the video recording of the online event. Be inspired by the Chair Board and our Acting Chief Executive's opening notes and Report of Operations Summary. [Further details and the AGM video can be found here.](#)

Message from the Board Chair – Monash Health Chief Executive appointment

Following on from the announcement that Professor Eugene Yafele will be the next Chief Executive for Monash Health, there has been an update on a revised start date. Professor Yafele will relocate from the United Kingdom to Australia and start with Monash Health in March 2024. Further details for you and your teams can be found in the [Board Chair announcement on iNews](#).

Monash Health COVID-19 Anthology deadline set for Friday, 22 December

All employees and volunteers are invited to [submit your experiences of the pandemic in the Monash Health COVID-19 Anthology](#). Submissions are being accepted until Friday, 22 December 2023.

Submissions for the anthology, along with guidelines, are now open and can be made via the [COVID-19 Anthology Submission Form](#) (please note there is a 1,000 word limit).

While this is an important way to document and capture experiences, we understand it may raise difficult emotions for some members of your team. Participation in the anthology is voluntary. The Monash Health Employee Assistance Program (EAP) is available to all employees who require support in their work or personal life.

Recruitment advertising over the Christmas and New Year period

Over the Christmas and New Year period, we frequently see a reduction in the quality and quantity of applications to our advertised vacancies. It is also the downtime for some recruitment services and platforms.

[See here for a guide to recruiting over the festive season.](#)

We have updated our visiting guidelines

As we move into the festive season, we have updated our [Visiting at Monash Health Clinical Guidelines](#), which come into effect on Wednesday 13 December.

These changes recognise the important role that visitors play in the wellbeing of our patients. It also balances the need to provide a quiet and restful space that supports patient recovery and keeps our people, patients and community as safe as possible.

Baret – business as usual

Excitingly, Baret is in use by all of our inpatient clinicians! Thank you for your leadership during this time of transition.

As managers, we ask that you continue to reinforce the importance of clocking on to roles for every shift with your employees (where relevant). It's also important to remind your team that if they carry a pager to receive emergency codes, they must continue to carry it. Emergency communication is not via Baret.

For any device issues or to request a Monash Health phone, employees should log a ticket with IT via Central - How to get help with Baret after the special support period – from Wednesday 13 December.

[Learn more about how to get help](#) from Wednesday 13 December as we transition to 'Business as Usual' support.

New email for cardholder access requests

Cardholder access requests can now be sent to the new [Monash Health email address](#). This email address ensures requests specific to cardholder access are collected by a central mailbox which is monitored by the Security Systems Administrators.

More information about access cards can be found on the new [Security Services page on the intranet](#).

Leadership resources

'New for You' – A NEW implementation resource for Managers

'[New for You](#)' is an OHS resource designed to assist you to implement NEW Health, Safety and Wellbeing requirements in your department or unit.

The first '[New for You](#)' covers the requirements for the Storage and Disposal of Dangerous Goods, providing background information, what has changed, any required actions and how to support the communication of any changes.

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.

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

Events

Recent events

Last week we were joined by Anu Krishnan from Kulturbrille as part of our [16 Days of Activism Against Gender-Based Violence](#). Anu discussed the impact of culture in identifying and responding to family violence.

If you didn't have a chance to join the event, you can rewatch this informative session and access Anu's presentation slides on the [past events](#) page. Anu is also happy to be contacted if you have any further questions. Her details can be found on the final slide of her presentation.

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](#).