



**Welcome to the December issue of the School of Primary Health Care newsletter. This is a bi-monthly bulletin covering the activities of the School in the community, academia and research.**

*This is the last edition of the school newsletter for 2015. It has been a year of major success with teaching awards, important publications, major new contracts and some new Category 1 grants. And the bean counters should be happy with the school again returning a budget surplus.*

*As often is the case, the end of a year sees us reflecting on those who have left the school. The wonderful team from the Centre for Developmental Disability Health Victoria has transferred its operations to Monash Health. We acknowledge CDDHV's two decades of service to some of the most disadvantaged in our society and wish Jane Tracy, Bob Davis and the rest of the team every success in the future.*

*The Primary Care Research Unit has also closed. While Colette Browning and Shane Thomas have moved to other organisations, both continue to support a large cohort of PhD students and are exploring new collaborations with the School and wider Monash community.*

*We also farewell Jenny Keating, the Foundation Professor of Physiotherapy and, more recently the Faculty of Medicine, Nursing and Health Sciences's Director of Allied Health. Jenny has made a magnificent contribution to the University, School and Department over more than a decade. The place won't be quite the same without her rigor, her passion for her discipline and her commitment to her students. Although Jenny tells me she is looking for a job where "she doesn't have to sit down all day", I somehow feel that we may still see a fair bit of her as she continues to shepherd a large number of higher degree research students to completion.*

*2015 has been an exhausting year for many with organizational changes in student services, expansion in international research and education, and ongoing uncertainty in the higher education space. In 2016 we will be fine tuning our strategic plan to address this changing environment. Partnership building will be a key priority of the year – both in the domain of clinical placements and in the need to foster for research collaborations with external agencies. The School and its Departments will continue to prioritise capacity building in research and education, and to reward excellence in interprofessional initiatives.*

*Our School capacity building awards will be presented at the School Christmas Party on December 16 at Doyle's in Mordialloc. Looking forward to seeing as many as possible at the event.*

*Wishing a peaceful and enjoyable holiday over December and January with family and friends.*

*-Grant Russell*

**SPHC Christmas function - Wednesday 16 December**  
 This year's Christmas function will be held on Wednesday 16 December from 12-3pm at the Doyle's Bridge Hotel, Mordialloc. Please add this to your calendar and rsvp to lianne.gordon@monash.edu if you haven't done so already.

**What's new on the SPHC Intranet**  
<http://www.med.monash.edu.au/intranet/sphc/>

- ◆ Student Services Workflow - who is responsible for Student Services tasks.
- ◆ Student Services contacts and task list
- ◆ NAHSS jobdesk, procedure and help
- ◆ SPHC Staff Induction Process
- ◆ Exit Checklist Procedure for departing staff
- ◆ Process for Booking Travel - flowchart
- ◆ Academic Promotion Seminar - recording
- ◆ How to submit a Publication

**STUDENT SERVICES**  
 Have you got a Student Services related question? Contact the Nursing and Allied Health Student Services reception on 44282 or email med-nahss@monash.edu.



Did you know that you can add important student services and university dates into Google calendar? By doing this you can make your Google calendar a more useful tool. Login to the my.monash portal and click on 'Add more calendars' under Google Apps in the right-hand navigation. Choose which calendars you'd like to appear in your Google Calendar. We recommend "Important Dates" and "University holidays".



## Nursing and Allied Health Student Services update

Nursing and Allied Health Student Services (NAHSS) have now implemented an online job desk to manage support requests from academic staff. Please bookmark [http://jobdesk.monash.edu.au/index.cfm?jobdesk\\_id=38](http://jobdesk.monash.edu.au/index.cfm?jobdesk_id=38)

The job desk can be used for support requests such as:

- ◆ student enrolment enquiry
- ◆ student file note uploading into TRIM
- ◆ post BOE result amendment form submission
- ◆ class list requests
- ◆ bulk email distribution to students
- ◆ overseas registration applications
- ◆ postal/mail requests
- ◆ first aid courses
- ◆ eCart management

The job desk replaces the med-nahss@monash.edu email account.

In an aim to streamline processes, the NAHSS Undergraduate team has recently established key contact staff members for NAHSS undergraduate courses as follows:

Chrissie Malm (ext: 44365) and Sue Redman (ext: 44111) – **Physiotherapy, Occupational Therapy, Human Services, Social Work**

Barbara Martin (ext: 44053) and Sharon Nikolic (ext: 44282) – **Nursing, Midwifery, Emergency Health and Paramedic Practice**. Please note that all requests must still go through the jobdesk.

Currently, the NAHSS team are course mapping all final year students in preparation for end of semester course completion processing.

Semester 2 result review meetings have been scheduled and relevant dates and process requirements communicated to departments.

The team are also working with Social Work course coordinators on teach out plans for the Bachelor of Social Work, Bachelor of Arts/Bachelor of Social Work and Bachelor of Health Sciences/Bachelor of Social Work.

### Getting to know Naomi Moir

Naomi is the team leader of the undergraduate team in the Nursing and Allied Health Student Services (NAHSS) office at Peninsula.

The undergraduate NAHSS team is located on the ground floor of building E, room 1.33. Naomi's office is within the student services office (room e1.31). Staff are encouraged to pop in anytime.

Naomi can assist with the following tasks

- Complex student administration issues
- Orientation planning
- Enrolment session planning (room bookings, liaising with course coordinators regarding enrolment session requirements)
- Exam timetabling (gathering information from unit coordinators regarding exam timetabling requirements)
- Coordinate uploading of exams to TRIM
- Coordinate uploading end of semester final results into Callista
- Post BOE amendment form results queries
- Coordinate graduate registration process (APHRA)
- Open Day coordination

If you have any questions please don't hesitate to call Naomi on ext: 44957.



### PUBLICATIONS

Please be reminded that all publications information should be sent to [sphc-publications@monash.edu](mailto:sphc-publications@monash.edu), and not to individual staff for processing.

### Congratulations

Congratulations to Rosemary Sheehan who has recently been promoted to Professor!



### Disability housing project wins V-C's award

A disability housing project involving the University's Department of Occupational Therapy has been recognised with a Vice-Chancellor's Diversity and Inclusion Award.

A disability housing project involving the University's [Department of Occupational Therapy](#), [Mission Australia \(MA\) Housing](#), [Yooralla](#) and the [Summer Foundation Ltd](#) has been recognised with a [Vice-Chancellor's Diversity and Inclusion Award](#). The housing project, proposed in 2011 by the Department of Occupational Therapy's [Associate Professor Louise Farnworth](#) and [Ms Libby Callaway](#), was officially launched on Friday 16 October.

In addition to providing fully supported and age-appropriate housing to six adults with profound disability, the project will give valuable clinical training to Faculty of Medicine, Nursing and Health Sciences students.

Ms Callaway said the project will give researchers and clinical educators a practical means of evaluating care models. "A key component of the project will be to evaluate this clinical training model from the perspective of tenants, disability support workers and the students themselves, building an evidence base of best practice support for young people with disability moving from aged care back to community living," Ms Callaway said.

The innovative Frankston-based project, located on land provided by the University, will offer new insights into support models for young people with disabilities, who may otherwise be placed in aged care.

"The partnership model also ensures the principles of Australia's [National Disability Insurance Scheme](#) are enacted, with the separation of the provision of housing from disability support provision, and a strong focus on capacity building of tenants to influence social and economic participation."

The project was made possible with a \$1.939m grant from the Australian Government's [Supported Accommodation Innovation Fund](#).

Read more about the [2015 Vice-Chancellor's Diversity and Inclusion Awards recipients](#) here.



### Outstanding Contributions to Student Learning – Physiotherapy success.

Congratulations to Dr Stephen Maloney from the Department of Physiotherapy, who is one of four Monash recipients honoured for an awards for University Teaching: Citations for Outstanding Contributions to Student Learning.

Stephen was successful for his unique approaches in health professional education for enhancing and measuring the student experience, attainment of learning outcomes, and early engagement with industry. Congratulations Stephen!

### Celebrating Success – Social Work



Rosemary Sheehan, Associate Professor in the Department of Social Work has been appointed to the ARC College of Experts. The College plays a key role in identifying research excellence in the ARC National Competitive Grants Program, moderating external assessments and recommending fundable proposals. The College also assists the ARC in recruiting and assigning assessors and in implementing peer review reforms in established and emerging disciplines, as well as interdisciplinary areas.

She has also recently been appointed to the Editorial Boards of *Australian Social Work* and the *Howard Journal of Crime and Justice* (UK), the Journal of the Howard League for Penal Reform.

### Welcome

DCEHPP welcomes Thomas Lane to the Department for a period of 16 weeks. Thomas is from The Bridge Employment, who assist people with disabilities to find work. Thomas has been employed to assist with equipment maintenance, stores and supplies and general cleaning duties.





### Early Career Research Publication Award – Social Work

As mentioned in the previous newsletter, Social Work Department's Dr Melissa Petrakis has won the Early Career Researcher's publication award in the Social and Educational Research category for her research on consumer measures in research co-production with people experiencing severe and persistent mental ill health, as published in Asia Pacific Journal of Social Work and Development journal last year.

Her research fills an important gap in health services research literature in determining appropriate ways to enact state and commonwealth frameworks to achieve recovery-oriented practice in mental health service provision. As well as coordinating the undergraduate and Masters units in Health and Mental Health within the Social Work department, Melissa is also a Senior Research Fellow in Early Psychosis and Mental Health with the Mental Health Service at St Vincent's Hospital (Melbourne). Her expertise in evaluating suicide prevention initiatives and early psychosis interventions in clinical and community settings is recognised internationally.

Melissa's research comprised the piloting of 2 measures to evaluate the recovery-orientation of mental health services with people with severe and persistent mental illness receiving integrated and co-ordinated care through the Adult Mental Health Reform Initiatives in Victoria. This was a service delivery partnership between clinical and community services (with Mind Australia), and a research partnership between consumers (with lived experience of mental illness), clinicians, management and research academics.

"We sought to include people not as research subjects but as respected research collaborators with expertise by experience; people who are often marginalised and socially excluded in our society," Dr Petrakis said.

"Our findings confirm that people are experiencing positive changes in recovery-oriented practice in mental health services, with individualised goal setting and monitoring, practical assistance and encouragement, yet that there is still more to be done to support people in the areas of variety in treatment options, contributing to advisory boards, and support regarding sexuality, spirituality and intimate relationships."

Congratulations Melissa!



### Member's choice award success for OT.

Congratulations to Carolynne White from the Department of Occupational Therapy, and the team at Manningham Community Health Services Limited (MCHSL) who received the Victorian Healthcare Association Member's Choice Award for their project: "The Biggest Winner: It's about well-being, not weight". This project used evidence-based practice principles to develop a person-centred approach to working with people who are concerned about their weight. Evidence from literature highlighted that the relationships between weight and health are complex and that weight-related stigma and discrimination prevents people from accessing health services, limits their social and community participation and has a negative impact on people's physical and mental health. Qualitative feedback generated at two community forums attended by over 360

people highlighted that people want health services that are supportive, encouraging, non-judgemental and empowering. Based on these findings, MCHSL has adopted the Health at Every Size® principles to guide the delivery of health and community services that focus on people's well-being, not their weight. For further information, see their award-winning poster: [http://www.mannchs.org.au/images/Publications/MANNCHS\\_WeightA3Poster.pdf](http://www.mannchs.org.au/images/Publications/MANNCHS_WeightA3Poster.pdf)

### Physio Funding success

Dr Narelle Cox has recently received funding as part of a research collaboration initiative. In 2016, Narelle will spend 6-weeks working with A/Prof Veronique Pepin and her team within the pulmonary rehabilitation research program at Hôpital du Sacré-Coeur and Concordia University in Montreal, Canada. Together, they will be working on developing methods of data processing and analysis applicable to sleep data which has been obtained from physical activity monitoring devices (accelerometry) specifically in people with chronic respiratory disease. This cross-disciplinary collaboration, including physiotherapists, exercise physiologists, sleep physicians and engineers, provides the opportunity to better understand relationship between physical activity and sleep in people with chronic respiratory disease, and the impact this has on health and healthcare utilisation.





### Copyright Survey

Every year the University pays for a license to enable staff to copy and use TV and radio broadcasts and or broadcaster podcasts in their teaching.

As part of the licensing arrangement, staff are obliged to participate in a 'sampling' survey of the broadcast works used in teaching over a 6 week period. This is to ensure that funds are allocated to the appropriate copyright area. The last time Monash was obliged to participate in this survey was about 4 years ago.

Luckily, the period in which staff must report on is from October 26 - 6 December (non-teaching period for most units). Anything outside of this period is not required to be reported on.

Starting on November 9, Staff will be sent an email from AC Neilson (survey service provider) every 2 weeks asking them to report on anything they have copied within that 2 week period. The survey is mainly focused on whether you have copied, emailed or put anything on Moodle that you have accessed from TV or radio. The survey is not interested in whether you have referred students to a link, only if you have shown them the program copied.

To give you an idea about the workload involved, if staff have not copied anything throughout that period, it will take less than 30 seconds to respond to the survey. If staff have copied 2 program's then they survey will take no more than 2 minutes to complete.

Please note that copying resources from Monash channels is not included in the survey, as Monash already pays for this service.

As this is a contractual obligation, if staff do not participate appropriately, we will be forced to participate in this survey for a 12 month period (which we really want to avoid).

Please note that if you are on leave for the entire duration of October 26-6 December, you will be excluded from participating in the survey. However staff must be away for the full duration of that period, and not just part of it. Please let Lianne Gordon know if you fall into this category.

The School would like to thank staff in advance for your cooperation.

### Change to University Timetable system

This year we say goodbye to MUTTS (Monash University Timetable System), after more than a decade of operation. The new Class Timetable application will be available for viewing the scheduled times for all units offered at Monash in 2016. The link to the new application will be made available on the [Timetables](#) webpage. The information displayed in the reports can be selected from the filter screen. Look out for options to filter by semester or organisational group (these two filters are optional). The information displayed in the reports can be set by selecting a single week or the full semester, all days in the week or just one day in the week. A few additional reports have also been added. The "Multi-resource" is useful when more than one unit or location is selected. The "Multi week calendar" comes in handy to show classes scheduled per day for the number of days selected. This is especially useful where classes are not scheduled for the full twelve weeks of semester. Any feedback and suggestions can be sent to [adm-timetables@monash.edu](mailto:adm-timetables@monash.edu)

### Monash Brand Refresh Roadshow

Staff are invited to the Monash Brand Refresh roadshow to preview the changes, find out what they

mean for Monash and how staff can play their part in rolling out the new Monash voice and visual identity. In response to changing environments and direction, the University has spent the past six months putting together the new brand suite, which aims to making a bigger impact.

All staff are welcome to attend the many general workshops and specific presentations running from November 16.

Registrations are necessary as places are limited.

[Register your attendance for one of the five available Monash Brand Refresh preview roadshow sessions](#) here.



### Retirement news

Our best wishes to Kathy Noble who recently retired from her position as personal assistant to the Head of the Department of Social Work, Professor Margaret Alston. Kathy had been employed in the position for the last six years. Her calm manner and ability to sort the most difficult issues quickly and efficiently will be missed by all. While Kathy has been in Social Work for six years, she has in fact had a long and distinguished career at Monash spanning thirty years. During this time she has witnessed many changes and seen Monash grow to the world leading university it is today.

There are many current and previous colleagues who will join us in thanking Kathy for a rich and long-lasting career at Monash. Well done Kathy!!

While this role goes through the recruitment process, staff can contact Catriona Rowe/Lorraine Almeida on x31120.



## LabArchives - Roll-out in 2016 for all NEW graduate students

### What is LabArchives?

LabArchives is an electronic lab notebook (ELN). It is a secure, password-protected online software application that replaces the traditional paper notebook, and is used as a recording system for research data, meeting notes, and other relevant material.

### How LabArchives will assist PhD supervisors in their role

Adoption of LabArchives will aid the supervisor in monitoring and directing PhD research. The student ELN is platform independent and viewable by web browsers and mobile devices. Results are accessible to both students and their supervisors anywhere in the world at any time. Moreover, LabArchives supports off-site co-supervision by enabling supervisors to access their student's results and more effectively engage in the supervision process. LabArchives will also act as a repository of supervisory sessions, work plans, manuscripts and presentations.

### The pilot program

A pilot program to trial the use of LabArchives has been undertaken in the Faculty of Medicine, Nursing and Health Sciences (FMNHS) in 2015. The pilot has been a great success and has generated much positive feedback from its users.

### Roll-out in 2016

The Faculty will be rolling-out LabArchives from 2016 onwards. As part of this process, it is expected that all enrolling graduate students adopt the use of LabArchives from 2016 onwards. Current graduate students will be encouraged to use LabArchives, particularly if their lab migrates to its use over the course of their PhDs.

### How will staff be supported in the roll-out?

A full-time ELN Coordinator will lead and facilitate the adoption of LabArchives and to support the roll-out within FMNHS during 2016. This process is being supported by e-Solutions and the Monash Library.

Although LabArchives is quite an intuitive product to use, supervisors will be offered training in the first half of 2016 to ensure that they have full access to their student's research.

This will be a change in process however the aim is to ensure that firstly our students are trained in processes they will encounter in the work place over the course of their careers. Secondly, LabArchives serves as a support for research integrity and data security.



### OT student nominated for Bravery award

Fourth year Occupational Therapy student Jarrah Brown was one of two young men who rescued two teenagers off Frankston Pier recently.

Jarrah and his friend swam to the rescue when teens found themselves in trouble off Frankston foreshore, risking their own lives.

"We didn't really consider our own safety, but we just wanted to help them."

Jarrah said he was relieved when the paramedics and police arrived to start CPR and chest compressions because he was exhausted and had swallowed a lot of water.

Police have said that they would be contacting Life Saving Victoria to nominate the rescuers for a bravery award.

## New book for Social Work staff

Professor Margaret Alston and Dr Kerri Whittenbury from the Social Work department, together with Keerty Nakray have recently published a book titled "Social Science Research Ethics for a Globalizing World: Interdisciplinary and Cross-Cultural Perspectives."

Research in the humanities and social sciences thrives on critical reflections that unfold with each research project, not only in terms of knowledge created, but in whether chosen methodologies served their purpose. Ethics forms the bulwark of any social science research methodology and it requires continuous engagement and reengagement for the greater advancement of knowledge. Each chapter in the book draws from the empirical knowledge created through intensive fieldwork and provides an account of ethical questions faced by the contributors, placing them in the context of contemporary debates surrounding the theory and practice of ethics. The chapters have been thematically organized into five sections: Feminist Ethics: Cross-Cultural Reflections and Its Implications for Change; Researching Physical and Sexual Violence in Non-Academic Settings: A Need for Ethical Protocols; Human Agency, Reciprocity, Participation and Activism: Meanings for Social Science Research Ethics; Emotions, Conflict and Dangerous Fields: Issues of "Safety" and Reflective Research; and Social Science Education: Training in Ethics or "Ethical Training" and "Ethical Publicizing." The inter-disciplinary volume will interest students and researchers in academic and non-academic settings in core disciplines of Anthropology, Sociology, Law, Political Science, International Relations, Geography, or inter-disciplinary degrees in Development Studies, Health Studies, Public Health Policy, Social Policy, Health Policy, Psychology, Peace and Conflict studies, and Gender Studies. The book features a foreword by His Holiness The Dalai Lama.

A fantastic achievement to all involved!



### Occupational Therapy well represented at Congress.

The sixth Asia-Pacific Occupational Therapy Congress (APOTC) was held in Rotorua, New Zealand in mid-September 14-17, 2015. The APOTC 2015 was

sponsored New Zealand Association of Occupational Therapists and the Asia-Pacific regional group of the World Federation of Occupational Therapists. The theme of the conference was "Doing Well Together". The APOTC is held every four years. It is the opportunity for occupational therapy clinicians, students, educators, managers and researchers to come together to share the latest knowledge and best practice developments in the field of occupational therapy. There was an extensive scientific programme with five concurrent scientific sessions running concurrently over four days. There were also a large number of posters displayed during the morning and afternoon breaks. Over 700 congress delegates from Turkey, Pakistan, India, South Africa, Bangladesh, Hong Kong, Taiwan, Japan, Singapore, New Zealand, Malaysia, Australia, United States, and the Philippines were in attendance. The Department of Occupational Therapy was also represented at the APOTC 2015. Associate Professor Ted Brown presented three oral papers as part of the scientific programme. The titles are:

- Brown, T. (2015). *The validity and reliability of Developmental Test of Visual Perception – 3<sup>rd</sup> edition (DTVP-3)*. 6<sup>th</sup> Asia Pacific Occupational Therapy Congress. September 14-17, 2015, Rotorua Energy Events Centre, Rotorua, New Zealand.
- Brown, T. (2015). *Is there a relationship between teamwork skills, personality style and emotional intelligence in undergraduate occupational therapy students?* 6<sup>th</sup> Asia Pacific Occupational Therapy Congress. September 14-17, 2015, Rotorua Energy Events Centre, Rotorua, New Zealand.
- Brown, T. (2015). *Making your academic self count: Performance metrics occupational therapy educators and researchers should be aware of*. 6<sup>th</sup> Asia Pacific Occupational Therapy Congress. September 14-17, 2015, Rotorua Energy Events Centre, Rotorua, New Zealand.

Ted was also a contributing author to four other papers that were presented at the congress.

### RECRUITMENT

Please be reminded that all casual/sessional appointment forms should be emailed directly to [sphc-recruit@monash.edu](mailto:sphc-recruit@monash.edu) for processing and not to individual staff.

### General Practice research project

Research projects on the management of diabetes and chronic disease in older people, as well as the implementation of obesity guidelines in general practice, have secured over \$150,000 funding for the Department of General Practice.

The three projects received the joint grants in August from the Royal Australian College of General Practitioners (RACGP) in collaboration with Diabetes Australia, the Hospitals Contribution Fund of Australia Research Foundation (HCF Research Foundation), and Therapeutic Guidelines Limited (TGL).

*How does diabetes management in general practice affect health outcomes in older people? A data linkage study*, was awarded \$53,273 by the RACGP and Diabetes Australia. The study will use the Melbourne East Monash GeNeRal PracticE DaTabase (MAGNET) research platform to explore association between the management of type 2 diabetes in older patients in general practice and Emergency Department (ED) attendance by this patient group.

*The GAUGE study: Understanding the relationship between general practice management of chronic disease in older people and their utilisation of secondary care services*, was awarded \$55,873 by the RACGP and the HCF Research Foundation. It will use the same MAGNET research platform to better understand the journey of older patients who present to ED and identify the clinical, social, and health system risk factors for ED presentation and hospital admission.

Both these studies are the first of their kind in Australia, using novel and highly informative linked datasets.

The third project, *Improving the implementation of obesity guidelines in Australia: Practice, practitioner and patient challenges and opportunities*, was awarded \$50,000 by the RACGP and TGL. This study seeks to determine the reasons for the poor uptake of obesity guideline recommendations in general practice, and inform the development of an intervention to improve the implementation of obesity guidelines in primary care.

Head of the Department of General Practice, Professor Danielle Mazza, said the funding presented a boost for research into improving the delivery of preventive care in general practice.

"Research shows that obesity and the care of older patients will need greater focus and better methods of management in the coming years."

"This funding confirms the quality and value of our work. We're honoured that our research is recognised and supported by the RACGP, Diabetes Australia, the HCF Research Foundation, and TGL."



## Financial services

### 2015 end of year deadlines


**Wednesday 9 December: purchase & pay**

Last day for making purchase requests, requesting reimbursements or processing credit card expenses via Concur or the Expense Management form.


**Tuesday 15 December: store orders**

Last day for placing orders via stores.


**Midday, Tuesday 22 December: stores close & bank money**

Last day that items can be collected from the Monash stores.  
Last day to bank money into the University bank account.


**Monday 4 January: approve expense reports**

Last day that Concur Expense Reports can be approved.


**Wednesday 6 January: goods receipts & revenue**

Last day to notify Purchasing Services of goods and services received in 2015.  
Last day to request income invoices be raised to ensure the revenue is added to your 2015 budgets.


**Tuesday 12 January: transfer funds**

Last day to request money transfers between Cost Centres and Funds.

### The Report Spam button in Gmail.

Recently a phishing email has been circulating to some staff. The email appears to be a Google Docs sharing email and invites you to click on a link to a supposed Google Doc. After you access the link, it then requests login details via a fake login screen. eSolutions would like to take this opportunity to remind everyone of some general rules around email safety:

- A legitimate source will never ask for account details, passwords or banking details over email.
- Look for indicators of malicious emails such as bad spelling and grammar.
- Never click on a link if it looks suspicious. Often links will point to a fake Google or Monash login page. Roll over the link to see the intended web address before clicking.
- Look at the 'From:', 'To:' and 'Reply-To:' fields in the message header.
- Mark spam emails using the 'Report Spam' button.
- [Contact Service Desk](#) immediately if you believe your device or account details have been compromised or if you have any concerns about email security.
- Visit the eSolutions [email hoax warning page](#) for details of the recent email scam.
- Find more information about phishing on [Scamwatch](#).



### Important HR policy Updates

- **Resolution of Unacceptable Behaviour**

The [Conduct and Compliance Procedure – Resolution of Unacceptable Behaviour](#) has been revised to consolidate the University's approach to unacceptable behaviour. The revised procedure contains more comprehensive definitions and examples of unacceptable behaviour and a list of University officers and units from whom individuals and supervisors can seek support with regard to concerns about unacceptable behaviour. Individuals seeking assistance from a Grievance Adviser should direct their query to [ethical.conduct.queries@monash.edu](mailto:ethical.conduct.queries@monash.edu)

- **Academic practice and Education-focused roles**

The Vice-Chancellor's Executive Committee (VCEC) and Academic Board endorsed the introduction of a new category of academic engagement - academic practice - for individuals from clinical or professional practice backgrounds. Further, the definition of "education-focused" was clarified to apply to leaders and innovators in education practice and design. The following HR procedures have now been updated to reflect this change:

[Recruitment Selection and Appointment procedure – Academic Titles](#)

[Recruitment Selection and Appointment procedure – Translation of existing staff to an education-focused role](#)

[Recruitment Selection and Appointment procedure – Direct Appointments](#)

[Recruitment Selection and Appointment procedure – Recruitment to an advertised position of professor \(Level E\)](#)

[Recruitment Selection and Appointment procedure – Recruitment of fixed-term and continuing staff](#)

[Recruitment Selection and Appointment procedure – Adjunct Appointments](#)

- **Professional staff probation**

The [Recruitment Selection and Appointment Procedure – Professional Staff Probation](#) has been updated. The probation period for all continuing and fixed term appointments greater than twelve months is now six months. The procedure requires supervisors to review the staff member's progress at three months and encourages supervisors to contact Monash HR if there are any concerns about the staff member's performance.