



FACULTY OF MEDICINE, NURSING & HEALTH SCIENCES DIVERSITY AND INCLUSION STRATEGIC PLAN 2016 – 2020

The Faculty of Medicine, Nursing and Health Sciences (FMNHS) is committed to providing an equitable workplace for its employees, both in terms of ensuring its operations and activities are consistent with Monash University's Social Inclusion Strategy, and ensuring that the diverse range of staff and students engaged by the Faculty over five campuses and several clinical school sites are treated in an equitable manner.

The FMNHS Diversity and Inclusion Committee ensures the Faculty complies with all legislative requirements and observes University policies that support an inclusive environment, elimination of discrimination and harassment, and the provision of a family-friendly working environment.

The 2016 – 2018 Diversity and Inclusion Plan has been developed through consultation with the Equity & Diversity Centre, senior Faculty staff, members of the Diversity & Inclusion Committee and analysis of the previous 2013 - 2015 strategy. The Plan, where applicable, has taken direction from *Focus Monash: Strategic Plan 2015-2020* <http://www.monash.edu/about/who/strategic-plan> and the *Widening Participation Strategy (2016 -2020)* https://www.monash.edu/_data/.../WP-Strategy-4Feb2016.pdf

Objective 2 below: Accessibility for All, has in this strategy been informed, not only from the above University's strategic plans but also through the University's work on the Australian pilot of the *Athena Swan Charter* for establishing the groundwork for advancing gender equity in the STEMM disciplines, being led by Professor John Carroll, Dean, Biomedical and Psychological Sciences.

The objectives for 2016 - 2020 will focus on the following four areas:-

1. Equity Awareness (EO uptake)
2. Accessibility for All
3. Mental Health
4. Promoting Safer Communities

Associate Professor Jennifer Newton
Chairperson, FMNHS Diversity & Inclusion Committee

Message from the Dean

The four Faculty objectives and related strategies outlined in this plan have been developed to facilitate the University's Diversity and Inclusion Strategy aims within *Focus Monash*. These objectives strive to provide an inclusive working environment, and ensure the elimination of discrimination and harassment. There is close alignment with these aims and the Faculty's teaching, learning and research activities, and the Faculty is committed to providing a learning environment conducive to the participation and success of all its students, especially those previously under-represented in the Faculty's courses.

For each of the key objectives, a series of strategies have been detailed, together with actions, performance indicators, target timelines and people responsible for their implementation.

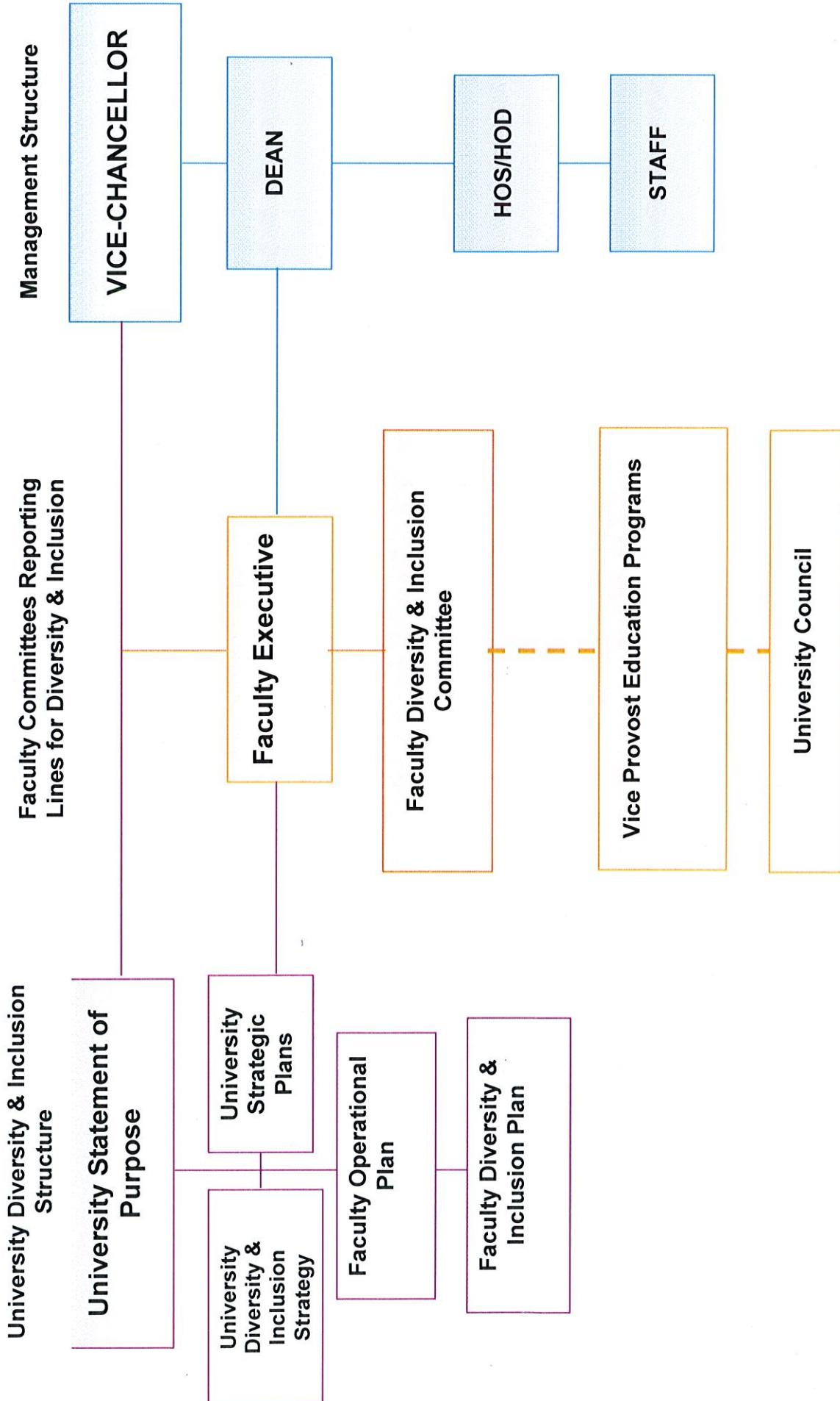
The Faculty Diversity and Inclusion Committee will have oversight of the progress of the Plan and will seek regular feedback from key stakeholders. The Chair of the Committee will provide a regular report to the Dean and Faculty Executive.

I ask for your participation and support to ensure our success in this endeavour.



Professor Christina Mitchell
Dean

Figure 1: Points of contact across Faculty for Diversity and Inclusion



DIVERSITY & INCLUSION PLAN 2016- 2018

Legend:

Measures
Meeting Aspirations (figures improving)
Needing Improvements (figures static)
Needing Critical Attention (figures decreasing)

Objective	Actions	Timeline	Responsibility	How will success be measured?
1. Equity Awareness 1.a To improve awareness of Equity responsibilities and issues for all Faculty staff.	<ul style="list-style-type: none"> Ensure Faculty participation in the mandatory online Equity and Diversity Training: https://www.monash.edu/staff-development/learning-activities/working-monash/mandatory-compliance-training/equal-opportunity 	Review half yearly	HoS, HoD, Senior Managers	<p>Increased compliance, 100% by 2018, with mandatory Equal Opportunity (EO) training, privacy training and monitoring of the compliance metrics.</p> <p>Reviewed in PDO by supervisors ensuring <u>ongoing staff</u> are compliant</p> <p>Tracking by HR Business Partners</p>

Objective	Actions	Timeline	Responsibility	How will success be measured?
2. Accessibility for All 2.a To building Cultural Competency	<p>Enhance cultural awareness and understanding through Staff participation in:</p> <ul style="list-style-type: none"> Indigenous Cultural Safety http://www.adm.monash.edu.au/staff-development/ws/work/indigenous-cultural-safety.html Raise awareness of Days of Strict Religious Observance with regard to planning meetings, conferences, events and assessment etc. Cultural Calendar http://www.adm.monash.edu/sst/equity-diversity/calendar/ <p>2.b To provide equal opportunity in the selection process</p> <p>2.c To provide online accessibility in the educational environment</p>	<p>Review quarterly</p> <p>Start of each semester</p> <p>Ongoing</p>	<p>Faculty General Manager, HOS/HOD</p> <p>Faculty General Manager, HOS/HOD</p> <p>Chairs of Selection Committees to ensure compliance HOS/HOD</p>	<p>Annual review of Faculty processes and statistics</p> <p>No unresolved issues received by Faculty General Manager</p> <p>No unresolved issues received by Faculty General Manager</p> <p>No unresolved issues received by Faculty General Manager</p>

Objective	Actions	Timeline	Responsibility	How will success be measured?
2.d To increase staff positions held by Indigenous Australian peoples in line with University's Yulendj Indigenous Engagement Unit plan: http://www.monash.edu/about/indigenous/employment	All vacant professional staff positions (the policy now includes HEW 1 – 9) be directed to the Indigenous Employment Unit: http://www.monash.edu/about/indigenous/employment The Faculty will review support for Indigenous academics in partnership with the Yulendj Indigenous Engagement Unit with regard to the 2012 <i>Review of Higher Education Access and Outcomes for Aboriginal and Torres Strait Islander People</i>	Annual report and ongoing	Faculty General Manager, HOS/HOD	Increase in FTE from 2016 figures of 6
2.e To improve access and success of low SES students	Maintain support for 'Hands-on Health' program, First in Family support program, peer mentoring programs • Engagement of representatives from FMNHS on project. • Reduce the gap in progress between upper-half and lower half SES undergraduate commencing students	Yearly Quarterly	Deputy Dean Education	Increase in uptake of SES student enrolment across health science courses in the FMNHS.
2.f To support equal employment opportunity for FMNHS women	Academic employees are provided with career development advice in a timely manner; • Review statistics to analyse time taken to apply for promotion • Promote Achievement relative to opportunity principle and guidelines • Support career development/research • Encourage senior staff to undertake unconscious bias training	Annual report and ongoing	Dean as Chair of Faculty Promotions Committees	Achieve 2018 STEMM (Biomed & Psychological science) targets of 42 % Level D & 27% Level E
	Promote and encourage the participation of FMNHS women in their professional career development e.g.			Increase in the number of women in HEW 8+

Women as Leaders, Leadership and Management Training, , Are You Being Heard, Assertiveness Training, Emotional Intelligence, Influencing Others, etc.	<ul style="list-style-type: none"> Provide FMNHS Gender Equity Travel grants for women with significant carer responsibilities. Provide FMNHS Advancing Women in Research Grants Sponsorship of an FDI Table at International Women's Day lunch Ensure staff are aware of the Staff Development Unit website at http://www.adm.monash.edu.au/staff-development/ Promote awareness of the Gender Equity Strategy and Gender Equity Tool Kit http://adm.monash.edu/workplace-policy/gender-equity/gender-equity-toolkit.html Highlight career opportunities through Mobility@Monash http://adm.monash.edu/human-resources/mobility/ 	<p>Yearly</p> <p>Yearly</p> <p>Yearly</p> <p>Yearly</p> <p>Yearly</p>	<p>Faculty Diversity & Inclusion Committee (DIC)</p> <p>Faculty DIC</p> <p>Senior Managers</p> <p>Faculty DIC, Senior Managers</p>	<p>Increase of 5% in FMNHS women attending staff development programs</p> <p>Reports from recipients</p> <p>Reports from recipients</p> <p>Full table in attendance</p> <p>Reports from attendees</p>
2.g To provide an inclusive working environment for staff with disability	<ul style="list-style-type: none"> Managers are aware of how to request accommodation for staff with a disability http://monash.edu/equity-diversity/disability/staff/index.html Promote staff to undertake Diversity at Work training http://www.adm.monash.edu/staff-development/ws/ssi/disability.html 	<p>Quarterly</p> <p>Quarterly</p>	<p>HOS/HOD; Monitored through the report to Faculty Executive</p>	<p>Improvement in responses Target: All questions receive a 90%+ favourable response</p> <p>No unresolved issues received by Faculty General Manager.</p>

<ul style="list-style-type: none"> Ensure that all staff who have a disability or chronic medical condition have the information they need to decide if they wish to apply for reasonable workplace adjustments if required and that the workplace environment is supportive in applying (Staff Disabilities Policy and Procedures found at: http://monash.edu/equity-diversity/disability-contact-officer-network.html 	<p>2.h To strengthen implementation of the Aboriginal and Torres Strait Islander Health Curriculum Framework across the FMNHS</p> <p>The FMNHS Gukwonderuk Indigenous Engagement Unit will:</p> <ul style="list-style-type: none"> Implement an Indigenous Health Curriculum Committee (IHCC), a sub-committee of the FMNHS Teaching and Learning Committee. The committee will meet monthly to collaboratively to develop Indigenous health curriculum across the FMNHS. Hold an annual Indigenous Health Educators Workshop in mid-July to strengthen teaching in Indigenous health. 	<p>Ongoing</p> <p>Deputy Dean Education Teaching and Learning Committee Chair HOS/HOD</p> <p>IHCC meets regularly ATSIHCF is increasingly implemented Annual Indigenous Health Educator day is held</p>
	<p>2.i To increase Indigenous students numbers in the FMNHS</p>	<p>The FMNHS Gukwonderuk Indigenous Engagement Unit will:</p> <ul style="list-style-type: none"> Implement an Indigenous VESPA (vertically enhanced student peer approach) regularly for Indigenous students Conduct recruitment activities, such as, Hands on Health, Health Academies and marketing FMNHS courses to Indigenous people
		<p>Ongoing</p> <p>Deputy Dean Education</p> <p>VESPA meetings at least four times a semester Recruitment activities at least four times a semester Marketing promoted Increasing Indigenous student numbers</p>

Objective	Actions	Timeline	Responsibility	How will success be measured?
3. Mental Health 3a. Promote Institutional organization, planning and policy	Where possible re-frame University and Faculty policies to be inclusive of students and staff with mental health issues. <ul style="list-style-type: none"> Policies should include those addressing admission, recruitment and career progression. Develop written guidelines for return to work or study following mental health issues. Staff must be made aware of appropriate anti-discrimination legislation as it relates to mental health issues including providing reasonable adjustments to work schedules 	Annual report and ongoing Yearly Yearly	Documents written and accepted Measures of EO training success	
3b. Promote a supportive, inclusive environment with strong emphasis on stigma reduction as relevant to mental health issues	<ul style="list-style-type: none"> Promote University advertising campaigns to show support for students and staff with mental health issues; posters and online. Promote university services available for students and staff with mental health issues Review of the usefulness/appropriateness of the Mental Health First Aid training for the culturally diverse student/staff cohort at Monash with special reference to overseas students. Schedule yearly activities to promote positive mental health; e.g. symposia, seminars and Mental Health Week events. 	Half yearly Half yearly Half yearly Half yearly		Two events held and attendance measured.
3c. Increase FMNHS staff and student early recognition of mental health issues by staff or students.	Increasing awareness across FMNHS of issues related to mental health where staff or students may require specialized support. <ul style="list-style-type: none"> Appropriate responses including direct support and timely access to relevant resources: 	Yearly	Faculty DIC Senior Managers	Every building level to have a Mental Health First Aid Officer (just as they must have a First Aid officer) by 2019.

			Monitor number of staff and students trained.
http://www.monash.edu/health/mental-health-wellbeing/resources	<ul style="list-style-type: none"> Support staff to undertake Mental Health First Aid training: https://www.monash.edu/staff-development/learning-activities/occupational-health/mental-health-firstaid 	Yearly	Monitor number of staff and students trained.
	<ul style="list-style-type: none"> A training calendar to be available and promoted on FMNHS website Consider options to facilitate students in undertaking Mental Health First Aid: http://www.monash.edu/health/mental-health-wellbeing/programs/mental-health-first-aid 		
3d. Improve staff and students' coping skills	<ul style="list-style-type: none"> Promote and encourage participation of staff and students in Mindfulness programs supported by the University: http://www.monash.edu/health/mindfulness 	Annual reporting and ongoing	Measures of staff undertaking the programs.
4. Promoting safer communities.	<p>A safer community builds respect, fosters inclusiveness and extends participation to people of a diverse background. The FMNHS will work towards:</p> <ul style="list-style-type: none"> Schedule workshops run by the Monash Safer Community Unit to help staff and students, recognise and report unsafe behaviours or situations Promote the Monash Safer Community Unit (SCU) on the Faculty web page and the various hot line contact numbers through regular School news bulletins Provide posters for department/school notice boards to raise staff and student awareness of the issues and the operations of the Safer Community Unit. 	<p>Annual report and ongoing</p> <p>Faculty DIC Senior Managers</p>	<p>Twice yearly (i.e. at the beginning of each semester)</p> <p>Faculty workshops conducted by the SCU and monitor attendance levels.</p> <p>Obtain and monitor metrics for the reporting of, and contact with the SCU to measure awareness levels of managers and</p>

4b. Encourage staff and students, through education and support, to recognise and report unsafe behaviours or situations; with key focus on:	<ul style="list-style-type: none"> Encourage staff, particularly supervisors to undertake the Professional Development training White Ribbon - Family & Sexual Violence (https://www.monash.edu/staff-development/learning-activities/wellbeing/white-ribbon) Being aware of the hazards of social media, and practicing safe online behaviours. 	<p>Faculty DIC Senior Managers</p> <p>Monitor the numbers of FMNHS staff who have completed a staff development program that relates to one of the objectives, e.g. White Ribbon training, the Safer Community workshop, LGBTIQ awareness workshop.</p>	<p>professional and academic staff of the SCU's work and the key issues around its operations.</p>
4c. Promote a culturally safe environment for Indigenous peoples	<ul style="list-style-type: none"> Promote greater awareness of the risks associated with social media and the strategies for minimising these through all of the above communications channels: e.g. think before post online password security sharing location through your smartphone secure portable mobile devices with passwords use privacy settings on social networking applications ensure downloadable apps are from reputable sources 	Ongoing	<p>Deputy Dean Education Gukwonderuk Indigenous Engagement Unit Yulendj Indigenous Engagement Unit,HOS/HOD</p>
	<ul style="list-style-type: none"> Installation of Indigenous artworks relating to health sciences across the FMNHS FMNHS staff undertake Indigenous Cultural Safety training delivered by Monash University Yulendj Indigenous Engagement Unit Annual Reconciliation week and NAIDOC week events held in the FMNHS 	<p>Increasing number of artworks installed in the FMNHS.</p> <p>FMNHS staff participate in cultural safety training.</p> <p>Reconciliation and NAIDOC week events are implemented in FMNHS.</p>	11