



# OLOC **STAFF** NEWS

Our Lady of Consolation  
Aged Care & Services

ISSUE 1    **FEBRUARY 2021**

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Your Editorial Team Gemma Shorten - Iain Paterson


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Australia's COVID-19  
Vaccine Roadmap

**COVID-19**  
**VACCINATION**

**Safe. Effective. Free.**

**Prioritising Residential Aged Care**

## INFORMATION FOR WORKERS, HEALTH PROFESSIONALS AND OTHER WORKERS IN RESIDENTIAL AGED CARE FACILITIES

3 February 2021

### Update on Australia's COVID-19 vaccines

The Australian Government has a strategy to deliver COVID-19 vaccines to everyone living in Australia. The [vaccine roll-out roadmap](#) outlines the staged roll-out of the vaccine to priority groups, which is expected to commence from late-February 2021.

A COVID-19 vaccine is just one part of keeping our community safe and healthy. It is important for everyone to continue COVIDSafe practises such as hand hygiene, physical distancing and wearing masks when required, particularly in residential aged care facilities (RACFs).

Residential aged care workers and residents will be among the first people who can choose to receive the vaccine in the first roll-out phase (Phase 1a).

More information is outlined in the [Australian COVID-19 Vaccination Policy](#) and the [COVID-19 Vaccines National Roll-Out Strategy](#).



Australian Government [health.gov.au/covid19-vaccines](https://health.gov.au/covid19-vaccines)





**Prioritising Residential Aged Care****Vaccine safety and effectiveness**

The Therapeutic Goods Administration's (TGA) rigorous assessment process of potential COVID-19 vaccines will ensure approved vaccines are safe and effective.

All vaccines are thoroughly tested for safety before they are approved for use in Australia. This includes careful analysis of clinical trial data, ingredients, chemistry, manufacturing and other factors.

The Pfizer/BioNTech vaccine has been provisionally approved by the TGA for people 16 years and older. The approval is subject to strict conditions, and Pfizer will be required to continue providing information to the TGA on the safety, efficacy and quality of the vaccine. More information on this approval is available on the [Department of Health's website](#).

Provisional approval of the University of Oxford/AstraZeneca COVID-19 vaccine is currently anticipated in February, subject to approval by the TGA.

You can talk to your GP or a health professional about the COVID-19 vaccines and why vaccination is an important part of keeping the community safe and healthy.

**COVID-19 vaccination is voluntary, but strongly encouraged**

COVID-19 vaccines will be safe, free and voluntary for everyone living in Australia.

While the Australian Health Protection Principal Committee (AHPPC) strongly encourages COVID-19 vaccination, at this time AHPPC has not recommended mandating COVID-19 vaccination for the aged care workforce. The AHPPC will continue to monitor the situation and update its advice accordingly.

**How the vaccine will be distributed to RACFs and administered in the first phase**

The Australian Government is responsible for leading the implementation of the COVID-19 Vaccination Program for the large majority of RACFs in consultation with peak bodies and state and territory governments. However, NSW, SA and VIC state governments will have responsibility for leading the vaccine roll out to their state run RACFs.

RACFs have a key role to play in the COVID-19 Vaccination Program.

Administration of the COVID-19 vaccine to RACF workers and residents will be done through an in-reach Commonwealth vaccination workforce. This means an additional skilled vaccine workforce, separate to the RACF workers, will work in partnership with facilities and be appropriately trained to administer the vaccine to workers and residents in their facility.

Information will be provided to you ahead of vaccinators attending your facility. More information on this workforce is available on the [Department of Health's website](#). NSW, SA and VIC state governments will provide further information on the administration of COVID-19 vaccines to residents and workers in their state run RACFs.

**Prioritising Residential Aged Care****Arranging vaccinations and obtaining and recording consent**

Appropriate consent will be obtained prior to vaccination.

More information about obtaining and recording consent and registering workers and residents to receive a vaccination will be provided soon.

**Likely side effects from COVID-19 vaccines**

As part of regulatory assessment, the TGA considers information about possible side effects. For a vaccine to be registered for use in Australia, the benefits must outweigh the risks. As with all vaccines, some side effects can be expected. Usually any side effects are mild and temporary.

Clinical trials of COVID-19 vaccines have reported temporary side effects typical of vaccines, such as pain at the injection site, fever or muscle aches and headaches.

Both the Pfizer/BioNTech and the University of Oxford/AstraZeneca COVID-19 vaccines show they are very good at protecting against severe illness and death. The data on how effective the vaccines will be at preventing transmission of COVID-19, and how long immunity will last, will continue to emerge over the coming months.

**COVID-19 vaccination for frail elderly people over 85 years of age**

Specific advice for frail elderly people on receiving the COVID-19 vaccine will be provided by the Australian Technical Advisory Group on Immunisation (ATAGI).

The TGA have advised the potential benefits of vaccination versus the potential risk and clinical impact of even relatively mild systemic adverse events in the frail elderly should be carefully assessed on a case-by-case basis. Patients can talk to their GP or a health professional about the COVID-19 vaccines.

**COVID-19 vaccines and annual influenza vaccination**

Routine scheduling and giving an influenza vaccine with a COVID-19 vaccine on the same day is not currently recommended.

This recommendation, from ATAGI, is based on the current lack of direct data demonstrating absence of any safety issues or interference of immune responses after co-administration of an influenza and COVID-19 vaccines.

Advice from ATAGI is that the preferred minimum interval between administration of either the Pfizer/BioNTech or the University of Oxford/AstraZeneca vaccines and any influenza vaccine is 14 days. This is the current precautionary advice.

The Australian Health Protection Principal Committee (AHPPC) agrees that all available steps should be taken to maximise influenza vaccine coverage amongst the aged care workforce, residents and their carers.



### Prioritising Residential Aged Care

#### Continuing COVIDSafe practises

A COVID-19 vaccine is just one part of keeping the community safe and healthy. It is important for everyone to continue COVIDSafe practises such as hand hygiene, physical distancing and wearing masks when required, particularly in RACFs.

#### Keep up to date with trusted information

The Department of Health will continue to provide updates.

You can find information, including translated information, on the Department of Health's [COVID-19 vaccines website](#). You can also subscribe to receive the [COVID-19 Vaccines Update](#).

You can also call the National Coronavirus Helpline on 1800 020 080, and ask for an interpreter if needed.

# Notes from the FMM

## A Year of COVID!

**Today I heard that it is exactly one year since our first case of COVID-19 was diagnosed in Australia, so I looked back on the year and started to wonder just how this pandemic has affected my life and the lives of OLOC residents and staff.**



- Sr Janice

I recently read a book that challenged me to think about whether any good had come out of the Covid experience for me, and whether I had learned anything that might make me more able to deal with other challenges in the future. The book is called 'Let us Dream – A path to a better future' and was written by Pope Francis with the help of an English journalist. It is widely available and is more about the life and thoughts of Francis the man, rather than Francis the Pope. His story was related to the journalist, who put it into order, then Francis gave it his okay for publishing. There are only 3 small chapters – 1) A Time to See; 2) A Time to Choose; 3) A Time to Act.

In the book Francis talks about a number of times in his life that were very difficult for him. He was living in Argentina after the elected government had been overthrown in a violent coup, at a time when anyone who spoke out against the government was putting their life in danger and anyone who cooperated with the government about anything was at risk of being called a traitor. He now realises that it was these very difficult times that prepared him to take on the job as the leader of the Catholic Church at this time. Those difficult times taught him many things and he encourages us to ask what we might learn from each crisis in our own lives. He asks What is the greatest fruit of a personal crisis?

None of us will be asked to take on such a big challenge but I think you will agree that each of us usually learns something from the difficult times that we have in our lives.

### My Perspective

In my own life I can remember longing to go in a particular direction in my early religious life, only to have those dreams thwarted. For a period I was devastated, but as I look back now I can see how the alternative direction I was asked to take, after I got over my disappointment, has provided me with much reward and wonderful memories.

In answer to the question of what the greatest fruit of that particular personal crisis was for me, I'd say that it gave me a measure of patience sprinkled with a healthy sense of humour. I find that this has allowed me to endure and make space for change to happen in my life.

In terms of what I might have learned from this past year, initially there was the boredom of lockdown, the fear of contracting the virus, the frustration of not being able to travel and I had a slight sense of panic. Now I see that the impact of Covid was much greater in other countries, and that my concerns were pretty minor ones. My life has felt a bit more mundane but I also feel a bit more serene.

### Your Perspective

Why don't you take a few moments this month as we begin the Lenten season, to look back and review what you might have learned from the way that your life was affected by the Covid pandemic? You might be pleasantly surprised.



# Getting to Know You

We'll be getting to know you in each edition of the OLOC Staff News. It would be great if you would keep the conversation going and get to know one another a little better.

## THE QUESTIONS

1. What's one thing that can instantly make your day better?
2. What are your hobbies?
3. How do you unwind after a long week?
4. What is the best gift anyone's ever given to you?
5. If you had one extra hour of free time a day, how would you use it?
6. Would you rather be able to talk with animals or speak all languages?
7. If you could live in any sitcom, or television show which one would it be?

## FUTURE EDITIONS

*If you'd like to nominate somebody to be in the magazine, talk to your manager or coordinator.*

**Ljubica**  
Assunta Care Staff



1. Listening to music or a podcast while going for a walk or a strong cup of coffee.
2. I have always enjoyed reading.
3. Catching up with my family and friends or watching a movie.
4. My children bought me a new car for my birthday.
5. Ticking things off from my 'to do list'.
6. If I could I would prefer both! But speaking all languages would be amazing. Imagine how many more people you could communicate with on a deeper level.
7. Any show with an outer space theme. I have always been fascinated with the world beyond ours.

**Isabelita**  
St Joseph Care Staff



1. You know, I used to get out of the house for an afternoon or a couple of hours and give my credit card a flex, for some retail therapy.
2. I love cooking, gardening and dancing.
3. My partner and I go rock and roll dancing; or we did, before COVID. Before COVID we would go to Penrith RSL, Campsie, Wolli Creek. Now we put on YouTube and dance around the house.
4. My migration to Australia.
5. I would spend it in my garden, or with my puppies.
6. Speak to animals! Always!
7. Desperate Housewives. I know it's an older show, but I love the houses and their interior design. I'd love to live in one of those houses.

**Cherie**  
St Helens Care Staff



1. A smile from a co-worker or a resident always makes the day better.
2. I like to garden because I love going to Bunnings! Mainly patio gardening in flower pots, but it's all a learning experience. I'm usually trying to find plants I can't kill or replacing those that I have.
3. I meditate; focusing on my breathing more than my thoughts.
4. I guess God gave me the best gift of my kids. I have two sons and a daughter. They're good, so I think I'll keep them!
5. I would use the extra hour to get some more sleep.
6. I would definitely talk to animals. I have 4 cats that I already try to communicate with, but I get it wrong quite often. They don't always need food...
7. Bewitched, so I can be a good witch and use my powers for good.

**Daniel**  
Maintenance



1. When everything goes right.
2. I ride horses, I don't mind going hunting. I fix pieces of machinery around the place, mowers, motorbikes, that sort of thing.
3. I play with the animals (horses, cows), give them a feed. I walk the dogs around the property while I take care of things around the yard.
4. My health. I nearly died a few years ago, after I came off a bull at a rodeo. In surgery, they gave me 22 points of blood (well past the limit, the record was 17 at the time), I was two months in hospital and I still see (and thank) my surgeon to this day.
5. I'd give it to someone who needed it more than I did.
6. You'd get more sense talking to animals, wouldn't you? Really people can talk to animals, they just have to know how to listen.
7. Yellowstone. It's the best show. I pretty much already live it -without all the killing.

**Caroline**  
St Helens Care Staff



1. Making someone laugh or happy makes my day better.
2. I like to go to the beach and swim. Obviously, it's harder to go to the beach now, but I grew up in Fiji so I have been swimming my whole life.
3. I like to relax with my children and go to a park or a pool.
4. More a gift my sister and I gave to our mum; For her 60th birthday we took her to Israel for a week so we could explore Jerusalem.
5. I would get a massage and relax more.
6. I'd have to choose all languages because I'd like to be able to communicate with all people.
7. Greys Anatomy, so I could help people and maybe meet McDreamy!



## All Heart

**February is the month that highlights all matters of the heart, so we're taking this opportunity to encourage everyone to love and take care of their own hearts.**

While heart disease is the leading cause of death in Australia, many of the key risk factors that contribute to heart conditions are largely preventable. Heart disease includes a range of heart conditions that affect your blood vessels, and your heart's muscle, valves or rhythm that can lead to heart attacks, strokes and anginas. Heart disease can also lead to chronic health problems that require ongoing care.

In many cases heart disease can be prevented or managed by improving your lifestyle choices so that you can continue to live a fulfilling life. It is never too early or late to manage your heart health. A few positive changes you can make to your lifestyle, to reduce your risk of heart disease include:

### Eating Well

What you eat and how much can impact other risk factors for heart disease such as cholesterol, blood pressure, weight and diabetes which can increase your chance of heart disease. A heart-healthy diet is low in unhealthy fats, salt and added sugar, but rich in wholegrains, fibre, vitamins, antioxidants and healthy fats. Eating healthy is not about creating a strict diet but rather implementing sustainable changes that help with the choices you make over time, for example swapping fried for fresh or smaller portions instead of larger sized meals.

### Exercising Regularly

Regular physical activity can cut your risk of having a heart attack or developing heart disease. Exercise also helps control heart disease risk factors including being overweight, high blood pressure and high cholesterol. Start with realistic goals and work your way up to including 30-60 minutes of moderate-intensity physical activity most days of the week.

### Watching your Weight

Achieving a healthy weight is vital in improving your heart health. Excess weight can increase your chances of developing high blood pressure, high cholesterol, Type 2 diabetes and fatty build up in your arteries. By maintaining a healthy weight range, you can help lower your blood pressure and cholesterol, which are key in lowering your risk of developing heart disease. However, it's important not to focus on the scales, but rather work off your waist measurement as this is an indicator of the level of internal fat deposits that coat the heart and other internal organs. A healthy weight range is indicated by a waist measurement of 94cm or less for men and 80cm or less for women.



### Quitting Smoking

Stopping smoking is the single best thing you can do for your heart, overall health and wellbeing. Smoking damages the blood vessels to your heart and other parts of the body, making you more susceptible to heart attacks, strokes and cardiac arrest at a much younger age. In a single year after quitting, the risk of a heart attack or stroke is reduced to half, and after 5-15 years the risk would have returned to that of a non-smoker. Quitting smoking has also shown to improve your sense of smell and taste which can make eating healthier easier and more enjoyable.

### Limiting your Alcohol Intake

Heavy drinking can increase your chances of developing heart disease as long-term excessive drinking can increase your heart rate, blood pressure and weaken your heart muscles. Try limiting yourself to no more than two standard alcoholic drinks a day and no more than four on any one occasion.

#### REMEMBER!

### Moderation is Key

The key to a healthy lifestyle is finding balance in your life by not giving up the things you love but rather by remembering that everything is fine in moderation.

## HEART MATTERS: THE FACTS

**Around 1.2 million Australians have heart disease.**

**Heart disease is more common among males (5.4%) than females (4.2%)**

**1 in 4 deaths in 2018 had cardiovascular disease as the underlying cause of death.**

**More than 1.2 million hospitalisations were associated with cardiovascular disease in 2017-2018, which makes up 11% of all hospitalisations.**

**More than 83% or 4 in 5 cardiovascular hospitalisations occurred in those aged 55 and over.**

**2 in 3 Australian adults are considered overweight or obese.**

**22.8% of Australians aged 18 and over had a measured high blood pressure reading.**

Australian Bureau of Statistics 2016; National Health Survey

### Press Pause

#### How to find stillness when you're too busy to stop.

There is so much going on in the modern world. Too many tasks on our to do lists, several screens within our reach, all of the world's information at our fingertips and so much noise both inside and outside of our heads. Finding a moment of stillness seems like an impossible feat, but finding pockets of stillness each day is essential for optimal physical, mental and emotional health. It is how we replenish ourselves, giving us time and space to actually hear our own thoughts.

Our nervous system is made up of two parts – the sympathetic and parasympathetic systems. The sympathetic nervous system is responsible for our flight or fight responses. While we battle

modern-day pressures like unrealistic deadlines, financial issues and over the top schedules, this system is engaged, powering our bodies through all the stresses. Continuous use of this system is detrimental to our health, causing more stress, anxiety, moodiness and fatigue.

This is where the parasympathetic system becomes essential. It is responsible for rest, digestion and deep healing. But in order for this system to engage we require rest, quiet and stillness. Even though we provide ourselves with stillness through sleeping, we actually require more regular moments throughout the day.

### Even with little time to ourselves we can still create moments of stillness in our day:

#### Take Time

Between your daily activities and tasks, take a moment to have a quick break. Complete one task before rushing onto the next and make the conscious decision to take a quick break, giving yourself the perfect moment for stillness.

#### Be Mindful

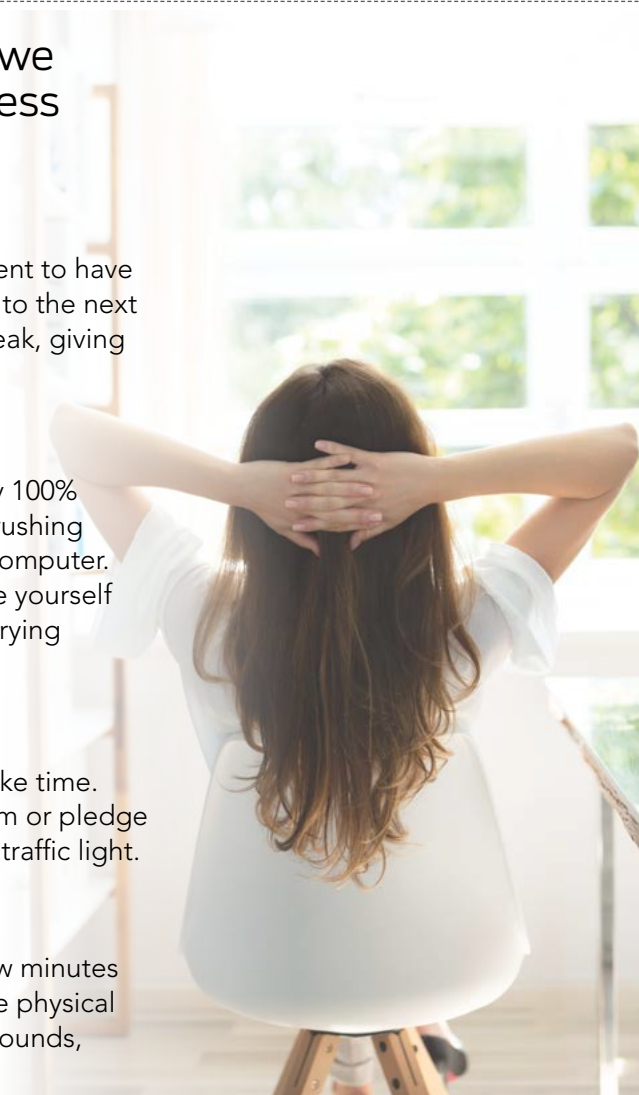
Pick a task that you do daily and while you do it, pay 100% attention and focus on every detail. For example, brushing your teeth, making a cup of tea or turning on your computer. For a minute focus on only the task at hand and give yourself a break from distracting thoughts that have you worrying about the future or rehashing the past.

#### Remember

Set yourself reminders so that you don't forget to take time. Place reminders around your workspace, set an alarm or pledge to take three deep breaths every time you stop at a traffic light.

#### Hit Pause

When the body rests, the mind will follow. Take a few minutes each day to simply stand, sit or lie down in complete physical stillness. Take notice of your breathing, the smells, sounds, sights and sensations around you.



### Manual Handling: Think Before You Lift

**Whenever you lift, move, or support a load, there is a risk of injury. As such, we should take every precaution that we can, to lift safely. Stopping for a moment to make an assessment and identify risks is your first step towards a safer lift.**

Anyone involved in the moving and handling of objects can be at risk of injury, at work or at home. It pays to think before you lift.

If you're about to engage in manual handling, make a manual handling assessment first. Take a look at what you're about to lift, the area around it, and what kind of lift is needed. Then assess if it's safe to proceed.

A useful tool to remember when making a manual handling assessment is: **T.I.L.E.:**

**Task** – Consider if the activity involves any twisting, stooping, bending, travel, pushing or pulling. Maybe this a two-person task. Maybe there is lifting equipment appropriate for this scenario.

**Individual** – Individuals have varied physical capacity, and this should be considered in your assessment. It is important to look at each individual's physical capability before carrying out a task.

**Load** – Consider if the load is heavy, difficult to grasp, sharp, hot or cold or if the contents are likely to move or shift.

**Environment** – What's around the area where the task is expected to be carried out. Think about the working environment as this may increase the risk related to the task. Consider floor conditions like clutter, variations on floor levels, space constraints, poor lighting or ventilation.

Once you've identified the hazards, you can determine how to control them. For example:

- Make sure the load is stable
- Use a mechanical aid to help you lift and move the load
- Reduce the distance travelled with the load and the need for twisting or bending
- Reduce the need of lifting from floor level or above shoulder height
- Clear the area of obstructions (open doors and clear away clutter on your route)

Start to think about manual handling in relation to what you do every day. In relation to your role, and your colleagues, not just in relation to the lift in front of you.

You'll be safer at work and home, more aware of risk and ready to tackle it pre-emptively, by doing things like:

- Not overfilling rubbish bins or baskets, as someone you work with will have to carry that weight
- Ask your suppliers to reduce the size or weight of loads
- Lodge a maintenance request if you see broken equipment; A stuck wheel on a trolley can make it awkward to move and changing the way you and your colleagues need to push or pull it

Next time, in our Focus on Manual Handling series, we'll be looking at Good Lifting Techniques.

Manual handling is any circumstance in which you lift something, move or shift something, or you support a load.

REMEMBER!

At work or at home, it pays to think before you lift.



## How to Copy a wound and Link it to a New One (Step by Step guide)

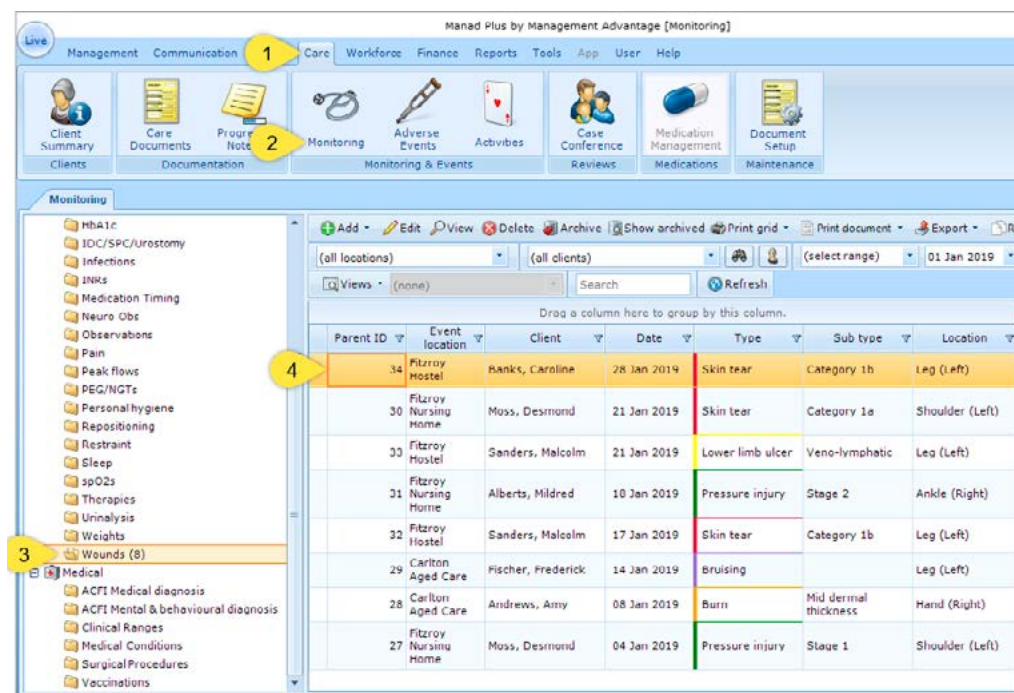
**Please note the WMG (Wound Management Group) meet on a fortnightly bases and review current wounds.**

The WMG group discusses and decides which wounds are required to be copied and linked to a New Wound Chart. Contact the Education Team when approved to guide you through the process of how to copy a wound and link it to a New Wound Chart.

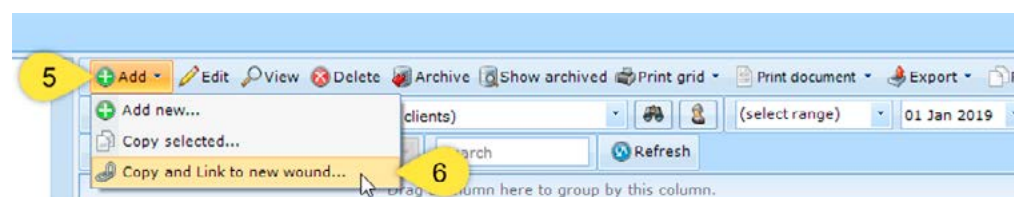
This is because the action should only be used if the wound **Type** has changed, and therefore the existing wound record is no longer accurate.

Please view how to Copy a Wound and Link it to a New One (Step by Step).

1. Go to the **Care** module tab.
2. Open the **Monitoring** feature.
3. In the left-hand section, open the **Wounds** chart.
4. Select the relevant record from the grid.

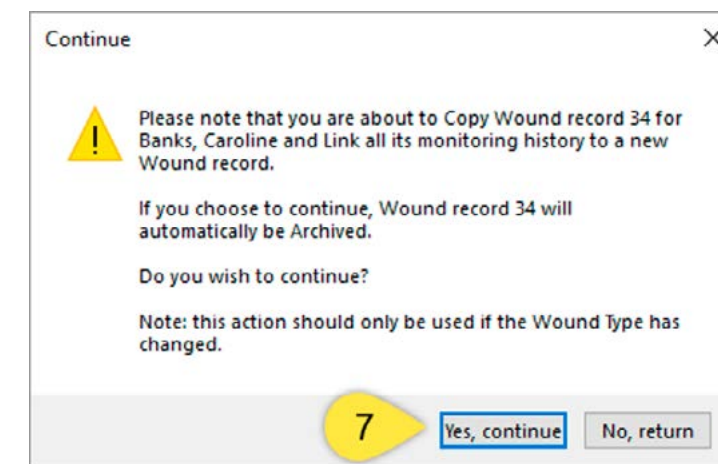


5. Click the **Add** button in the toolbar.
6. Then select **Copy and Link to new wound...**

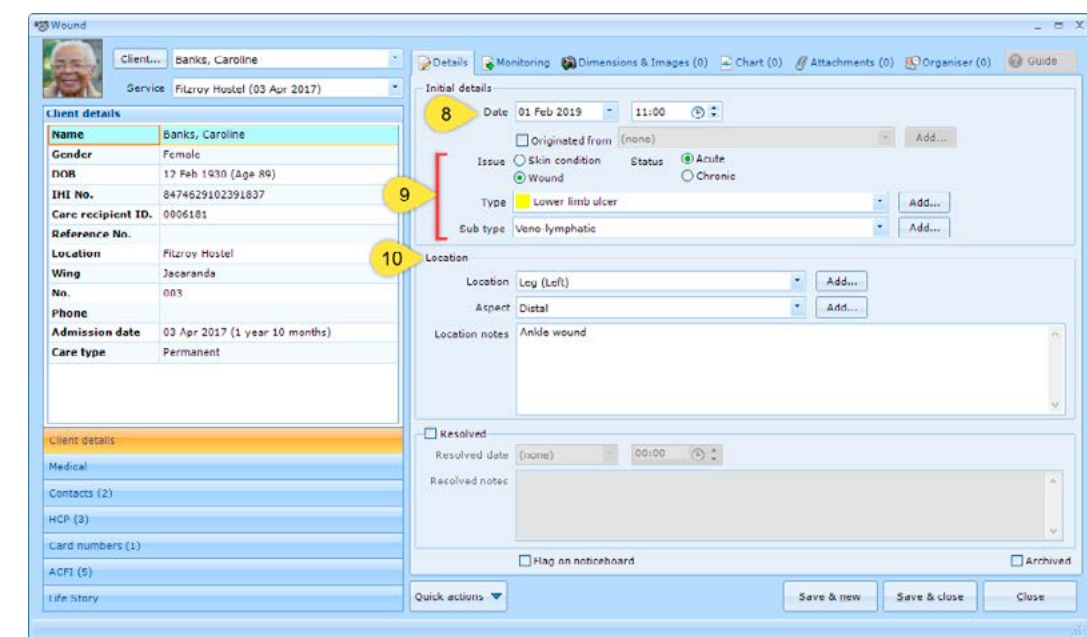


A prompt will be given to explain that if you choose to continue, the existing wound record will automatically be **Archived**. This is because this action should only be used if the wound **Type** has changed, and therefore the existing wound record is no longer accurate.

7. Click **Yes, continue** (or click **No, return** to cancel the action).



8. The **Date** will give the current date and time by default, but these fields can be changed if you need to backdate the wound record.
9. Enter the new **Type** and **Sub type**, if relevant.
10. The **Location** information will be copied from the previous wound record, but this information can be changed if they have since changed.



Continued on Page 12



11. Click to open the **Monitoring** tab and enter all relevant information in the available fields.
12. Click **Save & close** (or click Close to exit without saving).

The monitoring history of the original wound record will now be visible in the right-hand **Monitorings** section for the new wound record. The monitoring history records will be divided by the **Parent ID** of the original wound and the new wound to make this clear and so you can see the wound's progression.

**Note:** although the two wounds are now linked, you can only add **Monitoring** records to the new wound.

Monitorings (4)							
	Record ID	Image(s)	Date	Time	Type	Sub type	Sighted
▲	Parent ID 35						
	68		01 Feb 2019	11:00	Lower limb ulcer	Veno-lymphatic	Yes
+	Parent ID 34						
	67		02 Feb 2019	09:30	Skin tear	Category 2a	Yes
	63		01 Feb 2019	11:15	Skin tear	Category 1b	Yes
	60		28 Jan 2019	13:00	Skin tear	Category 1b	Yes

## COVID-19 INFECTION CONTROL TRAINING

COVID-19 INFECTION CONTROL TRAINING IS AVAILABLE ONLINE. PLEASE ENSURE THAT YOU HAVE COMPLETED ALL MODULES AVAILABLE.

The course covers the fundamentals of infection prevention and control for COVID-19 and is necessary for all staff.

As you complete the modules you will receive a certificate, please provide Sonja with a copy for her training records.

<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>

## EDUCATION CALENDAR

### FEBRUARY 2021

WEDNESDAY 3RD	St Francis RN Meeting St Francis Staff Meeting
WEDNESDAY 10TH	St Joseph RN Meeting St Joseph Staff Meeting
TUESDAY 16TH	Alverna Staff Meeting
WEDNESDAY 17TH	Assunta Staff Meeting
THURSDAY 18TH	St Clare RN Meeting St Clare Staff Meeting
THURSDAY 25TH	St Anthony Staff Meeting

### MARCH 2021

WEDNESDAY 3RD	St Francis RN Meeting St Francis Staff Meeting
WEDNESDAY 10TH	St Joseph RN Meeting St Joseph Staff Meeting St Helens Staff Meeting
TUESDAY 16TH	Alverna Staff Meeting
WEDNESDAY 17TH	Assunta Staff Meeting
THURSDAY 18TH	St Clare RN Meeting St Clare Staff Meeting
THURSDAY 25TH	St Anthony Staff Meeting



## Your Health – The Signs and Symptoms of Burnout

**Burnout is a state of emotional, mental, and physical exhaustion caused by excessive and prolonged stress. It occurs when you feel overwhelmed and as the stress continues, you begin to lose the interest, passion or motivation.**

We'd like you to be able to recognise the signs and symptoms of burnout, before you start to feel its negative effects.

We'd also like to share some strategies with you, because burnout can be healed. You can regain your balance by reassessing priorities, making time for yourself, and seeking support.

### You may be on the road to burnout if:

- Every day is a bad day.
- Caring about your work or home life seems like a total waste of energy.
- You're exhausted all the time.
- The majority of your day is spent on tasks you find either mind-numbingly dull or overwhelming.
- You feel like nothing you do makes a difference or is appreciated.

### Warning signs and symptoms of burnout

Burnout is a gradual process that occurs over an extended period of time. It doesn't happen overnight, but it can creep up on you if you're not paying attention to the warning signals. If you pay attention to these early warning signs, you can prevent a major breakdown. If you ignore them, you'll eventually burn out.

### Physical signs and symptoms of burnout

- Feeling tired and drained most of the time
- Frequent headaches, back pain, muscle aches
- Lowered immunity, feeling sick a lot
- Change in appetite or sleep habits

#### DEALING WITH BURNOUT:

### The "Three R" Approach

#### Recognise

*Watch for the warning signs of burnout.*

#### Reverse

*Undo the damage by managing stress and seeking support.*

#### Resilience

*Build your resilience to stress by taking care of your physical and emotional health.*



### Emotional signs and symptoms of burnout

- Sense of failure and self-doubt
- Feeling helpless, trapped, and defeated
- Detachment, feeling alone in the world
- Loss of motivation
- Increasingly cynical and negative outlook
- Decreased satisfaction and sense of accomplishment

### Behavioral signs and symptoms of burnout

- Withdrawing from responsibilities
- Isolating yourself from others
- Procrastinating, taking longer to get things done
- Using food, drugs, or alcohol to cope
- Taking out your frustrations on others
- Skipping work or coming in late and leaving early

Please remember, if you're feeling anything like this, you can call on your coordinators. We're here for you, to support you. If there is something very serious going on, and you're not comfortable talking to us about it OLOC offers an Employee Assistance Program, turn to the back page for more details.

- Cherylee Fitzpatrick

#### BURNOUT PREVENTION TIPS

> **Start the day with a relaxing ritual.** Rather than jumping out of bed as soon as you wake up, spend at least fifteen minutes meditating, writing in your journal, doing gentle stretches, or reading something that inspires you.

> **Adopt healthy eating, exercising, and sleeping habits.** When you eat right, engage in regular physical activity, and get plenty of rest, you have the energy and resilience to deal with life's hassles and demands.

> **Set boundaries.** Don't overextend yourself. Learn how to say "no" to requests on your time. If you find this difficult, remind yourself that saying "no" allows you to say "yes" to the things that you truly want to do.

> **Take a daily break from technology.** Set a time each day when you completely disconnect. Put away your laptop, turn off your phone, and stop checking email.

> **Nourish your creative side.** Creativity is a powerful antidote to burnout. Try something new, start a fun project, or resume a favorite hobby. Choose activities that have nothing to do with work.

> **Learn how to manage stress.** When you're on the road to burnout, you may feel helpless. But you have a lot more control over stress than you may think. Learning how to manage stress can help you regain your balance.



# Notice Board

## - EMPLOYEE ASSISTANCE PROGRAM (EAP)

ACCESS Programs have been engaged by OLOC to provide an Employee Assistance Program for staff members. They provide confidential, professional and free counselling for work related, family and personal problems. Through access to qualified counsellors, our staff have the opportunity to identify problems and find the best way to resolve them. You can contact ACCESS to make a confidential appointment on: **1800 818 728**.

## POLICY AND PROCEDURE UPDATE

There has been a small amendment to the Corporate Leave Policy (No.7) clarifying payment of entitlements on separation. The additions are on page 9 under the heading 'Payment of Entitlements on Separation'. See your corporate policy manual, available in nurses' stations, managers' offices and at the front desk/administration building for more detailed information.

## Support FMM Sisters' Projects in Indonesia and Ethiopia

Please complete the following form by ticking the box next to your preferred option and inserting your personal details and signature in the space provided: Commence Fortnightly Payroll Deduction Form:

I \_\_\_\_\_  
(insert name in block letters) hereby authorise:  
(Tick the box below that applies):

☐ \$2.00 or

☐ \$ \_\_\_\_\_ (Alternative amount per fortnight)  
to be deducted from my fortnightly pay to assist the FMM Sisters in HIV/AIDS Education in Ethiopia.

I authorize this deduction to commence from my next available pay until such time as I notify otherwise in writing or until the project ceases.

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Bundy No./Payroll ID \_\_\_\_\_

**MANAD**  
SUPER USERS

SONJA PAYNTER  
JULIE KOBERLER  
SOLOMON KEBEDE  
MARYANN PETERS  
CYNTHIA CALUBAD  
HEIDI GHER  
NENITA RONQUILLO  
ANDREA EL BOUSTANI  
ROBYN DICKENS

**PUBLIC**  
HOLIDAYS  
NSW  
2021

### Good Friday

Friday 2 April 2021

### Easter Saturday

Saturday 3 April 2021

### Easter Sunday

Sunday 4 April 2021

### Easter Monday

Monday 5 April 2021

### Anzac Day

Sunday 25 April 2021

### Queen's Birthday

Monday 14 June 2021

### Labour Day

Monday 4 October 2021

### Christmas Day

**25 December (Day in lieu)**

Monday 27 December 2021

### Boxing Day

**26 December (Day in lieu)**

Tuesday 28 December 2021

**OLOC nominated Public Holiday  
in lieu of Bank Holiday**

To be nominated