

Friday 10 June 2022

Staying safe & secure on site We all have a role to play in keeping our various healthcare sites safe and secure. Hospitals and clinics are now busier than they have been at any point over the last two years and barriers to visiting continue to be removed. There are some simple steps we can all take to make our buildings as safe as possible, protect patient information, and prevent theft or unauthorised access:

- 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.
- 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.
- 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.

Think cyber security too! As a large public organisation we are potentially vulnerable to phishing attacks; there are helpful tips, quizzes, and signposting to Turas training [in this guide from IT security](#).

That Was The Week That Was Time for your regular Friday digest of key items in the brief this week. As always, [all briefs are available to read online here](#).

Monday 6 – End of Operation Iris, Endowment Fund survey

Tuesday 7 – Portfolio approach to leadership, registration for NHS Scotland event, Meno & Pause Co-Lab event

Wednesday 8 – New dates for PPE donning & doffing refreshers, extended opening hours at M&S Food at ARI, We Care Wellbeing Wednesday

Thursday 9 – Episode 9 of Ask Caroline, reminder of dress policy (please note, the dress policy was written prior to the current rules on face mask usage in healthcare settings. We apologise for any confusion, please continue to follow the current guidance on use of face masks)

NoSCAR Research Award – closing soon! Nominations for the first annual NoSCAR research award for NHS Grampian NMAHPs close on Monday 20 June. The winner of the award will receive a rewards and recognition certificate and £300 which they can use for a conference or other personal development activities. We are looking for NHS Grampian NMAHPs who meet one or more of the following criteria:

- Led/co-led or played a significant role in a research study of local significance/impact
- Undertaken/undertaking research that has the potential to influence practice
- Produced research outputs from own research
- Generated impact locally from own research

[Nominations can be made online](#); the winner will be announced in July.

STAR Awards Huge congratulations to Caroline Reid (Clinical Nurse Manager, RACH), Ellie Yates (Pharmacist, ARI), and Tim Dougall (Consultant Trauma & Orthopaedic Surgeon) on their recent STAR Awards wins. If you want to nominate a colleague or a team for a STAR award, you can do by emailing the details to gram.staffthanksandrecognition@nhs.scot or by [completing the online nomination form](#).

Tune of the day A mellow one to round off the week: [Easy by The Commodores](#) is our tune of the day.

When completing our most recent survey on the brief, many of you suggested sharing a poem. This is an excellent idea, so here is a little something from Brian Bilston. Consider it my wish for all of you this weekend. Take care, the brief will return on Monday (EP).

Serenity Prayer

Send me a slow news day,
a quiet, subdued day,
in which nothing much happens of note,
save for the passing of time,
the consumption of wine,
and a re-run of *Murder, She Wrote*.

Grant me a no news day,
a spare-me-your-views day,
in which nothing much happens at all,
except a few hours together
some regional weather,
a day we can barely recall.

Brian Bilston

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