

Tuesday 14 November 2023

**Action required - iMatter Historical Team Information Notification for Managers** From this Friday (17 November), historical team iMatter information i.e. team reports, action plans, and story boards **more than 5 years old** will no longer be held on the iMatter system. If you wish to retain team information that is older than 5 years, please download and save **before Friday**. This must be done in line with our policies and protocols for the storage and security of information and data:

Information Governance: [Pages - PoliciesandProcedures \(scot.nhs.uk\)](https://scot.nhs.uk/pages/policiesandprocedures)

Information Security: [Pages - PoliciesandStandards \(scot.nhs.uk\)](https://scot.nhs.uk/pages/policiesandstandards)

You can contact us about iMatter at [gram.imatter@nhs.scot](mailto:gram.imatter@nhs.scot)

**Safety Action Notice (SAN) - risk of fire from clinical waste eurobins** Following a fire test carried out recently on the non-metallic waste eurobins, a SAN has been issued to all health boards regarding the potential fire risk of our clinical waste eurobins. The SAN states: "Bins and other waste containers manufactured from combustible materials may pose a major fire risk from accidental or malicious ignition and seriously impact on occupant evacuation if stored in escape routes, including corridors, stair enclosures, and protected lobbies." [You can view the SAN in full here](#) (intranet link, networked devices only).

If you are based in a service/on a site with non-metallic waste bins in public areas, you must review current procedures with a view to mitigating any risk of fire and implement the following steps:

- All non-metallic bins must be kept locked at all times.
- Bins should not be sited in stairwells - try and find alternative location if possible.
- If bins must be kept in public areas, wherever possible try and remove them to secure storage overnight or when sites get quieter.
- Reduce the number of bins in use across sites - this would require existing bins to be serviced or exchanged more often.

If required, you can seek advice from your local Deputy Nominated Officer Fire (DNOF). Further advice may also be given by contacting the Fire Safety Team on [gram.firesafety@nhs.scot](mailto:gram.firesafety@nhs.scot)

**Fraud – and how we can stop it** Today's focus for International Fraud Week is on bribery and corruption. What do you know about bribery? Do you know the forms of bribery? Would you know how to identify a red flag in a colleague's behaviour that may indicate they are considering or have been involved in bribery? Find out all about bribery in the handy guides and videos available here: [Bribery and corruption \(sharepoint.com\)](#)

**Staff physiotherapy service** The staff physiotherapy service has launched an information guide, to help you understand the different types of musculo-skeletal pain, and how we can all be more physically active. The first topic is lower back pain; the guide will be regularly updated, and we'll include reminders in the brief when this happens. [You can view the guide via this link.](#)

**Culture Matters – Aberdeen City roadshow** The Aberdeen City Culture Matters roadshow will take place tomorrow (15 November) in Rooms 1,4, & 5 of the Learning Suite at Aberdeen Health Village. The team will be on hand between 12.30-2.30pm. The roadshow aims to increase awareness across NHSG and the HSCPs, in developing a values-based cultures that are supportive, inclusive and empowering. If you have any questions about the roadshows, please email [gram.culturematters@nhs.scot](mailto:gram.culturematters@nhs.scot). We look forward to seeing you there!

**'Coaching Skills for Managers' course is back** The application process for this course opens again this Friday (17 November) for cohorts starting monthly between January and May 2024. If you have line management responsibilities and are looking to develop your understanding of coaching and the skills to help you adopt a coaching style to your leadership and workplace interactions, then this programme is for you. This [online application form](#) will go live on Friday, you will require your manager's support to apply, and applications will close on 8 December.

**Enhancing Care - HCSW development day** Are you new in your healthcare support worker role? Do you want to learn more and enhance your practice? If you would be interested in attending this session on 21 November, taking place between 8.30am-4pm, please contact the Practice Education Team on [gram.practiceeducation@nhs.scot](mailto:gram.practiceeducation@nhs.scot)

**Webinar recording on supporting people with dementia** If you were unable to join the online event on 30 October, or would like to listen again, you can find the recording and other useful resources here: [Person-centred care planning for people with dementia in hospital webinar - Person-centred care planning for people with dementia in hospital webinar \(ihub.scot\)](#) Please feel free to share with colleagues as appropriate. If you have any questions, please email [his.focusondementia@nhs.scot](mailto:his.focusondementia@nhs.scot)

**Health improvement team win national award** Colleagues from public health took home the Outstanding Leadership accolade for NHS Grampian from the Real Living Wage Scotland Awards last week. Our organisation has been recognised for its leading role in encouraging local employers to offer fair pay and supporting a plan to make Aberdeen a Real Living Wage City. Members of the judging panel were impressed to see the number of avenues being used to encourage local employers to adopt the real Living Wage. Read the full story and find out why this is so important to supporting health improvement: [NHS Grampian wins Outstanding Leadership Award](#)

**Book Week Scotland** Our libraries team are celebrating stories and the wellbeing power of reading as part of [Book Week Scotland](#). Once again, they have free books to give away to health and social care staff. All you have to do is email [gram.drgrayslibrary@nhs.scotland](mailto:gram.drgrayslibrary@nhs.scotland) to claim your copy of 'Adventure' (while stocks last) and look out for a silver ticket [Book Week Scotland: Find a Silver Ticket - Scottish Book Trust](#)

**Tune of the day** Something completely different and very personal today; Lynda (Chioma) Okeke has requested [You Are God by Nathaniel Basse](#)y, and as this brief is a broad church, I am happy to oblige (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)