

Monday 18 December 2023

Site security - a shared responsibility A seasonal reminder of the importance of vigilance across all our facilities; preventing theft and keeping everyone safe are shared responsibilities. Here's our top tips:

- Make sure your staff ID badge is visible.
- Don't be afraid to ask why someone is in your ward/clinic/office if you don't recognise them - and don't be offended if someone asks you to identify yourself.
- Make sure security doors are properly closed. If there is a fault with a lock (of any kind) log a repair request with Facilities & Estates.
- Store personal belongings securely.
- Make sure all confidential information is appropriately stored - whether it's notes or electronic records. Keep desks clear and lock PCs/other devices when not in use.
- Do not share any confidential information (either in-person or over the phone/by email) if you are not sure who you are speaking to. It is ok to pause and check someone's identity; genuine callers will not object to you taking the time to confirm.
- Make sure confidential waste is properly disposed of. Do not leave confidential waste bags in public areas.
- Only take confidential information (whether paper copies or electronic documents) off-site if you are authorised to do so.

Vacancy controls – joint message from Tom Power (Director of People & Culture) and Alex Stephen (Director of Finance) The NHS - and the wider public sector - face significant financial challenges in the weeks, months, and years ahead. Now more than ever, we have to ensure good financial governance. We also have to ensure our recruitment practices reflect the organisation's priorities. From today, there will be some extra vacancy control measures in place, which must be complied with before recruitment advertisements are placed.

Details of these arrangements are in the document accompanying today's Daily Brief, which all hiring managers must read. There has always been a requirement for recruitment to vacant and new posts to be approved. This is not changing. However, some additional criteria are being applied to ensure decisions on filling vacancies are appropriate in the current climate, whilst not unduly delaying recruitment to posts where there is an immediate need to recruit.

If you are looking to fill a vacant post, it is imperative you read this protocol before submitting your request to do so via JobTrain. This will reduce the risk of posts which otherwise meet the criteria for recruitment in the remainder of this financial year being delayed by requests for further information.

These arrangements will be operational until further notice but kept under regular review so that we can understand their effectiveness and the requirement for them. Thank you in advance for your engagement with this process.

Safe Transfer of Patients in ARI Today has seen the commencement of the implementation of the five Standard Operating Procedures (SOPs) linked to this project. These SOPs are available on Grampian Guidance: [Grampian Guidance - Home \(sharepoint.com\)](#), simply click that link and scroll down to 'Guidance'. We will closely monitor the impacts of these SOPs over the next 4 weeks, using both data and your feedback, and further review the SOPs based on the findings.

Senior managers have committed to being on-site to hear firsthand from those of you charged with implementing these SOPs; in addition to this, there will be weekly drop-in sessions, for the next four weeks, held via Teams. These sessions will be 1-2pm, every Wednesday for the next 4 weeks, commencing 20 December. If you would like to join any (or all) of the sessions, please e-mail gram.pipdirector@nhs.scot for the link to join.

Winter vaccinations There will be a drop-in 'flu/COVID-19 vaccination clinic for health & social care staff in eye outpatients (ARI) tomorrow (Tuesday 19 December), 9.30am-4pm.

Arjo single patient use slings – risk control notice [We have issued a Risk Control notice](#) which identifies the safe use of Arjo single patient use slings. This is relevant to any staff in clinical areas who would use these slings with lifting equipment for the safe transfer of patients.

Nitrous oxide pipelines to be decommissioned As part of our Climate Emergency and Sustainability Strategy, we have made a public commitment to decommission all nitrous oxide pipelines before the end of this year. Nitrous oxide is one of several anaesthetic gases used by health providers around the world. Although its use has decreased significantly in recent years, this work is still estimated to save the equivalent of up to 1274 tonnes of carbon dioxide on an annual basis across Grampian. This would be the same as driving around 7,300,000 miles in a small petrol car, and it would take around 63,000 trees – or a forest the size of 39 football pitches – a year to absorb. You can find out more here: [NHS Grampian could reduce equivalent of driving 7 million miles before end of year through reduction of anaesthetic gas emissions](#)

ICYMI - menopause & menstrual health policy There is now a national Menopause & Menstrual Health Workplace Policy. The aims of this policy are:

- Support those in the workplace experiencing menopause and menstrual health symptoms
- Create an environment where staff can discuss their experience and get the right support they need at work
- Improve menopause and menstrual health awareness across the whole workplace

[The full guidance can be accessed online here](#). Documents to support implementation are available on the National Wellbeing Hub here: [Menstrual Health and Menopause Guidance - National Wellbeing Hub](#)

Richard Tompkins Nurse Development Scholarship This scholarship is now open for applications for the 2024 intake. The Richard Tompkins Nurse Development Scholarship is an annual award. It is a development opportunity, for a registered nurse, midwife or health visitor who is committed to developing person-centred cultures of care. This scholarship is open to practitioners who are working clinically in any health or social care setting UK-wide and is targeting in particular those at ward sister level or equivalent. This scholarship offers a unique combination of the FoNS Residential Programme (21-26 April 2024) and individual, ongoing mentorship for the scholar to explore their own priorities. The closing date is 5pm on Monday 29 January 2024. For more details please see: <https://www.fons.org/programmes/scholarships>

Secret Santa Gleneagles draw – the clock is ticking! You only have until 11.45pm this Wednesday (20 December) to enter our Secret Santa Gleneagles draw. We have 38 vouchers for an overnight stay for two at Gleneagles, including a full Scottish breakfast, up for grabs. [Read the terms and enter here](#) (intranet link, networked devices only) or scan the QR code below if you are reading a printed copy of the brief. One entry per employee. If you manage people who do not have an active email address or easy access to a computer, please contact us at gram.staffthanksandrecognition@nhs.scot



Pause for thought The poet David Whyte wrote: “If you can see your path clearly laid out before you, it is not your path”. Life isn't a straight path - it's a series of turns and detours on a journey that shapes us. What paths are you following? Where might you choose to detour, or create a new path?

Tune of the day Hands in the air for today's tune; [You're A Superstar by Love Inc.](#) This one goes out to Louise McNinch, a paediatric speech & language therapist in the Aberdeen City team. Sadly, Louise is leaving us for a new job in her native Northern Ireland. Colleagues Lisa, Rebecca, Gillian, and all the team will miss you dearly Louise, but they know you'll be a superstar in your new role. P.S., give the homeland a kiss from me! (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