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[REDACTED] Boyd, Kerry (Health) <Kerry.Boyd@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Bracher, Katrina (Health) <Katrina.Bracher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Dugdale, Paul (Health) <Paul.Dugdale@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Dahlstrom, Jane (Health) <Jane.Dahlstrom@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Boyd, Narelle (Health) <Narelle.Boyd@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health) <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health) <Cathie.O'Neill@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Gay, AndrewD (Health) <AndrewD.Gay@act.gov.au>; ACT Health, ACTPathologyED <ACTPathologyED@act.gov.au>; Falla, Helen (Health) <Helen.Falla@act.gov.au>; Grace, Karen (Health) <Karen.Grace@act.gov.au>; Kaye, Todd (Health) <Todd.Kaye@act.gov.au>

Cc: Tzavalas, Olivia (Health) <Olivia.Tzavalas@act.gov.au>; Attwood, Courtney (Health) <Courtney.Attwood@act.gov.au>; Ramis, Tenny (Health) <Tenny.Ramis@act.gov.au>; Carriage, Debby (Health) <Debby.Carriage@act.gov.au>; Ringland, Alice (Health) <Alice.Ringland@act.gov.au>; Raco, Ida (Health) <Ida.Raco@act.gov.au>; Reynolds, Deborah (Health) <Deborah.Reynolds@act.gov.au>; Rucinski, Gul (Health) <Gul.Rucinski@act.gov.au>; Rajab, Hafsa (Health) <Hafsa.Rajab@act.gov.au>; Griffiths, Narelle (Health) <Narelle.Griffiths@act.gov.au>; Carroll, Tegan (Health) <Tegan.Carroll@act.gov.au>; Vaughan, Kristi-Lee (Health) <Kristi-Lee.Vaughan@act.gov.au>; Van Diemen, Rebecca (Health) <Rebecca.VanDiemen@act.gov.au>; Wells, Rebecca (Health) <Rebecca.Wells@act.gov.au>; Konujula, Pallavi (Health) <Pallavi.Konujula@act.gov.au>; Lutz, Melodie (Health) <Melodie.Lutz@act.gov.au>; Drew, Lynette (Health) <Lynette.Drew@act.gov.au>; Rea, Katrina (Health) <Katrina.M.Rea@act.gov.au>; Dwyer, Melissa (Health) <Melissa.Dwyer@act.gov.au>

Subject: Re: HSEC Out of session - Winter Management Plan

Can I see a comms plan re this acknowledging that winter has well and truly started.

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From: Stevenson, Nicole (Health) <nicole.stevenson@act.gov.au>

Sent: Sunday, June 2, 2019 10:01 pm

To: CEOHealth; McDonald, Bernadette (Health); ATSIEB; [REDACTED]

Boyd, Kerry (Health); Taylor, Jacqui (Health); Bracher, Katrina (Health); Chatham, Elizabeth (Health); Dugdale, Paul (Health); Gilmore, Lisa (Health); Dahlstrom, Jane (Health); Hammat, Janine (Health); Boyd, Narelle (Health); Kohlhagen, Linda (Health); Lamb, Denise (Health); Mooney, Colm (Health); O'Neill, Cathie (Health); Wood, Daniel (Health); Gay, AndrewD (Health); ACT Health, ACTPathologyED; Falla, Helen (Health); Grace, Karen (Health); Kaye, Todd (Health)

Cc: Tzavalas, Olivia (Health); Attwood, Courtney (Health); Ramis, Tenny (Health); Carriage, Debby (Health); Ringland, Alice (Health); Raco, Ida (Health); Reynolds, Deborah (Health); Rucinski, Gul (Health); Rajab, Hafsa (Health); Griffiths, Narelle (Health); Carroll, Tegan (Health); Vaughan, Kristi-Lee (Health); Van Diemen, Rebecca (Health); Wells, Rebecca (Health); Konujula, Pallavi (Health); Lutz, Melodie (Health); Drew, Lynette (Health); Rea, Katrina (Health); Dwyer, Melissa (Health)

Subject: HSEC Out of session - Winter Management Plan

UNCLASSIFIED

Good afternoon all

Please find attached the final Winter Management Plan for CHS for 2019, for noting.

Cheers

Nic

Nicole Stevenson

Business Manager to the Chief Executive Officer

Phone: 02 5124 4702 | Mobile: [REDACTED] Email: nicole.stevenson@act.gov.au
Building 24, Level 2, Canberra Hospital, Yamba Drive, Garran ACT 2605

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Canberra Health Services Winter Strategy - Communications Action Plan

Historically the winter months sees demand for health services across the country reach its peak, anecdotal evidence suggests that 2019 will be no different, for several reasons including but not limited to, high numbers of reported cases of influenza like illnesses compared to the previous two seasons.

Current projections indicate that the 2019 winter period (July – November), will place a higher demand on Canberra Health Services (CHS) than experienced in 2018. Specifically, that there will be ongoing high demand for Emergency Department (ED) and Intensive Care Unit (ICU) services and that this will flow on to other parts of the hospital and the health service more broadly.

To enable CHS to effectively manage the increased demand, alleviate pressure on staff and the system and support improved patient flow throughout the health service, each year CHS develops and implements a winter management plan. The strategy, which forms part of the ACT Winter Demand Management Plan for the territory, outlines the measures CHS will take to ensure it can continue to provide timely, high quality care during the peak winter period. These include:

- the use of surge beds and the introduction of additional beds
- commissioning of an All Care Discharge Unit that will accept non-ambulant patients
- additional medical, nursing, and support service staff
- additional pathology resources
- increased use of the 'Hospital in the Home' program where appropriate and
- several timely care innovations including the red to green and one before nine strategies.

To ensure the objectives of the winter strategy are met, regular communication to both staff and the community will be vital. Its important staff are aware of the winter strategy, understand its impact operationally and know what their roles and responsibilities are in relation to implementing the measures detailed in the strategy.

This communication plan outlines the communication tactics the Communication and Government Relations Unit will implement to support the objectives of the CHS Winter Strategy. Specifically, the tactics that will be used to raise awareness of the winter strategy among staff and educate them about the role they play in operationalising it.

The plan also outlines the communication tactics that will be used to:

- help raise awareness of the importance of the influenza vaccination for the whole ACT community, particularly high-risk groups
- raise awareness of where people can seek treatment for flu symptoms and

- educate the public about the prevention techniques they can use to minimise the spread of the flu.

The winter communication campaign will be managed and directed by the CHS Communications and Government Relations Unit.

It is expected that CHS will not undertake any media activity that includes messaging related to ED capacity or demand or that relates to activity under the Winter Management Plan.

Key messages

External

- Canberra Health Services is prepared for the upcoming cold and flu season.
- Our staff across Canberra work together to provide the right care for Canberrans.
- People often talk about colds and flu but it's important to realise colds and flu are different illnesses caused by different viruses (note: to be discussed by subject matter experts).
- What are my treatment options for cold and flu? (when to visit the ED, a Walk-in Centre, pharmacy, and self-care).

Internal

Overarching messages

- Increased pressure on our health system during the winter period is not a new phenomenon, we see it every year and our health service is not the only one faced with this challenge – the pressure is nationwide. If everyone does their bit to alleviate the pressure on our health service, and offers help where they can, we can continue to do what we do best despite the additional pressure this time of the year always brings.
- To enable CHS to effectively manage the increased demand, alleviate pressure on staff and the system and support improved patient flow throughout the health service over the winter period, CHS develops and implements a winter strategy.
- The winter strategy, which applies to the period from 11 July to 27 November is designed to support patient flow throughout CHS during the winter peak period.
- The plan focusses on how we will increase capacity and redirect resources to areas where the greatest demand is, as well as the actions all staff members can

all take to support improved patient flow when faced with increased demand for our services.

- The strategy is about how we will all work together to address a shared challenge. It is a strategy focused on getting the basics right to ensure that we provide the best care experience possible to our patients.

Operational messages

- To help manage increased demand for our service over the winter period, CHS is implementing a winter strategy. The winter strategy covers the period from 11 July to 27 November 2019.
- As part of the strategy, funding has been made available for additional medical, nursing, and support service staff.
- The strategy will also see opening of a 16 bed Winter Ward. This will allow a reallocation of beds to areas where they are needed most and an increase in the number of beds in key areas such as general medicine, respiratory medicine and geriatrics.
- The additional beds will be staffed and kept open throughout the winter period. If demand falls the additional beds will be closed.
- The commissioning of a 10 bed "All Care Discharge Lounge" on 8B will support early discharge and early bed availability across Canberra Hospital. This enhanced Model of Care will enable non-ambulant patients on day of discharge to access a discharge lounge. Patients can also receive, transfusions, infusion, antibiotics be provided with additional nursing care in the All Care Discharge Lounge. The current Discharge lounge will still be available for ambulant patients.
- Where possible patients will be placed in their home units/divisions.
- Remember to:
 - Monitor the estimated date of discharge for all patients daily
 - Prioritise discharge in the mornings, aiming to have at least one patient discharged from all wards before 9am daily (including weekends)
 - Use the 6 p's of discharge
 - Planned discharge date
 - Prioritised ward rounds
 - Patient
 - Pharmacy
 - Pathology
 - Paperwork.
- The implementation of the winter strategy will see an increased focus on the use of the HITH program where clinically appropriate. The HITH team will also:
 - conduct daily rounding to all clinical areas to identify suitable patients for transfer into HITH
 - place an additional referral nurse in ED, EDSU and ASU to identify patients who are suitable for referral to HITH
 - write to all staff specialists and consultants encouraging them to refer any patient they might deem suitable for HITH.

- Get your free flu vaccination. It's the best way to protect yourself, your family, friends and patients against the flu. The OMU's free staff vaccination clinic is open Monday to Friday: 07:30 am – 4:30 pm.

Communications approach

Activity	Description	Timing	Responsibility
External communication activities			
ED Diversion Campaign and Your Health Options' website updates	<p>Your health options campaign back in the market from June 2019. The campaign is an evidence based targeted advertising campaign designed to educate the public about the best health options for their symptoms, beyond the emergency department.</p> <p>The campaign website landing page will be updated with cold and flu messaging.</p>	Ongoing – The campaign is back in the market. Campaign material specifically related to the cold and flu will be served to audiences on social media.	C&GR
Organic social media posts	<p>To be distributed through CHS and ACT Government social media channels.</p> <p>May include conversations with staff from HITH, All Care Discharge Lounge advising the community what they are</p>	Ongoing	C&GR to develop content, relevant line area to approve final post



Community outreach	Distribution of information relating to where people can go 'for the right care at the right place' to be provided to schools for use in their newsletters and social media channels.	Ongoing	C&GR to draft content and liaise with schools in relation to distribution
Radio advertising	60 x 30 second advertisements promoting the Walk-in Centres		C&GR to develop script, liaise with the media booking agency and book ads. ED to approve scripts and final ads
<i>Our Canberra</i> newsletter stories	Articles promoting the services provided by the Walk-in Centres to run in August to November (in all issues across Canberra).	Ongoing, articles scheduled for July/August 2019	C&GR ED CAS to approve content
Social media video	Video for social media with CHS frontline staff member (ED nurse/doctor, Walk-in Centre nurse). The video, which will be boosted on social media, will focus on: The difference between cold and flu including: <ul style="list-style-type: none"> ○ How they're treated, including treatment at home 	Complete	C&GR to coordinate filming and post to the CHS Facebook page. Office of the COO to source talent and approve the video.



	<ul style="list-style-type: none"> ○ When to see your GP or Walk-in Centre ○ When to come to the ED (this could have some messages for specific population groups such as people with low immunity or parent of very young children) ○ Secondary messaging about staying home, not spreading germs and getting the flu vaccine. 		
Internal communication activities			
Briefing by the Chief Operating Officer (COO)	<p>COO to brief all executives on the strategy and their roles and responsibilities in relation to:</p> <ul style="list-style-type: none"> ○ implementing the measures outlined in the strategy ○ monitoring and managing their division's performance in relation to the strategy 	June 2019	Office of the COO to coordinate

	<ul style="list-style-type: none"> ○ cascading information to their line managers 		
Digital signage	Content on the digital screens located throughout the Canberra Hospital campus. The content will change every two-three weeks to focus on a different aspect of the winter strategy. Signage will include a call to action about how staff can operationalise the strategy.	Ongoing	<p>C&GR to develop content and arrange for them to be displayed.</p> <p>Officer of the COO to approve the content</p>
Targeted posters and flyers	Develop a series of posters for staff outlining the 'five things they need to know or do in relation to the winter strategy. Content may for example include a call to action for staff to consider the HITH service for patients or complete discharge summaries within a set time. Posters to be included in handover books or displayed in tea rooms.	Mid July 2019	<p>C&GR to develop and distribute content</p> <p>Office of the COO to approve content</p>
All staff email	Email from the Chief Operating Officer summarising the key principles of the winter management strategy and outlining the responsibilities of staff in relation to it. Email will focus on the five things all staff can do to help CHS manage the increased	Early July 2019	<p>Office of the COO to provide dot points and coordinate approvals of the final email.</p> <p>C&GR to draft the email and distribute on behalf of the COO.</p>



	<p>demand and continue to provide high quality care.</p> <p>Key items to include:</p> <ul style="list-style-type: none"> • Early Referrals to HITH • Early identification and use of the All Care Discharge Lounge • Discharging 1 before 9am • Ensuring all patients have an accurate EDD • Escalating barriers to Discharge early and using the Red to Green Strategy 		
<p>Cascade briefing packs</p>	<p>Executives to be provided with an electronic briefing pack after the COO's first presentation. The pack will consist of materials they can use to facilitate discussions with their staff about the winter management strategy. Pack may include talking points, posters for handover/communication books and other resources such as an infographic relating to discharge processes, hospital in the home etc that they can tailor and use within their respective areas.</p>	<p>Early July 2019</p>	<p>Office of the COO to provide draft content. C&GR to develop talking points, infographics etc and distribute</p>

<p>Fortnightly bulletin by the COO</p>	<p>These bulletins would be provided to executives every fortnight via email. The bulletins would provide an update on demand, implementation of the winter strategy, successes/good news stories from the past fortnight.</p> <p>These emails/Bulletins will include instructions for executives to cascade the relevant bulletin to their staff. It will be the responsibility of line areas managers to pass the bulletin onto their staff – whether that be via face-to-face communication, email or printing a copy and placing it in the handover book or tea room.</p> <p>Utilisation of the CEO weekly message will also be used to inform staff of key highlights and information.</p>	<p>Ongoing – first Bulletin to be distributed in Early July 2019</p>	<p>C&GR to develop bulletin template</p> <p>Office of the COO to develop content and distribute to executives</p>
<p>Health Hub content</p>	<p>Publish a summary of the winter strategy on the hub along with messaging telling staff how they can help implement the strategy.</p>	<p>Early July 2019</p>	<p>Office of the COO to provide summary document and approve health hub message</p> <p>C&GR to coordinate publishing on the hub.</p>

Ramsay, Michelle (Health)

From: Wood, Daniel (Health)
Sent: Tuesday, 16 July 2019 9:54 AM
To: Carroll, Tegan (Health)
Subject: Fwd: CHS Winter Strategy Plan on a page
Attachments: CHS Plan on a page_Winter Plan 2019.pdf

Can you send this document to Surgery Exec and Unit Directors for further distribution.

Thanks

Daniel
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From: Attwood, Courtney (Health)
Sent: Monday, July 15, 2019 4:10:31 PM
To: Bracher, Katrina (Health); Chatham, Elizabeth (Health); Gilmore, Lisa (Health); Grace, Karen (Health); Kohlhagen, Linda (Health); O'Neill, Cathie (Health); Taylor, Jacqui (Health); Wood, Daniel (Health); Kaye, Todd (Health); Dugdale, Paul (Health)
Cc: Attwood, Courtney (Health); Carroll, Tegan (Health); Konujula, Pallavi (Health); Raco, Ida (Health); Reynolds, Deborah (Health); Ringland, Alice (Health); Rucinski, Gul (Health); Van Diemen, Rebecca (Health); Vaughan, Kristi-Lee (Health); Flaherty, Hannah (Health); Rea, Katrina (Health)
Subject: CHS Winter Strategy Plan on a page

UNCLASSIFIED

Good Afternoon ED's

Attached is a copy of the 'winter plan on a page' which will help to communicate to your teams what we are putting in place to support seasonal demand.

Can you please forward this on to your teams?

Thank you

Kind Regards,

Courtney Attwood | Ag Executive Assistant to Chief Operating Officer, Elizabeth Chatham
 Phone: 02 5124 2728 | Email: Courtney.attwood@act.gov.au
Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | PO Box 11, Woden, ACT 2606 | www.health.act.gov.au
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The Winter Plan

A shared responsibility

How can I help?



Canberra Health
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THE AIMS:

- » Support patient flow throughout the hospital
- » Alleviate pressure on staff and the system
- » Create a positive environment for both staff and patients

ADDITIONAL CAPACITY



Additional capacity will be introduced into the system this winter to support the management of seasonal demand. This will see the:

- » Opened a **10** bed All Care Discharge Lounge on 8B. This enhanced model of care will enable non-ambulant patients to access a discharge lounge on their day of discharge. Patients will be able to receive, transfusions, infusion, antibiotics and additional nursing care in the All Care Discharge Lounge. The current Discharge lounge will still be available for ambulant patients.
- » Opened **16** additional winter beds on 8B
- » **8** additional beds opened at the University of Canberra Hospital
- » **8** flexible paediatric beds introduced in the Paediatric Surgical Unit.

To manage the additional beds, extra wardpersons, medical, nursing and allied health staff will be recruited.

Additional funding has also been provided for Pathology Rapid Testing to support influenza identification.

SHARED ACTIONS—WHAT YOU CAN DO TO HELP



MINIMISE THE SPREAD OF FLU

Visit the Occupational Medicine Unit Flu Clinic in Building 15, Level 1 to receive your free flu vaccination. If you haven't had your flu shot, wear a mask when treating patients.

DAILY DISCHARGE



- » Monitor the estimated date of discharge (**EDD**) for all patients daily
- » Prioritise **1 discharge before 9am** daily.
- » Use the 6 P's of discharge:

· Planned discharge date	· Pharmacy
· Prioritised ward rounds	· Pathology
· Patient	· Paperwork

HOSPITAL IN THE HOME TO SUPPORT PATIENT FLOW



To identify patients suitable for transfer to HITH, the HITH team will:

- » Conduct daily rounding to all clinical areas
- » Place an additional referral nurse in ED, EDSU and ASU
- » Write to all staff specialists and consultants encouraging them to refer any patient they might deem suitable for HITH.

ALWAYS ASK: "HOW CAN I HELP?"



When it comes to delivering the best patient experience possible, we are more than just divisions or specialities in an organisational structure—we are a team. Regardless of which area we work in, our level, or profession, we should all be prepared to ask this simple question..."How can I help?"

Ramsay, Michelle (Health)

From: Guthrie, Daniel (Health)
Sent: Friday, 10 May 2019 3:06 PM
To: Hammat, Janine (Health)
Cc: Canberra Health Services People and Culture
Subject: cor19/11424 - Staff Influenza Vaccinations as at 9th May 2019.
Attachments: Staff Influenza Vaccination Dispensed as at 9 May 2019.pdf

UNOFFICIAL

Hi Janine,

This is the latest report for staff flu vax. We have already beat last years org total for the whole of 2018 (in just short of six weeks).

Do you want this sent directly to CEO copying you in on a weekly basis?

Thanks

Daniel Guthrie
Director | Work Health Safety
 People and Culture
 Level 1, Building 23 | Canberra Hospital
 Phone: 5124 9544 | Mobile: [REDACTED]
 Email: daniel.guthrie@act.gov.au



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From: Cavanagh, Simon (Health)
Sent: Friday, 10 May 2019 2:52 PM
To: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>
Subject: Staff Influenza Vaccinations as at 9th May 2019.

UNOFFICIAL

Hi Daniel

Please find attached the word and pdf versions of the Staff Influenza Vaccination Report as at 9th May 2019.

regards

Simon Cavanagh
Assistant Director | Work Health Safety
 People and Culture
 Level 1, Building 23 | Canberra Hospital
 Phone: 5124 9595 | Mobile: [REDACTED]
 Email: Simon.D.Cavanagh@act.gov.au



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**Total Influenza Vaccination Dispensed by
Occupational Medicine Unit - Work Health Safety.
1st April 2019 to 9th May 2019**

Canberra Health Services	Flu Vaccinations Administered	% of Staff who have Received the Flu Vaccination from OMU
Breakdown of Total Vaccinations by Division		
Cancer and Ambulatory Services	295	49%
Clinical Services	191	41%
Critical Care	268	44%
Clinical Support Services	339	30%
Medicine	425	43%
Mental & Justice Health, Alcohol & Drug Services	403	47%
Pathology	139	40%
Rehabilitation, Aged & Community Services	175	47%
Surgery	366	42%
Women, Youth & Children	406	48%
University of Canberra Hospital	138	48%
People & Culture	42	49%
Quality Safety and Innovation	32	49%
CHS Total	3219	43%
Health Directorate Staff & Other (Student/Volunteers/Contractors/Other)	919	N/A
Grand Total	4138	N/A

Breakdown of Total Vaccinations by Position Type		
Medical Officers	465	39%
Allied Health	720	49%
Admin	752	43%
RN/RM/EN	1472	43%
Volunteers	93	31%
Students	351	39%
VMO\Locum	28	N/A
Other	257	32%
Grand Total	4138	42%
Source: Riskman Data 9/5/2019		

Notes:

- As at 9/5/19 the total number of flu vaccinations administered to staff is 4138. This exceeds the total number of flu vaccinations administered to staff in 2018 of 4132 (Total for entire 2018).
- OMU, WHS has so far conducted 83 mobile flu clinics across ACT Health and CHS work locations, as well as providing a flu vaccination clinic at building 15, TCH.

Ramsay, Michelle (Health)

From: Guthrie, Daniel (Health)
Sent: Monday, 20 May 2019 1:16 PM
To: Hammat, Janine (Health)
Cc: Canberra Health Services People and Culture; Cavanagh, Simon (Health)
Subject: cor19/12350 - Staff Influenza Vaccination Dispensed as at 16th May 2019
Attachments: Staff Influenza Vaccination Dispensed as at 16th May 2019.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Categories: Jenni

UNOFFICIAL

Hi Janine,

This is the latest report for staff flu vax.

Total number of Flu shot dispensed = 4604 (as of 16/5/2019 data entry is update) compared to 4138 the week before.

Do you want this sent directly to CEO copying you in on a weekly basis?

Thanks

Daniel Guthrie

Director | Work Health Safety

People and Culture

Level 1, Building 23 | Canberra Hospital

Phone: 5124 9544 | Mobile: [REDACTED]

Email: daniel.guthrie@act.gov.au



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From: Singh, Inderjit (Health)
Sent: Friday, 17 May 2019 11:43 AM
To: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>; Cavanagh, Simon (Health) <Simon.D.Cavanagh@act.gov.au>
Cc: Ho-Chinn, Joyce (Health) <Joyce.Ho-Chinn@act.gov.au>
Subject: Staff Influenza Vaccination Dispensed as at 16th May 2019

UNOFFICIAL

Good morning Simon and Daniel,

Please find attached Staff Influenza 2019 program progress report as of the 16th May 2019.

Total number of Flu shot dispensed = 4604 (as of 16/5/2019 data entry is update).

Happy to discuss/update as required.

Regards
Indy

**Total Influenza Vaccination Dispensed by
Occupational Medicine Unit - Work Health Safety.
1st April 2019 to 16th May 2019**

Canberra Health Services	Flu Vaccinations Administered	% of Staff who have Received the Flu Vaccination from OMU
Breakdown of Total Vaccinations by Division		
Cancer and Ambulatory Services	323	53%
Clinical Services	216	46%
Critical Care	305	50%
Clinical Support Services	385	34%
Medicine	460	46%
Mental & Justice Health, Alcohol & Drug Services	432	52%
Pathology	150	43%
Rehabilitation, Aged & Community Services	200	53%
Surgery	410	46%
Women, Youth & Children	432	51%
University of Canberra Hospital	142	49%
People & Culture	45	52%
Quality Safety and Innovation	37	57%
CHS Total	3537	47%
Health Directorate Staff & Other (Student/Volunteers/Contractors/Other)	1067	N/A
Grand Total	4604	N/A

Breakdown of Total Vaccinations by Position Type		
Medical Officers	505	43%
Allied Health	824	53%
Admin	832	47%
RN/RM/EN	1629	47%
Volunteers	108	36%
Students	435	49%
VMO\Locum	39	N/A
Other	232	32%
Grand Total	4604	51%
Source: Riskman Data 16/5/2019		

Notes:

- As at 16/5/19 the total number of flu vaccinations administered to staff is 4604. This exceeds the total number of flu vaccinations administered to staff in 2018 of 4132 (Total for entire 2018).
- OMU, WHS has so far conducted 83 mobile flu clinics across ACT Health and CHS work locations, as well as providing a flu vaccination clinic at building 15, TCH.

Ramsay, Michelle (Health)

From: Cavanagh, Simon (Health)
Sent: Friday, 24 May 2019 1:38 PM
To: Hammat, Janine (Health)
Cc: Canberra Health Services People and Culture; Guthrie, Daniel (Health)
Subject: cor19/12820 - Staff Influenza Vaccination Dispensed as at 23rd May 2019
Attachments: Staff Influenza Vaccination Dispensed as at 23rd May 2019.pdf

UNOFFICIAL

Hi Janine,

Please find attached the latest report for staff flu vaccination.

Total number of Flu shots dispensed = 4932 (as of 23/5/2019) compared to 4604 the week before.

OMU have now conducted 98 mobile flu clinics across CHS and ACTH Directorate locations.

Regards

Simon

From: Hammat, Janine (Health)
Sent: Monday, 20 May 2019 5:37 PM
To: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>
Cc: Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>; Cavanagh, Simon (Health) <Simon.D.Cavanagh@act.gov.au>
Subject: RE: Staff Influenza Vaccination Dispensed as at 16th May 2019

UNOFFICIAL

Thanks Daniel – keep sending through this channel pls

Regards,

Janine

Janine Hammat
Executive Group Manager People and Culture
 Canberra Health Services

Phone: 02 5124 9631 | **Email:** janine.hammat@act.gov.au
 Level 1 Building 23, Canberra Hospital
 PO Box 11, WODEN ACT 2606

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From: Guthrie, Daniel (Health)
Sent: Monday, 20 May 2019 1:16 PM
To: Hammat, Janine (Health) <Janine.Hammat@act.gov.au>
Cc: Canberra Health Services People and Culture <CHSPeople-Culture@act.gov.au>; Cavanagh, Simon (Health) <Simon.D.Cavanagh@act.gov.au>
Subject: Staff Influenza Vaccination Dispensed as at 16th May 2019

UNOFFICIAL

Hi Janine,

This is the latest report for staff flu vax.

Total number of Flu shot dispensed = 4604 (as of 16/5/2019 data entry is update) compared to 4138 the week before.

Do you want this sent directly to CEO copying you in on a weekly basis?

Thanks

Daniel Guthrie
Director | Work Health Safety
 People and Culture
 Level 1, Building 23 | Canberra Hospital
 Phone: 5124 9544 | Mobile: [REDACTED]
 Email: daniel.guthrie@act.gov.au



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**Canberra Health
Services**

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From: Singh, Inderjit (Health)
Sent: Friday, 17 May 2019 11:43 AM
To: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>; Cavanagh, Simon (Health) <Simon.D.Cavanagh@act.gov.au>
Cc: Ho-Chinn, Joyce (Health) <Joyce.Ho-Chinn@act.gov.au>
Subject: Staff Influenza Vaccination Dispensed as at 16th May 2019

UNOFFICIAL

Good morning Simon and Daniel,

Please find attached Staff Influenza 2019 program progress report as of the 16th May 2019.
 Total number of Flu shot dispensed = 4604 (as of 16/5/2019 data entry is update).

Happy to discuss/update as required.

Regards
 Indy

**Total Influenza Vaccination Dispensed by
Occupational Medicine Unit - Work Health Safety.
1st April 2019 to 23rd May 2019**

Canberra Health Services	Flu Vaccinations Administered	% of Staff who have Received the Flu Vaccination from OMU
Breakdown of Total Vaccinations by Division		
Cancer and Ambulatory Services	340	56%
Clinical Services	232	50%
Critical Care	342	56%
Clinical Support Services	405	36%
Medicine	499	50%
Mental & Justice Health, Alcohol & Drug Services	450	53%
Pathology	158	46%
Rehabilitation, Aged & Community Services	204	55%
Surgery	454	51%
Women, Youth & Children	463	55%
University of Canberra Hospital	146	50%
People & Culture	53	62%
Quality Safety and Innovation	40	62%
CHS Total	3786	50%
Health Directorate Staff & Other (Student/Volunteers/Contractors/Other)	1146	N/A
Grand Total	4932	N/A

Breakdown of Total Vaccinations by Position Type		
Medical Officers	526	51%
Allied Health	865	59%
Admin	876	49%
RN/RM/EN	1780	52%
Volunteers	110	37%
Students	474	53%
VMO\Locum	38	N/A
Other	263	32%
Grand Total	4932	53%
Source: Riskman Data 23/5/2019		

Notes:

- As at 23/5/19 the total number of flu vaccinations administered to staff is **4932**. This exceeds the total number of flu vaccinations administered to staff in 2018 of 4132 (Total for entire 2018).
- OMU, WHS has so far conducted **98** mobile flu clinics across ACT Health and CHS work locations, as well as providing a flu vaccination clinic at building 15, TCH.

Ramsay, Michelle (Health)

From: Hammat, Janine (Health)
Sent: Friday, 14 June 2019 3:34 PM
To: CEOHealth
Cc: Canberra Health Services People and Culture; Guthrie, Daniel (Health)
Subject: cor19/14648 - Weekly Staff Flu Vax Report [SEC=UNCLASSIFIED]
Attachments: Staff Influenza Vaccination Dispensed as at 13th June 2019.pdf

Importance: High

Categories: Jenni

UNCLASSIFIED

Hi Nic – can we provide to Exec for information?

Regards,

Janine

Janine Hammat
Executive Group Manager People and Culture
Canberra Health Services

Phone: 02 5124 9631 | **Email:** janine.hammat@act.gov.au
Level 1 Building 23, Canberra Hospital
PO Box 11, WODEN ACT 2606

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**Total Influenza Vaccination Dispensed by
Occupational Medicine Unit - Work Health Safety.
1st April 2019 to 13th June 2019**

Canberra Health Services	Flu Vaccinations Administered	% of Staff who have Received the Flu Vaccination from OMU
Breakdown of Total Vaccinations by Division		
Cancer and Ambulatory Services	355	59%
Clinical Services	248	54%
Critical Care	358	59%
Clinical Support Services	455	40%
Medicine	547	55%
Mental & Justice Health, Alcohol & Drug Services	465	54%
Pathology	196	56%
Rehabilitation, Aged & Community Services	227	61%
Surgery	493	56%
Women, Youth & Children	489	57%
University of Canberra Hospital	149	51%
People & Culture	55	63%
Quality Safety and Innovation	41	63%
CHS Total	4078	54%
Health Directorate Staff & Other (Student/Volunteers/Contractors/Other)	1204	N/A
Grand Total	5282	N/A

Breakdown of Total Vaccinations by Position Type		
Medical Officers	563	54%
Allied Health	929	60%
Admin	925	52%
RN/RM/EN	1909	55%
Volunteers	114	38%
Students	503	56%
VMO\Locum	38	N/A
Other	301	40%
Grand Total	5282	54%
Source: Riskman Data 13/06/2019		

Notes:

- As at 13/06/2019 the total number of flu vaccinations administered to staff is 5282. This exceeds the total number of flu vaccinations administered to staff in 2018 of 4132 (Total for entire 2018).
- OMU, WHS has so far conducted 149 mobile flu clinics across ACT Health and CHS work locations, as well as providing a flu vaccination clinic at building 15, TCH.

Ramsay, Michelle (Health)

From: Guthrie, Daniel (Health)
Sent: Friday, 21 June 2019 11:49 AM
To: Canberra Health Services People and Culture
Cc: Hammat, Janine (Health)
Subject: FW: Weekly Flu Report
Attachments: Staff Influenza Vaccination Dispensed as at 21st June 2019.pdf

Importance: High

Categories: Jenni

UNCLASSIFIED

Hi Janine,

The latest staff flu vax report.

Regards

Daniel Guthrie

Director | Work Health Safety

People and Culture

Level 1, Building 23 | Canberra Hospital

Phone: 5124 9544 | Mobile: [REDACTED]

Email: daniel.guthrie@act.gov.au



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**Canberra Health
Services**

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From: Ho-Chinn, Joyce (Health)
Sent: Friday, 21 June 2019 10:01 AM
To: Guthrie, Daniel (Health) <Daniel.Guthrie@act.gov.au>; Cavanagh, Simon (Health) <Simon.D.Cavanagh@act.gov.au>
Cc: Singh, Inderjit (Health) <Inderjit.Singh@act.gov.au>; Chen, Judy (Health) <Judy.Chen@act.gov.au>
Subject: Weekly Flu Report
Importance: High

Hi Daniel and Simon

I have enclosed the staff influenza report in Word and PDF version/format (please see attachment).

It is saved it in

<Q:\CS\Central\Work Health Safety\OMU\19 - Report for DANIEL presentation\2019\Flu 2019 report\8 Report Fri 21062019>

Indy, Thanks for your help

Regards

Joyce Ho-Chinn
Clinical Nurse Consultant
Occupational Medicine Unit (OMU)
People and Culture

Address: Building15, Level 1, Canberra Hospital, Garran, ACT 2605.

Telephone: 02- 512 48238

Mobile: [REDACTED]



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**Total Influenza Vaccination Dispensed by
Occupational Medicine Unit - Work Health Safety.
1st April 2019 to 20th June 2019**

Canberra Health Services	Flu Vaccinations Administered	% of Staff who have Received the Flu Vaccination from OMU
Breakdown of Total Vaccinations by Division		
Cancer and Ambulatory Services	361	59%
Clinical Services	250	54%
Critical Care	371	61%
Clinical Support Services	461	41%
Medicine	556	56%
Mental & Justice Health, Alcohol & Drug Services	468	55%
Pathology	203	59%
Rehabilitation, Aged & Community Services	228	61%
Surgery	502	57%
Women, Youth & Children	500	59%
University of Canberra Hospital	155	53%
People & Culture	55	63%
Quality Safety and Innovation	41	63%
CHS Total	4151	55%
Health Directorate Staff & Other (Student/Volunteers/Contractors/Other)	1225	N/A
Grand Total	5376	N/A

Breakdown of Total Vaccinations by Position Type		
Medical Officers	575	55%
Allied Health	958	62%
Admin	928	52%
RN/RM/EN	1941	56%
Volunteers	116	38%
Students	514	58%
VMO\Locum	38	N/A
Other	306	41%
Grand Total	5376	54%
Source: Riskman Data 20/06/2019		

Notes:

- As at 20/06/2019 the total number of flu vaccinations administered to staff is 5376. This exceeds the total number of flu vaccinations administered to staff in 2018 of 4132 (Total for entire 2018).
- OMU, WHS has so far conducted 149 mobile flu clinics across ACT Health and CHS work locations, as well as providing a flu vaccination clinic at building 15, TCH.

Ramsay, Michelle (Health)

From: Colliver, Deborah (Health)
Sent: Friday, 6 September 2019 10:07 AM
To: Lang, Samantha (Health)
Cc: Murphy, Louise (Health)
Subject: FW: Minutes for meetings with HPS Feb-August 2019. [SEC=UNCLASSIFIED]
Attachments: Influenza Meeting Minutes 12 Of March 2019.docx; Influenza Meeting Minutes 26th Of March 2019.docx; Influenza Meeting Minutes 26th Of February 2019.docx; Influenza Meeting Minutes 17th Of June 2019.docx; Influenza Meeting Minutes 12th Of July 2019.docx; Influenza Meeting Minutes 1st of August 2019.docx; Influenza Meeting Minutes 17th Of May 2019.docx

Categories: Action

Hi Sam

Minutes of all the meetings re the Seasonal Childhood Influenza Program.

Louise is looking for any email, and we've confirmed that you have the brief?

Cheers
 Deborah

From: Murphy, Louise (Health)
Sent: Friday, 6 September 2019 10:03 AM
To: Colliver, Deborah (Health) <Deborah.Colliver@act.gov.au>
Subject: FW: Minutes for meetings with HPS Feb-August 2019. [SEC=UNCLASSIFIED]

Regards

Louise Murphy

MACH Manager | **Women Youth & Children Community Health Programs** | Canberra Health Services

PH mobile: 51241701 Mobile: [REDACTED] | e-mail: louise.murphy@act.gov.au

Work hours: 0730-1600

Our Vision is "Creating Exceptional Healthcare Together"

Our Values are to be : **RELIABLE** **PROGRESSIVE** **RESPECTFUL** **KIND**

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From: Buckland, Sue (Health)
Sent: Friday, 6 September 2019 9:35 AM
To: Murphy, Louise (Health) <Louise.Murphy@act.gov.au>
Subject: Minutes for meetings with HPS Feb-August 2019.

UNCLASSIFIED

Hi Louise

Please find attached the minutes for joint meetings with HPS.

Regards
Sue



**Division of Women, Youth and Children's Community
Health Programs
Action Minutes**

Title	ACT Childhood Influenza Vaccination Program	Meeting No	3
Location	Health Center, Moore St Civic.	Chair	Pauline Bailey
Date/Time	12 March 2019 1400-1500	Secretariat	Pauline Bailey

Attendees	Initials	Division / Service / Title	Present	Apologies
Carolyn Banks	CB	Manager, Immunisation	✓	
Judith Ingwersen	KA	Project Manager, Immunisation Section		✓
Pauline Bailey	PB	Immunisation program support	✓	
Jodie Huet	JH	Immunisation coordinator		✓
Louise Murphy	LM	MACH Manager WYCCHP	✓	
Sally Haseler	SH	MACH program support	✓	
Bernadette Armati	BA	Manager Health Intake	✓	
Shaun Griffiths	SG	Office manager, Health Intake	✓	

Discussion and actions arising

No	Item	Discussion and Actions	Action Officer	Date Action Due	Status
1.1	MACH	<ul style="list-style-type: none"> Recruitment and clinic space are both difficult to achieve and balance. SH would like this noted as a risk for the 2019 program. Clinic space allotment is progressing. ACTPAS clinics are progressing- waiting on ACTPAS to get back to SH. <p>ACTION: Continue clinic planning underway</p>	LM, SH, SB		
1.2	Staffing	<ul style="list-style-type: none"> RN3.1 coordinator – welcome Sue Buckland. RN1 positions have been advertised internally and externally. There are 3 people already employed who are to commence in April. <p>ACTION: Continue to recruit for RN1 internally and externally.</p>	LM, SH, SB		
1.3	Evaluation	<ul style="list-style-type: none"> Evaluation report from 2018 has been distributed. Evaluation report from NCIRS will be forwarded on after review by CB 	CB		

1.4	Target	<ul style="list-style-type: none"> Target for 2019 is 9207 doses. The 2018 target was 7560 doses. (LM) 			
1.5	Education	<ul style="list-style-type: none"> Education session is set for April 10th. JH has liaise with Lesley Chapman re: content etc. JH developing education session. There will be a night time 'influenza' education session that HPS will organize. <p>ACTION: JH will continue to liaise with MACH. JH will develop night time influenza education. JI & PB will assist with organizing this event.</p>	JH	10 th April	? 11 th or 19 th or 24 th April
2.1	CHI (BA)	<ul style="list-style-type: none"> Influenza program has been confirmed with in the mid-year budget but funds are not allocated. Costing will ? be absorbed through other projects. <p>ACTION: check with finance re budget.</p>	BA		
2.2	Staffing	<ul style="list-style-type: none"> Recruitment of staff is underway. <p>ACTION: recruit ASO2 positions</p>	BA		
2.3	Training	As above under education			
3.3	Vaccine supply	<p>Will reach HPS on the 19th April and be delivered to MACH as a priority the following week for commencement of influenza clinics on the 29/4/ 19.</p> <p>ACTION: Continue discussion on preparing for vaccines.</p>	JI, CB		
3.4	Ordering	<p>MACH will have the initial stock delivered as above. Following stock will be ordered as urgent orders for MACH for the first month.</p> <p>ACTION: MACH will allocate ordering to senior staff.</p>	CB, SM, SB		
3.5	Deliveries	<p>Deliveries will commence on the last week of April.</p> <p>ACTION: SM will liaise with CB in relation to delivery schedules</p>	CB, SM, SB		
4.1	Communications (JI)	<ul style="list-style-type: none"> Website – SH to send clinic times to HPS. HPS to dynamically update the website as changes are made. Under 5's comms strategy and plan will be combined with general flu comms plan. Comms are currently updating this and will get back to HPS this week. Messaging needs to be clear about; where to get the vaccine for both adults and children; there is a need for a second jab in the first year of flu 			

		<p>vaccination. It will be clear that vaccine also available at GPs.</p> <ul style="list-style-type: none"> • BA requested it be very clear where those older than 5 years can go to get their flu vaccine. <p>ACTION: New clinic times to be sent to HPS (continually as changes are made). PB to liaise with Com's for webpage update.</p>	SH, PB, JI		
4.2	Resources (PB)	<ul style="list-style-type: none"> • Pamphlets are being redone. Added in that two doses are required. Images and design changed. • Posters being changed to the same as the pamphlet. • Poster for Aboriginal and Torres Strait Islander – messaging that all eligible from six months of age. <p>ACTION: review and refresh resources</p>	PB		
4.3	media	As per Com's and marketing strategy.			
5.1	Standing order	<ul style="list-style-type: none"> • 2018 SO is valid until April 2020 <p>ACTION: Copy to be sent to SH.</p> <ul style="list-style-type: none"> • New standing orders will be needed for 2020. 	JH		Completed
5.2	<p>Delay of start</p> <p>Clinic set up for CHI bookings</p>	<ul style="list-style-type: none"> • Other states are going to delay commencing program until 1st May 2019. Issues with several public holidays in mid/late April. • It would be beneficial for MACH to delay their start to ensure recruitment and resources are in place. Agreed to start 29th April 2019. Vaccines will be delivered to clinics prior to that and can be used opportunistically prior to the start on 29th April 2019. • Paperwork has gone to digital solutions for the setting up of clinics for booking through CHI. Unsure how long this process will take. 			

Next Meeting: fortnightly, Tuesday 12th March 2019, 1 Moore Street, level 3.



**Division of Women, Youth and Children's Community
Health Programs
Action Minutes**

Title	ACT Childhood Influenza Vaccination Program	Meeting No	4
Location	HPS Holder	Chair	Judith Ingwersen
Date/Time	26 March 2019 1200-1300	Secretariat	Judith Ingwersen

Next meeting 16th April at Moore st. Shaun to book a room and send meeting invite.

Attendees	Initials	Division / Service / Title	Present	Apologies
Carolyn Banks	CB	Manager, Immunisation	✓	
Judith Ingwersen	KA	Project Manager, Immunisation Section	✓	
Pauline Bailey	PB	Immunisation program support	✓	
Jodie Huet	JH	Immunisation coordinator	✓	
Louise Murphy	LM	MACH Manager WYCCHP	✓	
Sue Buckland	SH	Childhood influenza program coordinator	✓	
Bernadette Armati	BA	Manager Health Intake		✓
Shaun Griffiths	SG	Office manager, Health Intake	✓	
Mitch Green	MG	Team leader, Health Intake	✓	

Welcome and introduction

All attendees introduced themselves, SB welcomed to the role of program coordinator for MACH.

Discussion and actions arising

No	Item	Discussion and Actions	Action Officer	Date Action Due	Status
1.1	MACH	<ul style="list-style-type: none"> SB working on schedules and staff numbers. Confirmed clinics for 3-4 per day spread across Canberra, and one extra NIP clinic Will be taking bookings from 29th April, with 1-2 clinics per day in the first two weeks. <p>ACTION: SB working on schedules</p>	SB		
1.2	Staffing	<ul style="list-style-type: none"> 6-7 staff recruited internally, 16 applicants from external advertising, interviews next week. <p>ACTION: Interviews and training of staff in progress</p>	LM, SB		
1.3	Evaluation	<ul style="list-style-type: none"> NCIRS draft evaluation report of CIVP 2018 will be available soon Issues identified include lack of multicultural/multilingual resources 	CB		

		ACTION: CB to send report to attendees once final PB and SB to look at resources available in other jurisdictions and see what can be used in the ACT	CB PB, SB		
1.4	Education	<ul style="list-style-type: none"> JH has received a list of topics requested. Includes general update, AEFIs, influenza. Will ask for help if needed. JH will make slides available after the session ACTION: info session 10 th April for MACH staff, time allocation to be checked by LM	JH, LM	10 th April	
2.1	CHI (BA)	<ul style="list-style-type: none"> Not able to book second doses yet as clinics not open. SB will follow up Would like to know if/when there will be a ministerial announcement or launch as calls increase dramatically after this. No date announced yet, ACTION: SB look at opening bookings for second doses JI to inform CHI of any dates or expected announcements	SB JI		
2.2	Staffing	<ul style="list-style-type: none"> currently have 13 staff for this season, compared with only 5 in 2018 ACTION: no action			
2.3	Training	<ul style="list-style-type: none"> scripting checked and OK, ACTION: run in-service once staff recruited	BA,LM,SH		
3.3	Vaccine supply	Likely to arrive in the week of the 12 th April. ACTION: SB to send a list of clinics to CB so that VMU can estimate stock requirements for initial deliveries	SB, CB		
3.4	Ordering –not discussed	<ul style="list-style-type: none"> Previously clinic staff did not place orders, CB felt this was inefficient. ACTION held over: Agreed to look at better ways of managing orders	LM, SH once staff recruited		
3.5	Deliveries	Will start the week before 15 th April, then will be urgents or regular schedule deliveries. MACH clinics will be a priority for delivery (probably 100 each initially then will do urgent orders) ACTION: CB to update MACH when we have a delivery date	CB		
4.1	Communications (JI)	<ul style="list-style-type: none"> Comms strategy and plan will be combined with general flu comms plan. Messaging is to be clear about; where to get the vaccine for both adults and children; there is a need for a second jab in the first year of flu vaccination. 			

		<ul style="list-style-type: none"> Continue with radio ads, use the same CHI recorded message. Canberra mums, FB, radio and whole of government messaging recommended by MACH <p>ACTION: comms strategy will be released soon, JI to keep team updated</p>	JI		
4.2	resources	<ul style="list-style-type: none"> stickers for blue books, tissues, resources pack including newsletter, promotional material (posters, pamphlets) ATAGI advice, laminated schedule specific for childhood flu, and photos of packaging all being reviewed and approved <p>ACTION: PB following approval process, will let MACH know once things are available</p>	PB		
4.3	media	<ul style="list-style-type: none"> Will depend on minister's preference. Preferably all clinics are ready to take bookings before any publicity. May wait until after commonwealth media <p>ACTION: keep all parties informed of plans</p>	JI		

Next Meeting: 16th April



Division of Women, Youth and Children's Community Health Programs Action Minutes

Title	ACT Childhood Influenza Vaccination Program	Meeting No	2
Location	HPS Holder	Chair	Judith Ingwersen
Date/Time	26 Feb 2019 1310 - 1350	Secretariat	Jodie Huet

Attendees	Initials	Division / Service / Title	Present	Apologies
Carolyn Banks	CB	Manager, Immunisation	√	
Judith Ingwersen	KA	Project Manager, Immunisation Section	√	
Pauline Bailey	PB	Immunisation program support	√	
Jodie Huet	JH	Immunisation coordinator	√	
Louise Murphy	LM	MACH Manager WYCCHP	√	
Sally Haseler	SH	MACH program support	√	
Bernadette Armati	BA	Manager Health Intake	√	
Shaun Griffiths	SG	Office manager, Health Intake	√	

Discussion and actions arising

No	Item	Discussion and Actions	Action Officer	Date Action Due	Status
1.1	MACH	<ul style="list-style-type: none"> Recruitment and clinic space are both difficult to achieve and balance. SH would like this noted as a risk for the 2019 program. Clinic space is still being worked on. ACTPAS clinics have been set up. <p>ACTION: clinic planning underway</p>	LM, SH		
1.2	Staffing	<ul style="list-style-type: none"> RN3.1 coordinator is still vacant. RN1 positions have been advertised internally and plan is to advertise externally as well. <p>ACTION: Advertise RN1 externally.</p>	LM, SH		
1.3	Evaluation	<ul style="list-style-type: none"> Evaluation report from 2018 has been distributed. 			
1.4	Target	<ul style="list-style-type: none"> Target for 2019 is 9207 doses. The 2018 target was 7560 doses. (LM) 			

1.5	Education	<ul style="list-style-type: none"> Education session is set for April 10th. JH to liaise with Lesley Chapman re: content etc. There will be a night time 'influenza' education session that HPS will organize. <p>ACTION: JH to liaise with MACH</p>	JH	10 th April	
2.1	CHI (BA)	<ul style="list-style-type: none"> Waiting to confirm that funds have been received into CHI budget. <p>ACTION: check with finance re budget.</p>	BA		
2.2	Staffing	<ul style="list-style-type: none"> Recruitment of staff is underway. <p>ACTION: recruit ASO2 positions</p>	BA		
2.3	Training	Not discussed			
3.3	Vaccine supply	Not discussed			
3.4	Ordering	Not discussed			
3.5	Deliveries	Not discussed			
4.1	Communications (JI)	<ul style="list-style-type: none"> Website – SH to send clinic times to HPS. HPS to dynamically update the website as changes are made. Under 5's comms strategy and plan will be combined with general flu comms plan. Comms are currently updating this and will get back to HPS this week. Messaging needs to be clear about; where to get the vaccine for both adults and children; there is a need for a second jab in the first year of flu vaccination. It will be clear that vaccine also available at GPs. BA requested it be very clear where those older than 5 years can go to get their flu vaccine. <p>ACTION: Clinic times to be sent to HPS (continually as changes are made)</p>	SH, PB		
4.2	Resources (PB)	<ul style="list-style-type: none"> Pamphlets are being redone. Added in that two doses are required. Images and design changed. Posters being changed to the same as the pamphlet. Poster for Aboriginal and Torres Strait Islander – messaging that all eligible from six months of age. <p>ACTION: review and refresh resources</p>	PB		

4.3	media	Not discussed.			
5.1	Standing order	<ul style="list-style-type: none"> 2018 SO is valid until April 2020 ACTION: Copy to be sent to SH.	JH		Completed
5.2	Delay of start Clinic set up for CHI bookings	<ul style="list-style-type: none"> Other states are going to delay commencing program until 1st May 2019. Issues with several public holidays in mid/late April. It would be beneficial for MACH to delay their start to ensure recruitment and resources are in place. Agreed to start 29th April 2019. Vaccines will be delivered to clinics prior to that and can be used opportunistically prior to the start on 29th April 2019. Paperwork has gone to digital solutions for the setting up of clinics for booking through CHI. Unsure how long this process will take. 			

Next Meeting: fortnightly, Tuesday 12th March 2019, 1 Moore Street, level 3.



**Division of Women, Youth and Children's Community
Health Programs
Action Minutes**

Title	ACT Childhood Influenza Vaccination Program	Meeting No	
Location	HPS Holder	Chair	Carolyn Banks
Date/Time	17 June 2019 1330-1430	Secretariat	Pauline Bailey

Next meeting

Attendees	Initials	Division / Service / Title	Present	Apologies
Carolyn Banks	CB	Manager, Immunisation	✓	
Pauline Bailey	PB	Immunisation program support	✓	
Jodie Huet	JH	Immunisation coordinator		✓
Louise Murphy	LM	MACH Manager WYCCHP	✓	
Sue Buckland	SH	Childhood influenza program coordinator	✓	
Caitlin Parkkinen	CP	Childhood influenza program support officer		✓
Bernadette Armati	BA	Manager Health Intake	✓	
Shaun Griffiths	SG	Office manager, Health Intake		✓
Mitch Green	MG	Team leader, Health Intake		✓
Merryn Jelbart	MJ	Comms and Marketing	✓	

Welcome and introduction

All attendees introduced themselves.

Discussion and actions arising

No	Item	Discussion and Actions	Action Officer	Date Action Due	Status
1.1	MACH	<ul style="list-style-type: none"> Confirmed clinics for 3-4 per day spread across Canberra, and one extra NIP clinic Bookings commenced 29th April, with 1-2 clinics per day in the first two weeks. Clinics are being cancelled due to low booking numbers Concerns with communications for under 5 years program <p>ACTION:</p> <ul style="list-style-type: none"> ➤ PB, SB, MJ and Comms team will discuss ways to increase communication for the under 5 years influenza program 	SB PB MJ		Ongoing
1.2	Staffing	<ul style="list-style-type: none"> Program is fully staffed but due to cancelling clinics issues are raised in relation to cancelling staff and their job satisfaction. 			Ongoing

		<p>ACTION:</p> <ul style="list-style-type: none"> • MJ will assist with increasing promotions for the program. • BA will encourage staff to push bookings when clients call in to book other appointments. LM & SB will support staff 	MJ BA LM, SB,		
1.3	Evaluation	<ul style="list-style-type: none"> • NCIRS draft evaluation report of CIVP 2018 will be available soon • Issues identified include lack of multicultural/multilingual resources <ul style="list-style-type: none"> ○ PB & SB reviewed other jurisdictions and noted Victoria has a wide range of multicultural immunisation information and the Federal Government has also increased its multilingual resources. The translation services were also discussed. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ CB to send report to attendees once final. ➤ SB will encourage staff to utilise resourced from other jurisdictions and to utilise the translation services where needed. 	CB SB	April	Ongoing
1.4	Education	<ul style="list-style-type: none"> • Influenza education evening attended • SB has educated staff on the new log tags. 	SB		Done
2.1	CHI (BA)	<ul style="list-style-type: none"> • Second doses bookings are open, and bookings are happening. • CHI staff are still receiving a high number of calls for senior influenza vaccinations. These calls are being referred to their GP. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ BA to encourage staff to promote and book under 5 years vaccinations. ➤ MJ to emphasize communication for over 65years to book at their GP or selected Pharmacy's for influenza vaccinations 	BA MJ		Ongoing
2.2	Staffing	<ul style="list-style-type: none"> • Currently have 13 staff for this season, compared with only 5 in 2018 <p>ACTION: no action</p>			Done
2.3	Training	<ul style="list-style-type: none"> • All staff are trained, and no further training is currently needed <p>ACTION: no action</p>			Done
3.3	Vaccine supply	<ul style="list-style-type: none"> • Commenced in April and supplies are continuing as needed. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Continue as planned 	SB, CB		Ongoing
3.4	Ordering	<ul style="list-style-type: none"> • This year staff order weekly through VMU <p>ACTION:</p>			Ongoing

		➤ Continue to order weekly until demands drop off.	LM, SB, CB		
3.5	Deliveries	<ul style="list-style-type: none"> Started the week before 15th April. MACH clinics will continue to be a priority for delivery. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Continue as planned 	CB		Ongoing
4.1	Communications (JI)	<ul style="list-style-type: none"> Comms strategy and plan is combined with general flu Comms plan. Messaging is to be clear about; where to get the vaccine for both adults and children; there is a need for a second jab in the first year of flu vaccination. Continue with radio ads, use the same CHI recorded message. Canberra mums, FB, radio and whole of government messaging recommended by MACH The need for more promotional work was discussed and a short video with MACH staff and their experiences with immunisation. The need to continue to work with Comms with content material for social media. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ SB and MJ to discuss further the idea of a short video. ➤ SB to give Comms dates when clinics have free appointments, so it can be pushed through social media (Facebook) to try to increase clinic bookings. ➤ PB to order posters and brochures for distribution. ➤ MJ and LM to discuss with CHS in relation to promoting influenza program within their communication portals. ➤ PB CB and MJ and comms will progress with communication strategy. 	SB, MJ SB, MJ PB MJ, LM PB, CB, MJ		Ongoing
4.2	Resources	<ul style="list-style-type: none"> The need for more brochures and some posters to promote the under 5 years influenza program is needed. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ PB to order posters and brochures. 	PB	27/6/19	Ongoing
4.3	Media	<ul style="list-style-type: none"> Continue with the six weeks of radio and social media advertising. <p>ACTION:</p> <ul style="list-style-type: none"> ➤ Continue to progress through the communication strategy and strive to deliver timely messages. 	MJ, PB, CB, LM		Ongoing

Next Meeting:

Division of Women, Youth & Children's Community Health Programs Meeting

Friday 12th of July 2019 - 10:00am – 11:00am, City.

Chair: Susan Buckland **Secretariat:** Caitlin Parkkinen

Attendees	Initials	Division / Service / Title	Present	Apologies
Armati	B	Community Health Intake Manager	✓	
Bailey	P	Immunisation program support	✓	
Banks	C	Immunisation, Manager		✓
Buckland	S	Childhood Influenza Program Coordinator	✓	
Cameron	L	Community Health Intake, Team leader		✓
Campbell	S	A/g MACH Manager	✓	
Griffiths	S	Community Health Intake, Office Manager		✓
Huet	J	Immunisation Coordinator		✓
Murphy	L	MACH manager		✓
Parkkinen	C	Childhood Influenza Program ASO	✓	

Agenda Item 1: Welcome and Apologies: noted above

Agenda Item 2: Previous minutes distributed via email

Agenda Item 3: Discussion and Actions Arising

1.1 MACH:

Amount of bookings have continued to be slow. In the past week 5 clinics have been cancelled.

As of 5th of July we have had 3603 bookings – similar to last year which was 3544.

There are 3 weeks left of the influenza program, an extra NIP clinic has been scheduled every Monday at Belconnen. –This will start on the 5th of August and end on the 23rd of December. It will offer 17 extra appointments per week. Clients requesting their Influenza appointments or their second Influenza injection will be able to book into the NIP clinics from 5/8/2019 through until 23 December 2019.

Action: Open up extra NIP clinic for Belconnen. **Completed**

1.2 Staffing:

No actions or discussion around staffing as this is complete.

1.3 Evaluation:

Pauline will send out the NCIRS report via email. This will also be available on the ACT Health Website – Pauline stated it should be under Immunisation/babies and children's resources page but will keep everyone updated on the location of this.

Action: Pauline to distribute NCIRS report and to update us on the location of the report on the ACT Health website. **Ongoing**

1.4 Education:

No further actions or discussion as completed.

1.5 CHI:

Community Health Intake are receiving a low volume of calls for influenza clinics.

CHI are working on the scripting for the extra NIP clinic that will be held.

Influenza messages and other health advice are being run for clients calling into CHI. The messages go through to clients when they are put on hold.

CHI have been advised to ring the MACH CNM's for any booking enquiries/issues.

2.3 Training:

No actions/discussion needed as completed.

2.4 Vaccine Supply:

Vaccine supplies are running smoothly.

An email was sent out to immunisation staff regarding vaccine delivery.

Influenza vaccines will continue to be offered at the MACH NIP Clinics until they go out of date

No action.

4.1 Communications:

Newsletter has influenza advertisement though it is a generic advertisement – not targeted to specific groups or ages.

Video of two influenza nursing staff was taken a last week ago – unsure where it will be used/posted as of yet. Sue is in contact with the Communications team and will report back on any progress.

Pauline mentioned planning a meeting with Merryn Jelbart around communications strategy for next year's program.

Advertisements for buses and trams should go forward for next year's program.

Actions:

Sue to follow up about advertisement video and keeping in contact with Communications team.

Ongoing

Pauline to organise meeting with Merryn to discuss communications strategies regarding 2020's influenza program. **Ongoing**

4.2 Resources:

Action: Pauline ordering another box of brochures for Sue. **Ongoing**

4.3 Media:



Advertisements for Access Canberra offices and libraries are still in process, though almost at the end of the influenza program for 2019; this advertisement can be used in 2020's program without going through the approval process again.

Next meeting: 1st Of August 2019, City.

Division of Women, Youth & Children's Community Health Programs Meeting

ACT Childhood Influenza Vaccination Program

Thursday 1st of August, 2019. 11:00am – 12:00pm **Location:** 1 Moore St, City

Chair: Susan Buckland **Secretariat:** Caitlin Parkkinen

Attendees	Initials	Division / Service / Title	Present	Apologies
ARMATI	B	Manager, Health intake	✓	
BAILEY	P	Immunisation program support	✓	
BANKS	C	Manager, Immunisation	✓	
BUCKLAND	S	Childhood influenza program coordinator	✓	
CAMERON	L	Admin, Health intake		✓
MURPHY	L	MACH Manager WYCCHP	✓	
PARKKINEN	C	Admin, Childhood influenza program	✓	

Next meeting: 2020

Location:

Agenda Item 1: Welcome and apologies noted above

Agenda Item 2: Previous minutes distributed via email

Agenda Item 3: Discussion and actions arising

1.1 MACH:

The last influenza clinic is running on the 2nd of August.

The stats for influenza 2018 to this date were 4073, 2019 stats are 4066.

An extra NIP clinic has been opened in ACTPAS every Monday at Belconnen from 5th of August until the 23rd of December. Influenza vaccinations will continue to be delivered until the expiry date in Jan/Feb.

1.2 Staffing:

The remainder of Influenza staff have finished their employment with the program.

The influenza program has served as a great pathway for some of the Nurses to take up positions in MACH, there are around 4 Influenza Nurse's that have commenced employment within MACH.

1.3 Evaluation:

Evaluation report has now been received and distributed. Evaluation includes cultural, TIS and non-eligible information/stats.

1.4 Education:

Complete

Will pick up again in 2020

1.5 CHI:

CHI have been mentioning TIS as a free of charge service to parents/patients in need of interpreters; this will ensure parents/patients feeling reluctant to attend appointments due to a language barrier and fees of interpreters will feel more comfortable and inclined to schedule/attend appointments.

Confusion around funding for CHI from HPS. Pauline/Carolyn will follow up.

2.1 Vaccine Supply:

Vaccine supply for 2019 ran smoothly. No outstanding issues or actions.

2.2 Communications:

Pauline is starting on a Communications strategy plan next month for 2020. Meeting will be held with Meryn Jelbart at some point this year to discuss further around communications. - Pauline

A new blue book is in the process of being made, a page being added for influenza is in review.

The influenza program may be merged with NIP in the next year/few years.

The Immunisation advertisement video was posted on ACT Health's Facebook page on the 25th of July.

2.3 Resources:

Pauline has provided 1 more box of influenza brochures for the remainder of 2019, for in the NIP clinics.



Division of Women, Youth & Children's Community Health Programs Meeting

ACT Childhood Influenza Vaccination Program
 Friday 17th of May, 2019. 1:30pm - 2:30pm **Location:** Holder
Chair: Pauline Bailey **Secretariat:** Pauline Bailey

Attendees	Initials	Division / Service / Title	Present	Apologies
ARMATI	B	Manager, Health intake		✓
BAILEY	P	Immunisation program support	✓	
BANKS	C	Manager, Immunisation	✓	
BUCKLAND	S	Childhood influenza program coordinator	✓	
CAMERON	L	Admin, Health intake	✓	
GREEN	M	Team leader, Health intake	✓	
MURPHY	L	MACH Manager WYCCHP	✓	
PARKKINEN	C	Admin, Childhood influenza program	✓	
RINGLAND	C	ADON	✓	

Next meeting: 29th of May 2019, 11:00am. **Location:** 1 Moore St, City.

Welcome and introduction

All attendees introduced themselves.

Discussion and actions arising

No	Item	Discussion and Actions	Action officer	Date Action Due	Status
1.1	MACH	<ul style="list-style-type: none"> • Sue working on schedules and staff numbers. • Confirmed clinics for 3-4 per day spread across Canberra and one extra NIP clinic • Bookings commenced 29th April, with 1-2 clinics per day in the first two weeks <p>ACTION: Sue working on schedules</p>	SB		Complete Complete Complete



1.2	Staffing	<ul style="list-style-type: none"> 10-15 staff recruited internally, staffing complete All Staff have now completed their credentials and are working independently across clinics 			<p>Complete</p> <p>Complete</p>
1.3	Evaluation	<ul style="list-style-type: none"> NCIRS draft evaluation report of CIVP 2018 will be available soon Issues identified lack of multicultural/multilingual resources <p>ACTION: Carolyn to send report to attendees once final</p> <p>Pauline and Sue to look at resources available in other jurisdictions and see what can be used in the ACT</p>	<p>CB</p> <p>PB/SB</p>		<p>Complete</p> <p>Complete</p>
2.1	CHI (BA)	<ul style="list-style-type: none"> Second doses are now being booked as clinics have been opened up Mitchel had stated the distribution of calls in CHI has stayed the same with the same number of bookings <p>ACTION: Sue to look at opening bookings for second doses. Jodie to inform CHI of any dates or expected announcements</p>	<p>SB</p>		<p>Complete</p>
2.2	Staffing	<ul style="list-style-type: none"> Currently have around 15 staff for this season. Compared to only 5 in 2018. <p>No action</p>			

2.3	Training	<ul style="list-style-type: none"> • Scripting checked and OK • All credentials for nursing staff complete <p>ACTION: run-in service once staff recruited</p>	BA,LM,SB		Complete
3.3	Vaccine supply	<ul style="list-style-type: none"> • Commenced in April and supplies are continuing as needed • Nursing staff are regularly checking the amount of vaccine supplies in clinics and ordering • New reader for clinic fridges in use, hoping to distribute across all clinics 			
3.4	Ordering	<ul style="list-style-type: none"> • Previously clinic staff did not place orders, Carolyn felt this was inefficient <p>ACTION held over: Agreed to look at better ways of managing orders</p> <ul style="list-style-type: none"> • Staff orders forms are being sent to nursing staff regularly to be completed and ensure stock is up to date • A lot of stock is being kept in the City with supplies being delivered across clinics when needed 	LM/SB	once staff recruited	Complete
3.5	Deliveries	<ul style="list-style-type: none"> • Started the week before the 15th April, then will be urgent or regular schedule deliveries. MACH clinics will be a priority for delivery. <p>CB to update MACH when we have a delivery date</p>			



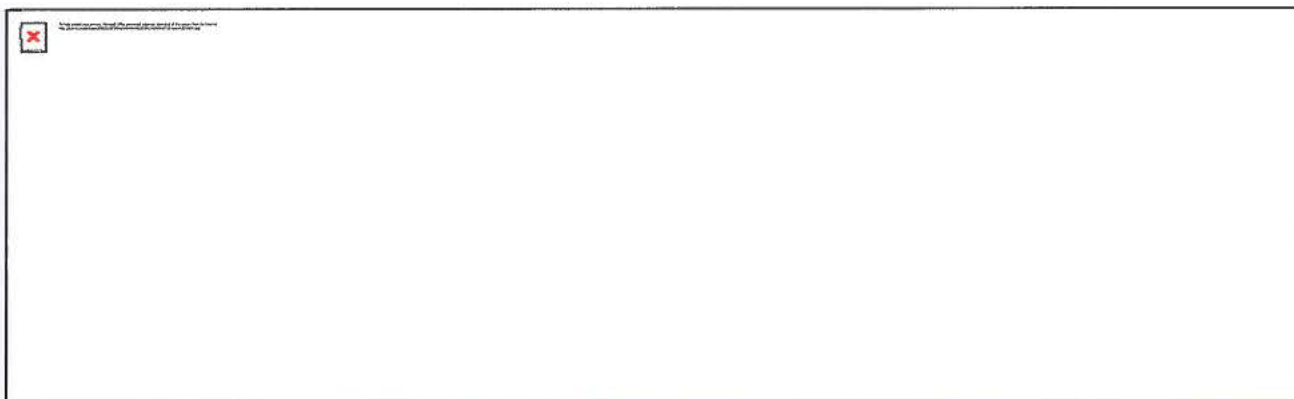
4.1	Communications	<ul style="list-style-type: none"> • Comms strategy and plan will be combined with general flu comms plan. • Messaging is to be clear about where to get the vaccine for both adults and children. There is a need for a second dose in the first year of the flu vaccination. • Facebook posting regarding the Early childhood influenza vaccination has been posted today (17/5/19) on CHS page. • Radio ads will be commencing following week – these ads are not specific for children though. • Canberra Mums have posted on their page advertising the childhood influenza vaccination around 3-4 weeks ago • Discussion was to put up posters advertising childhood influenza vaccinations in Family health centres/walk clinics and libraries. As well as a possible all staff message • Discussion of making the CHI number more noticeable on posters or more available on advertising to prompt parents to call up and arrange appointments. 			
4.2	Resources	<ul style="list-style-type: none"> • Stickers for blue books, tissues, resources pack including newsletter, promotional material, ATAGI advice, laminated schedule specific for childhood flu and photos of packaging, all being reviewed and approved • After your child has been immunized pads have finally arrived at the City. <p>ACTION: Pauline following approval process, will let MACH know once things available.</p>	PB		
4.3	Media	<ul style="list-style-type: none"> • Will depend on minister's preference. Preferably all clinics are ready to take bookings before any publicity. May wait until after commonwealth media. <p>Action: keep all parties informed of plans</p>			

Ramsay, Michelle (Health)

From: Linde, Vanessa (Health) on behalf of HealthComms .
Sent: Friday, 29 March 2019 5:26 PM
To: ##All Staff ACT Health
Subject: All staff email - staff flu vaccination available from 1 April 2019

Importance: High

UNCLASSIFIED

**Staff flu vaccination available from 1 April 2019**

A free flu vaccination is available to all ACT Health Directorate and Canberra Health Services staff, including volunteers, visiting medical officers, locums and students on clinical placement.

Flu vaccination provides protection to yourself and those around you. We encourage you to stay healthy and take advantage of the free flu vaccination, which has clear benefits to both patient safety and staff safety.

Where can I get my free flu vaccination?

From Monday 1 April 2019, you will be able to receive your free flu vaccination from:

Occupational Medicine Unit (OMU) Flu Clinic

Building 15, Level 1

Canberra Hospital

OMU Flu Clinic is open Monday to Friday from 7.30am to 4.30pm.

No appointment is required.

From Monday 8 April 2019, mobile clinics will be held at various ACT Health Directorate and Canberra Health Services locations. The mobile clinic timetable will be distributed shortly with a full list of dates, times and clinic locations.

What do I need to bring?

Please complete and bring with you the [2019 Influenza Vaccination Consent form](#) and your ID and AGS number.

If you have any questions regarding the flu vaccination, please call the OMU on (02) 5124 2321.

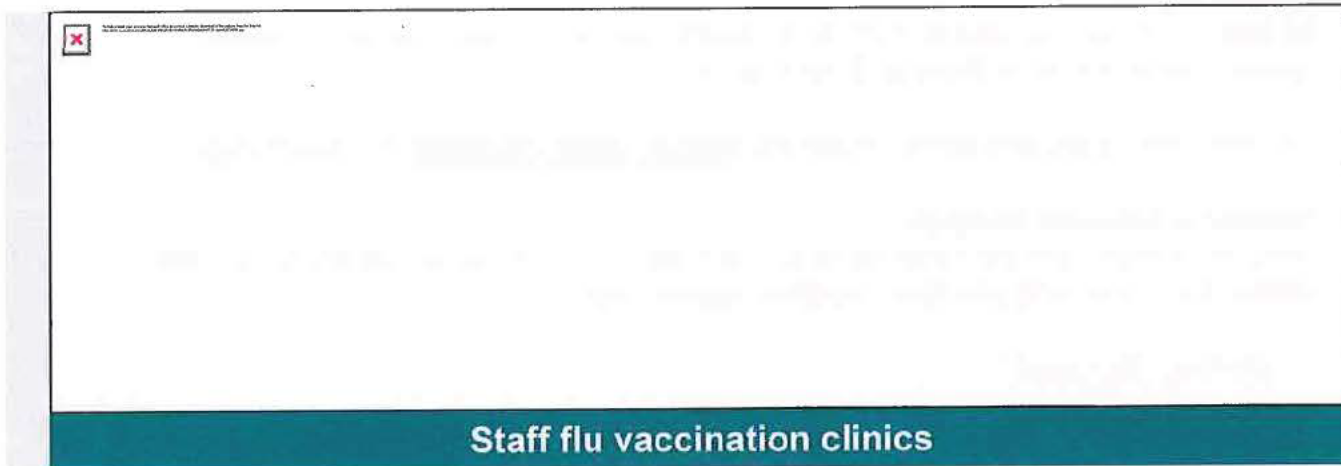
Note: a specific strain of flu vaccination is recommended for staff who are over 65 years of age. This strain of flu vaccination is not currently available. OMU is happy to take your name and number and will contact you when the vaccine is available in mid-April 2019.

www.health.act.gov.au

Ramsay, Michelle (Health)

From: So, Louise (Health) on behalf of HealthComms
Sent: Friday, 5 April 2019 5:28 PM
To: ##All Staff ACT Health
Subject: All staff email - Get your flu shot before winter starts

UNCLASSIFIED



A free flu vaccination is available to all ACT Health Directorate and Canberra Health Services staff, including volunteers, visiting medical officers, locums and students on clinical placement.

You can spread flu even if you don't show symptoms. Protect yourself and those around you by getting your free flu vaccination.

The flu vaccination is available from the following locations.

Mobile clinics

Mobile clinics will be held at both ACT Health Directorate and Canberra Health Service locations from Monday 8 April 2019.

To find clinic dates and times, check the [Mobile Clinic Timetable](#) on HealthHub.

Canberra Hospital Campus

You can already get your free flu vaccination from the Occupational Medicine Unit (OMU) Flu Clinic and you don't need an appointment.

Building 15, Level 1

Monday to Friday from 7.30am to 4.30pm

What to bring

Please complete and bring a [2019 Influenza Vaccination Consent form](#), along with and your ID and AGS number.

Vaccine for people over 65 years of age

A specifically formulated flu vaccine is recommended for people aged 65 years and over. This vaccine should be available by **mid-April 2019**. You can call OMU and provide your name and number to be contacted when the vaccine is available.

If you have any questions regarding the flu vaccination, call OMU on (02) 5124 2321.

Pond, Aleks (Health)

From: Attwood, Courtney (Health) on behalf of Chatham, Elizabeth (Health)
Sent: Monday, 16 September 2019 11:49 AM
To: DDGclinical
Subject: FW: ACT Pathology Respiratory Pathogens [SEC=UNCLASSIFIED]
Attachments: Respiratory Pathogens ACT Pathology 27 03 2019.xlsx

UNCLASSIFIED

From: Kennedy, Karina (Health) <Karina.Kennedy@act.gov.au>
Sent: Wednesday, 10 April 2019 9:08 PM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Cc: Bone, Chris (Health) <Chris.Bone@act.gov.au>
Subject: ACT Pathology Respiratory Pathogens [SEC=UNCLASSIFIED]

Hi Liz,

Here is the latest respiratory data from ACT Pathology.

Regards

Karina

Karina Kennedy FRACP FRCPA MBBS MPHTM Dip TMH
 Director | Microbiology
 Senior Staff Specialist | Infectious Diseases
 Associate Professor | Australian National University Medical School
 Building 10, Level 4 | Canberra Health Services | Garran ACT 2605
 Phone: (02) 5124 2105 | Fax: (02) 6244 4646



From: Karina Kennedy [REDACTED]
Sent: Wednesday, 10 April 2019 9:06 PM
To: Kennedy, Karina (Health) <Karina.Kennedy@act.gov.au>
Subject: ACT Pathology Respiratory Pathogens

Pond, Aleks (Health)

From: Attwood, Courtney (Health) on behalf of Chatham, Elizabeth (Health)
Sent: Monday, 16 September 2019 11:49 AM
To: DDGClinical
Subject: FW: Respiratory Pathogens [SEC=UNCLASSIFIED]
Attachments: Respiratory Pathogens ACT Pathology 17 04 2019.xlsx; PastedGraphic-1.pdf

UNCLASSIFIED

From: Kennedy, Karina (Health) <Karina.Kennedy@act.gov.au>
Sent: Sunday, 21 April 2019 8:21 PM
To: McDonald, Tim (Health) <Tim.McDonald@act.gov.au>; Schembri, Stuart (Health) <Stuart.Schembri@act.gov.au>;
[REDACTED] Chatham, Elizabeth (Health)
<Elizabeth.Chatham@act.gov.au>
Subject: Respiratory Pathogens [SEC=UNCLASSIFIED]

Hi

Here are the latest respiratory pathogen results.

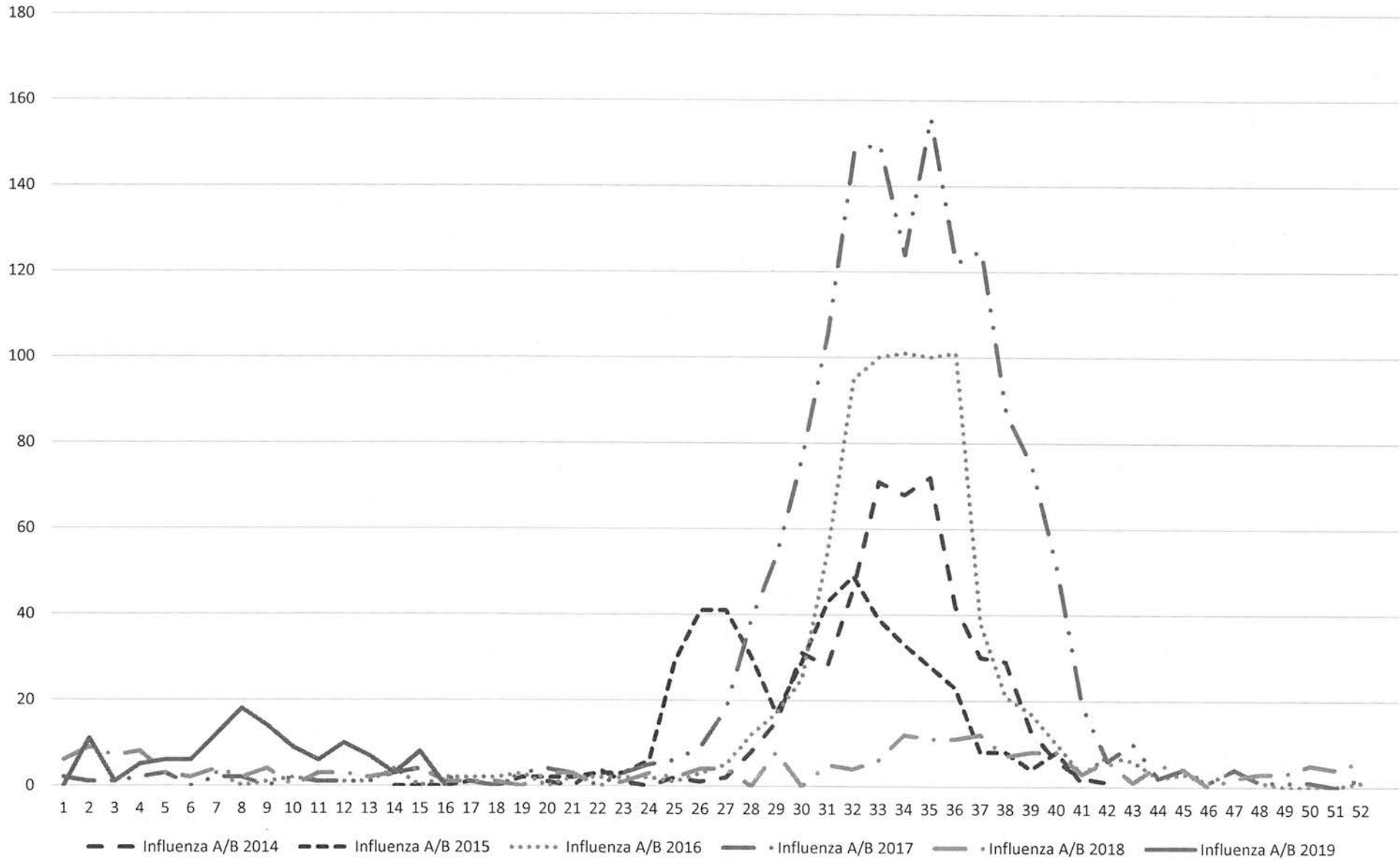
Influenza activity seems to have reduced over the past week.

RSV is slowly creeping up in line with other years - although many were indeterminate - meaning low level positive so not sure of significance.

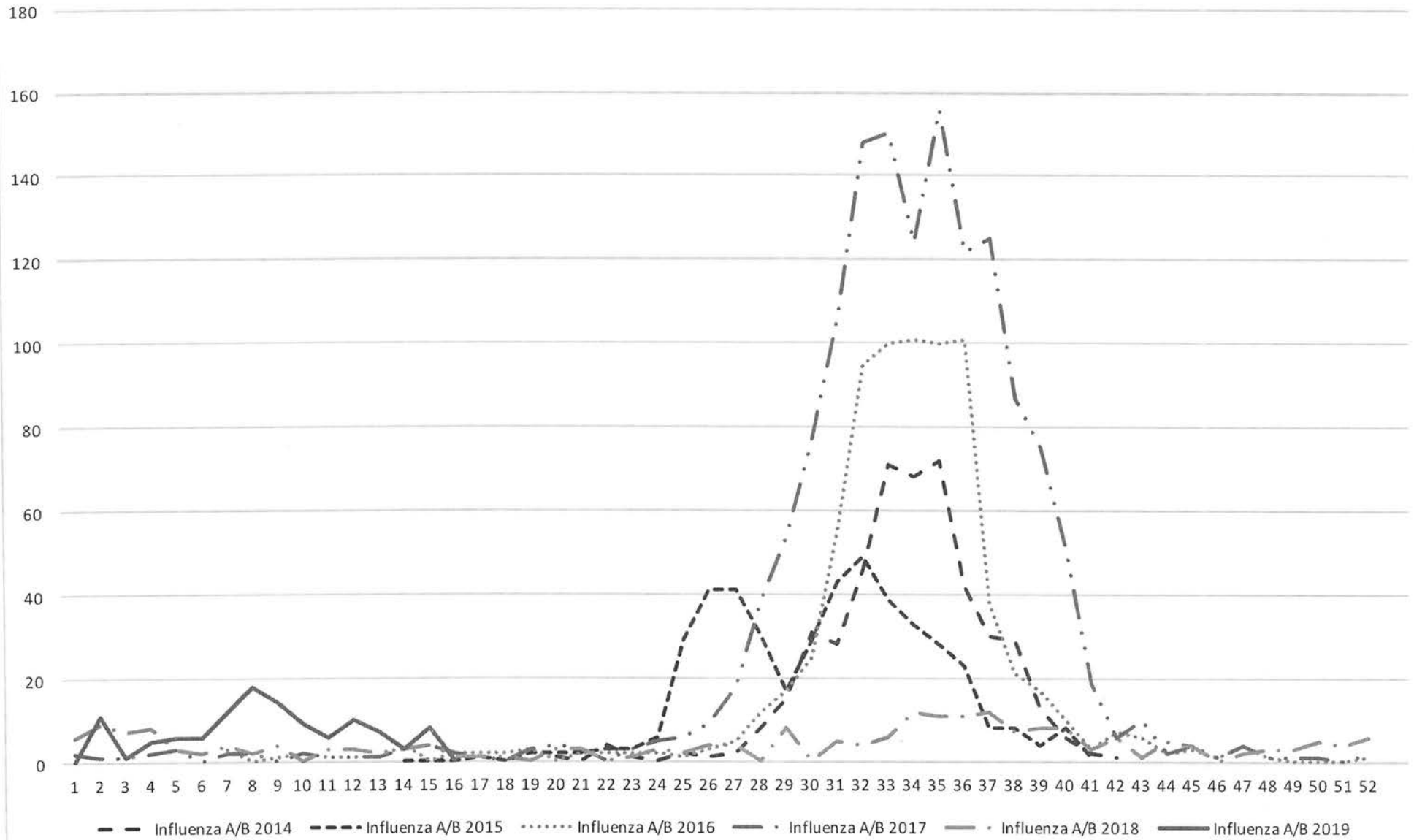
Regards

Karina

ACT PATHOLOGY INFLUENZA A/B ANNUAL TRENDS



ACT PATHOLOGY INFLUENZA A/B ANNUAL TRENDS



Pond, Aleks (Health)

From: Attwood, Courtney (Health) on behalf of Chatham, Elizabeth (Health)
Sent: Monday, 16 September 2019 11:48 AM
To: DDGclinical
Subject: FW: ACT Pathology Respiratory Pathogens [SEC=UNCLASSIFIED]
Attachments: PastedGraphic-8.pdf; Respiratory Pathogens ACT Pathology 01 05 2019.xlsx

UNCLASSIFIED

From: Kennedy, Karina (Health) <Karina.Kennedy@act.gov.au>
Sent: Tuesday, 7 May 2019 10:28 AM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Subject: ACT Pathology Respiratory Pathogens [SEC=UNCLASSIFIED]

Hi

There has been a little bit of influenza activity - almost all influenza A with predominantly H3. Positivity rate for Influenza about 8%.

RSV numbers have dipped a bit over past 2 weeks.

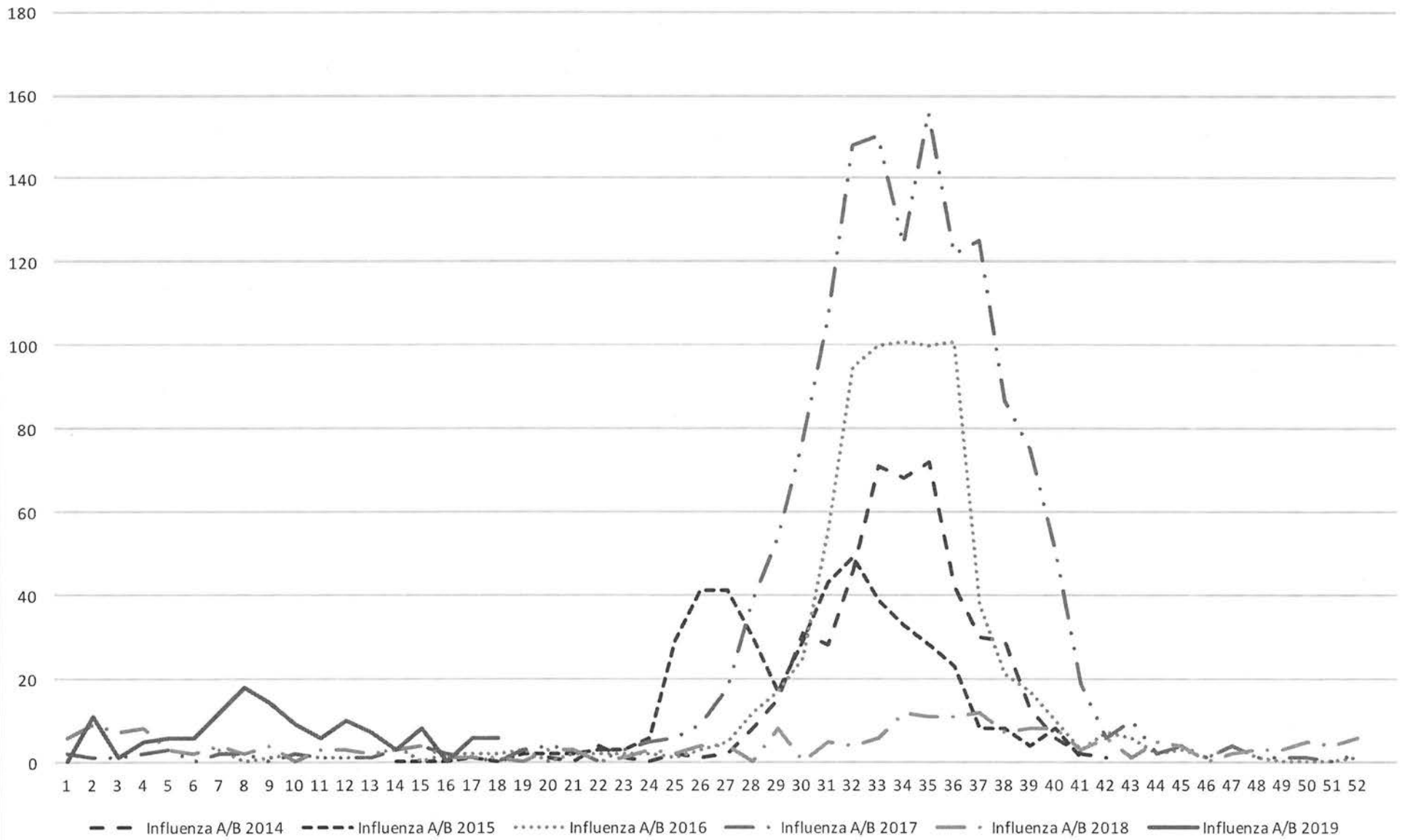
Usual EV/RV activity.

Little of other viruses at present, although notably 6 cases of Mycoplasma detected in the past 2 weeks.

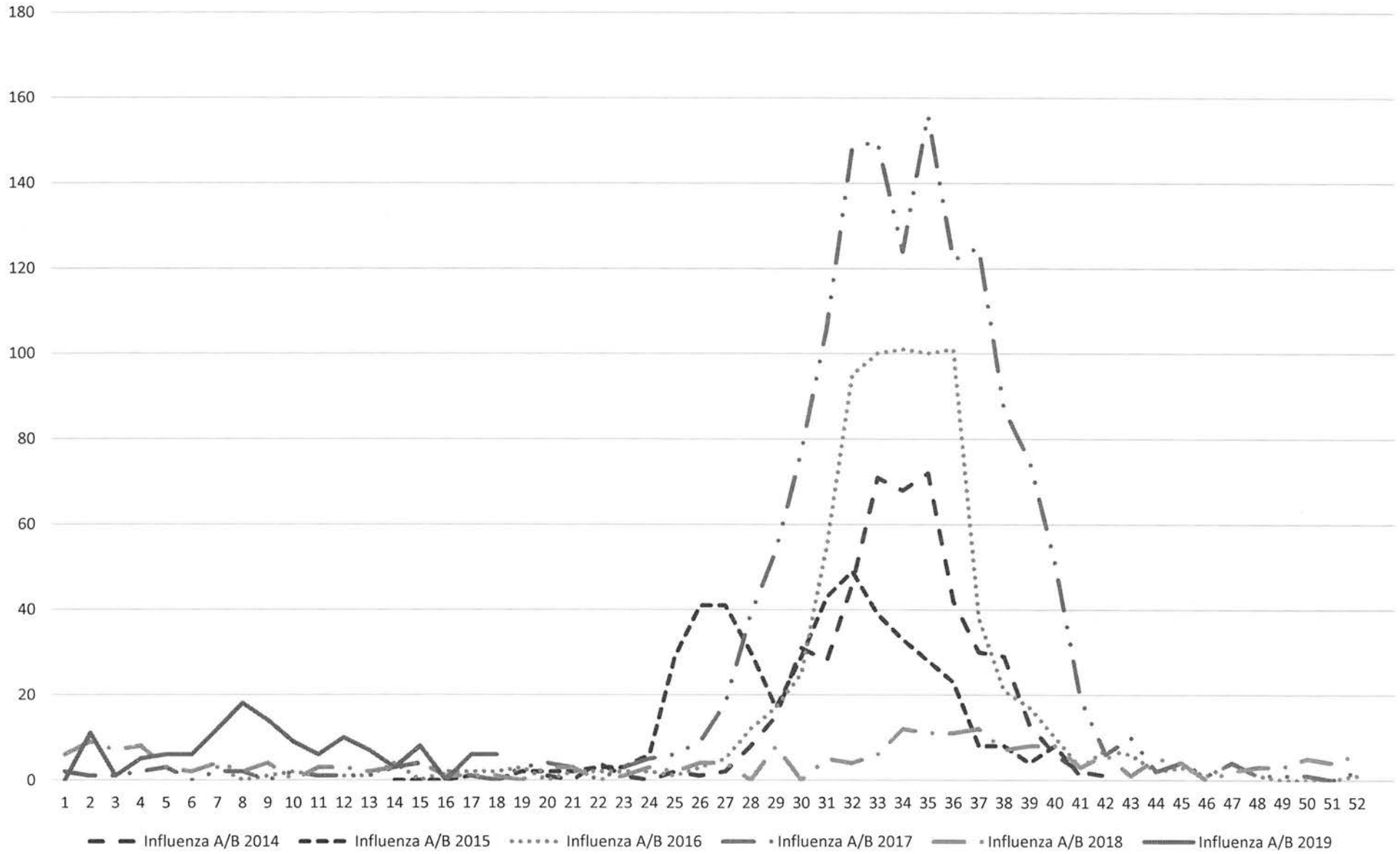
Regards

Karina

ACT PATHOLOGY INFLUENZA A/B ANNUAL TRENDS



ACT PATHOLOGY INFLUENZA A/B ANNUAL TRENDS



Ramsay, Michelle (Health)

From: Flaherty, Hannah (Health) on behalf of Chatham, Elizabeth (Health)
Sent: Monday, 9 September 2019 3:47 PM
To: Ramsay, Michelle (Health)
Subject: FW: Winter Plan for Influenza Season [SEC=UNOFFICIAL]

UNOFFICIAL

**Hannah Flaherty | Ag Executive Assistant to
 Linda Kohlhagen, Ag Chief Operating Officer**
 Phone: 02 5124 2728 | Email: hannah.flaherty@act.gov.au
Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | health.act.gov.au
RELIABLE | PROGRESSIVE | RESPECTFUL | KIND


From: Smallbane, Suzanne (Health) <Suzanne.Smallbane@act.gov.au>
Sent: Wednesday, 8 May 2019 7:19 PM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Cc: Scanlan, Samuel (Health) <Samuel.Scanlan@act.gov.au>; Hollis, Gregory (Health) <Gregory.Hollis@act.gov.au>
Subject: Winter Plan for Influenza Season [SEC=UNOFFICIAL]

Dear Liz

Sorry that we could not catch up this week.

During the ebola outbreak some years ago a committee was established to look at our infectious diseases plan. This was chaired and developed by Mark Dykgraaf and co-chaired by Wendy Beckingham.

At the end of that crisis it became a **clinical committee** which had representation from microbiology, laboratory staff, infectious diseases, ICU, ED the WICs and Public Health. It's main focus became the usual seasonal variation in respiratory illnesses, in particular the influenza virus, but also RSV.



The ED has started to re-implement its local strategies for managing the influenza season, although unlike last year there has been little discussion regarding bed management, increased bed numbers, temporary recruitment of staff, and utility of space to help the hospital function should we have a bad flu season.

I would be happy to further discuss, however am away for the next few days.

Regards

Dr Suzanne Smallbane

Deputy Clinical Director Emergency Department

Canberra Health Services

P.O Box 11 Woden ACT 2606

T+ (612) 51242478 E: suzanne.smallbane@act.gov.au



ACT
Government

**Canberra Health
Services**

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Ramsay, Michelle (Health)

From: Flaherty, Hannah (Health) on behalf of Chatham, Elizabeth (Health)
Sent: Monday, 9 September 2019 3:43 PM
To: Ramsay, Michelle (Health)
Subject: FW: HSEC Out of Session - Influenza vaccinations - For noting only
Attachments: Staff Influenza Vaccination Dispensed as at 9 May 2019.pdf

UNCLASSIFIED

**Hannah Flaherty | Ag Executive Assistant to
 Linda Kohlhagen, Ag Chief Operating Officer**
 Phone: 02 5124 2728 | Email: hannah.flaherty@act.gov.au
Canberra Health Services | ACT Government
 Building 24, Level 2, Canberra Hospital, Garran, ACT 2605 | health.act.gov.au
RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Stevenson, Nicole (Health) <Nicole.Stevenson@act.gov.au>
Sent: Thursday, 16 May 2019 11:21 AM
To: CEOHealth <CEOHealth@act.gov.au>; McDonald, Bernadette (Health) <Bernadette.McDonald@act.gov.au>;
 ATSIEB <atsieb@act.gov.au> [REDACTED]
 [REDACTED] Boyd, Kerry (Health)
 <Kerry.Boyd@act.gov.au>; Taylor, Jacqui (Health) <Jacqui.H.Taylor@act.gov.au>; Bracher, Katrina (Health)
 <Katrina.Bracher@act.gov.au>; Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>; Dugdale, Paul
 (Health) <Paul.Dugdale@act.gov.au>; Gilmore, Lisa (Health) <Lisa.Gilmore@act.gov.au>; Dahlstrom, Jane (Health)
 <Jane.Dahlstrom@act.gov.au>; Hammat, Janine (Health) <Janine.Hammat@act.gov.au>; Boyd, Narelle (Health)
 <Narelle.Boyd@act.gov.au>; Kohlhagen, Linda (Health) <Linda.Kohlhagen@act.gov.au>; Lamb, Denise (Health)
 <Denise.Lamb@act.gov.au>; Mooney, Colm (Health) <Colm.Mooney@act.gov.au>; O'Neill, Cathie (Health)
 <Cathie.O'Neill@act.gov.au>; Wood, Daniel (Health) <Daniel.Wood@act.gov.au>; Gay, AndrewD (Health)
 <AndrewD.Gay@act.gov.au>; ACT Health, ACTPathologyED <ACTPathologyED@act.gov.au>; Falla, Helen (Health)
 <Helen.Falla@act.gov.au>; Wakefield, Katherine (Health) <Katherine.Wakefield@act.gov.au>; Grace, Karen (Health)
 <Karen.Grace@act.gov.au>
Cc: Tzavalas, Olivia (Health) <Olivia.Tzavalas@act.gov.au>; Attwood, Courtney (Health)
 <Courtney.Attwood@act.gov.au>; Ramis, Tenny (Health) <Tenny.Ramis@act.gov.au>; Carriage, Debby (Health)
 <Debby.Carriage@act.gov.au>; Ringland, Alice (Health) <Alice.Ringland@act.gov.au>; Raco, Ida (Health)
 <Ida.Raco@act.gov.au>; Reynolds, Deborah (Health) <Deborah.Reynolds@act.gov.au>; Rucinski, Gul (Health)
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 (Health) <Jenna.Huggett@act.gov.au>
Subject: HSEC Out of Session - Influenza vaccinations - For noting only

UNCLASSIFIED

Good morning

Please find attached an out of session paper for noting only.

This paper reflects the influenza vaccinations dispensed by the OMU from 1 April to 9 May 2019.

Please continue to encourage staff to attend the OMU to have their influenza vaccination.

Cheers
Nic

Nicole Stevenson

Business Manager to the Chief Executive Officer

Phone: 02 5124 4702 | **Mobile:** [REDACTED] | **Email:** nicole.stevenson@act.gov.au
Building 24, Level 2, Canberra Hospital, Yamba Drive, Garran ACT 2605

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**Total Influenza Vaccination Dispensed by
Occupational Medicine Unit - Work Health Safety.
1st April 2019 to 9th May 2019**

Canberra Health Services	Flu Vaccinations Administered	% of Staff who have Received the Flu Vaccination from OMU
Breakdown of Total Vaccinations by Division		
Cancer and Ambulatory Services	295	49%
Clinical Services	191	41%
Critical Care	268	44%
Clinical Support Services	339	30%
Medicine	425	43%
Mental & Justice Health, Alcohol & Drug Services	403	47%
Pathology	139	40%
Rehabilitation, Aged & Community Services	175	47%
Surgery	366	42%
Women, Youth & Children	406	48%
University of Canberra Hospital	138	48%
People & Culture	42	49%
Quality Safety and Innovation	32	49%
CHS Total	3219	43%
Health Directorate Staff & Other (Student/Volunteers/Contractors/Other)	919	N/A
Grand Total	4138	N/A

Breakdown of Total Vaccinations by Position Type		
Medical Officers	465	39%
Allied Health	720	49%
Admin	752	43%
RN/RM/EN	1472	43%
Volunteers	93	31%
Students	351	39%
VMO\Locum	28	N/A
Other	257	32%
Grand Total	4138	42%
Source: Riskman Data 9/5/2019		

Notes:

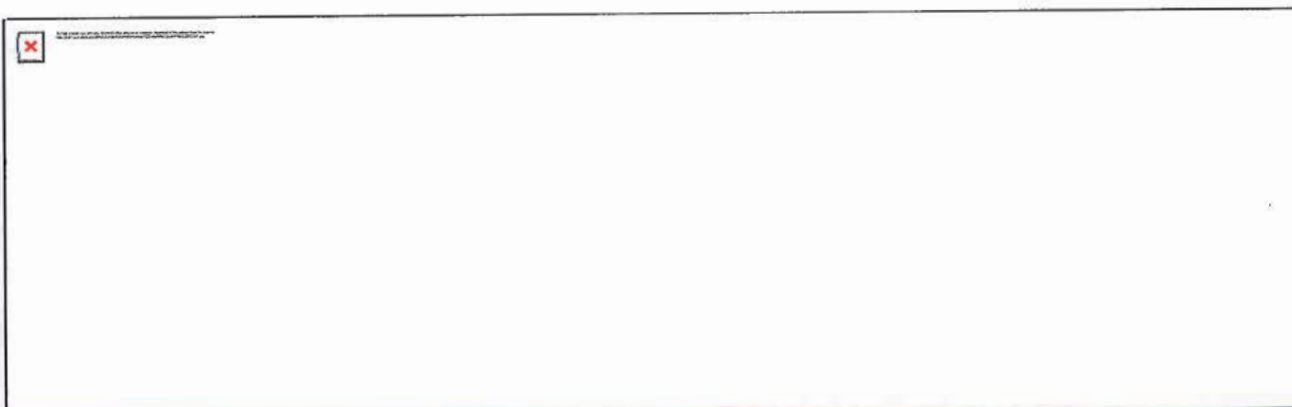
- As at 9/5/19 the total number of flu vaccinations administered to staff is 4138. This exceeds the total number of flu vaccinations administered to staff in 2018 of 4132 (Total for entire 2018).
- OMU, WHS has so far conducted 83 mobile flu clinics across ACT Health and CHS work locations, as well as providing a flu vaccination clinic at building 15, TCH.

Ramsay, Michelle (Health)

From: Morrell, Katherine (Health) on behalf of Canberra Health Services Communications
Sent: Friday, 17 May 2019 11:13 AM
To: ##All Staff CHHS
Subject: All staff email - A reminder about the staff flu vaccination clinics

Importance: High

UNCLASSIFIED



A reminder about the staff flu vaccination clinics

With the flu season upon us, staff are reminded that a free staff flu vaccination is available for all Canberra Health Services (CHS) staff, volunteers, visiting medical officers, locums and students on clinical placement.

Mobile clinics are currently being held at several CHS locations. See the [Mobile Clinic Timetable](#) on Health Hub for details.

You can also visit the Occupational Medicine Unit (OMU) Flu Clinic, located in Building 15, Level 1. The clinic is open Monday to Friday from 7.30am to 4.30pm—and no appointment is necessary.

A higher number of flu cases have been reported so far this year compared to the same time last year, so it's important you take steps to protect yourself and those around you from this year's flu.

For more information about the flu vaccination call OMU on (02) 5124 2321.

www.health.act.gov.au

Ramsay, Michelle (Health)

From: Flaherty, Hannah (Health) on behalf of Chatham, Elizabeth (Health)
Sent: Monday, 9 September 2019 3:40 PM
To: Ramsay, Michelle (Health)
Subject: FW: Respiratory Pathogens [SEC=UNCLASSIFIED]
Attachments: Respiratory Pathogens ACT Pathology 15 05 2019.xlsx; PastedGraphic-1.pdf

UNCLASSIFIED

Hannah Flaherty | Ag Executive Assistant to
Linda Kohlhagen, Ag Chief Operating Officer
Phone: 02 5124 2728 | Email: hannah.flaherty@act.gov.au Canberra Health Services | ACT Government Building 24,
Level 2, Canberra Hospital, Garran, ACT 2605 | health.act.gov.au RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

-----Original Message-----

From: Kennedy, Karina (Health) <Karina.Kennedy@act.gov.au>
Sent: Friday, 24 May 2019 9:30 AM
To: Chatham, Elizabeth (Health) <Elizabeth.Chatham@act.gov.au>
Subject: Respiratory Pathogens [SEC=UNCLASSIFIED]

Hi Liz.

Both influenza and RSV have taken off this week.

The positivity rate for influenza is 18%, whilst both RSV and Influenza is 30%.

There are usual numbers of EV/RV but minimal of everything else.

We are having to move to our in-season protocol in the laboratory for rapid testing over the weekend which means we are having to bring in staff for overtime and increase our casual time. Unfortunately it couldn't wait until July.

Regards

Karina

ACT PATHOLOGY INFLUENZA A/B ANNUAL TRENDS

