



Western Health

# Welcome to Western

Your quick guide to starting  
your journey at Western Health.



## **Vision**

Together, we deliver the healthcare of the future.

## **Purpose**

Providing the Best Care for the people of the West, in the right place and at the right time.

## **Guiding Principles**

Simple

Sustainable

Connected

Innovative

## **Values**

Compassion

Accountability

Respect

Excellence

Safety

# Welcome

## **We are so excited to have you join us!**

Congratulations on your new role working at “Western” and welcome to the fastest growing health service in Victoria; providing care to one of the most diverse regions of Australia.

This quick guide is to help you at the start of your journey at Western Health. This resource is divided into key topics that will be helpful to you in your first few weeks at Western Health.

Each heading is linked to relevant information or contacts. Please reach out to your manager for further information and guidance.

Enjoy your journey of exploration on your first few weeks.

Western Health respectfully acknowledges the Wurundjeri and Boon Wurrung peoples of the Kulin Nation as the Traditional Custodians of the lands on which Western Health sites are located and we pay our respects to their Elders past and present.

**[return to content page](#)**

# Contents

## **Before you start** 5

– Who are we 6

– Employment 7

– Onboarding 8

## **At the start** 9

– Getting here 10

– Checklist 11

– Getting connected 12

– Getting paid 13

– Getting started 14

## **On-going** 15

– Engage & Grow 16

– Systems 17

– Help/Wellbeing 19

## **Contacts** 20

– Emergency 21

– Dept Contacts 22

# Before you start

[return to content page](#)



# Who are we

---

**Strategic Directions** >

---

**Leadership Team** >

---

**Board of Directors** >

---

**BestCare** >

---

**LinkedIn** >

---

**Our Workforce** >

---

[return to content page](#)



# Employment

---

**Awards & Agreements** >

---

**Salary Circulars** >

---

**Key Organisational Accountabilities** >

---

**Fair Work Information** >

---

**VPS Code of Conduct** >

---

**Employee Handbook** >

---

[return to content page](#)



# On-boarding

---

**Forms** >

---

**Police Check** >

---

**Immunisation** >

---

**Person Details** >

---

**Superannuation** >

---

**Tax File Declaration** >

---

**Working with Children Check \*** >

*\* Only if requested*

[return to content page](#)



# At the start

[return to content page](#)



# Getting here

For transport and car parking options, click on the following links.

---

**Footscray** >

---

**Sunshine** >

---

**Williamstown** >

---

**Sunbury** >

---

**Drug Health Services** >

---

**Bacchus Marsh** >

---

**Melton** >

---

**Caroline Springs** >

---

**Grant Lodge** >

---

[return to content page](#)



# Checklist:

**My manager:**

**Their contact number:**

**My employee ID:**

**My username:**

**My email address:**

[return to content page](#)



# Getting connected

Your manager will speak to the Digital Technology Services (DTS) team to request access on your behalf. If you have issues you can call DTS on: **03 8345 6777**.

---

**Digital Technology Services (DTS)** >

---

**ID Cards / Access / Car Parking** >

---

**Okta Single Sign On** >  
(you must have this)

---

[How to register for Okta](#)

**return to content page**



# Getting paid

RosterOn is the roster system used at Western Health. Your manager will indicate how you will be paid. Refer to the [payroll fact sheet](#) for more info.

---

**RosterOn**



---

**Paper Timesheet \***

---

**AutoPay \***

---

*\* You will not be able to access this content from your mobile device. You must access these from a laptop or desktop computer.*

**return to content page**



# Getting started

The below links are here to help if needed.

---

[Induction Checklist \\*](#)

---

[Mandatory Training \\*](#)

---

[Orientation Instructions](#) >

---

[Outlook Webmail](#) >

(need help call DTS)

---

*\* You will not be able to access this content from your mobile device. You must access these from a laptop or desktop computer.*

[return to content page](#)

# On- going

[return to content page](#)



# Engage

Learn about Western Health's community through the staff and volunteer hub.

---

**Westerly**

---



# Grow

Performance development is a core management process which supports the development of excellence in practice.

This ensures our managers and employees communicate effectively to enable the best possible performance of individuals and teams as they provide the best outcome and experience for their patients.

---

## Performance Development \*

---

*\* You will not be able to access this content from your mobile device. You must access these from a laptop or desktop computer.*

**return to content page**





# Systems

Once you have your **employee ID and login**, you will be able to access systems that are relevant to your role.

Below is a list of the systems used at Western Health.

---

## Intranet \*

---

**RiskMan** Log incidents

---

**eRecruit** Recruitment & Variations

---

**WeLearn** Learning & Training

---

**iPM \*** Patient Management

---

**EMR** Electronic Medical Records

---

**HeWS** Shift Vacancies & Workforce Planning

---

*\* You will not be able to access this content from your mobile device. You must access these from a laptop or desktop computer.*

[return to content page](#)



# Systems (cont.)

---

**Digital Medical Records**

---

**Telehealth**

---

**Pathology \***

---

**BEIMS** Engineering Requests

---

**MAP** Org Reporting

---

**CBORD** Patient Ordering

---

**Prompt** Policies, Procedures & Guidelines

---

**FMIS** Finance

---

*\* You will not be able to access this content from your mobile device. You must access these from a laptop or desktop computer.*

[return to content page](#)



# Help/Wellbeing

---

**Wellbeing Portal**



---

**EMPOWIR \***

---

**Employee Assistance Program \***

---

**Family Violence Support \***

---

**Critical Incident Response \***

---

*\* You will not be able to access this content from your mobile device. You must access these from a laptop or desktop computer.*

**return to content page**

# Contacts

[return to content page](#)



# Emergency contacts:

---

**Footscray | Williamstown | Sunbury  
Sunshine sites**

**Emergency - 9055 2222**

---

**Bacchus Marsh site**

**Emergency - 5367 9444**

---

**Melton - Melton Health Hub**

**Emergency - 9747 7654**

---

**Melton - Melton Community Services**

**Emergency - 9746 1181**

**[return to content page](#)**



# Dept Contacts

---

**Car Parking** 8345 0005

---

**DTS Service Desk** 8345 6777

---

**RosterOn Support** 9342 8904

---

**Engineering** 8345 0383

---

**Medical Workforce Unit** 8345 6916

---

**Nursing & Midwifery  
Workforce Unit** 8345 4040

---

**PayHelp** 9342 8925

---

**People & Culture** 8345 6689

---

**Infection Prevention** 8345 6113

**Footscray / Williamstown / Sunbury / Sunshine  
Switchboard - 8345 6666**

**Bacchus Marsh / Melton  
Switchboard - 5367 2000**

[return to content page](#)



# Dept Contacts

Please review the Department & Services directory on the Western Health intranet for the latest contact details.

## PHARMACY

<b>Footscray Hospital</b>	<b>8345 6435</b>
<b>Sunshine Hospital</b>	<b>8345 6435</b>
<b>Williamstown Hospital</b>	<b>9393 0171</b>
<b>Bacchus Marsh</b>	<b>5367 9630</b>
<b>Melton</b>	<b>9747 7657</b>

## INFECTION PREVENTION **8345 6113**

**Mon to Fri - usual business hours 0730 – 1600**  
**choose site and ward from selection**

## MEDICAL IMAGING (internal extension)

<b>Footscray Hospital</b>	<b>57601 / 56234</b>
<b>Sunshine Hospital</b>	<b>51986</b>
<b>Williamstown Hospital</b>	<b>30330</b>
<b>Bacchus Marsh Hospital</b>	<b>79884</b>
(only when onsite at BM or Melton)	

## PATHOLOGY (internal extension)

<b>Footscray Hospital</b>	<b>57272</b>
<b>Sunshine Hospital</b>	<b>51488</b>
<b>Bacchus Marsh Hospital</b>	<b>79640</b>
(only when onsite at BM or Melton)	

**return to content page**



# Just remember..

Our people are our greatest asset, with this in mind we need you to remember to have your breaks and take care of yourself.

You can only provide best care when your own well being is taken care of.

There is always someone to help, just ask.

You can also send an email to:  
[wellbeingsupport@wh.org.au](mailto:wellbeingsupport@wh.org.au)

**return to content page**