

Monday 20 February 2023

2022/23 Annual Leave – for attention of Agenda for Change & Executive/Senior Manager staff

Last November all Agenda for Change and Executive/Senior Manager staff were informed of the expectation they use all annual leave (both accumulated from previous years and this year's allowance) by 31 March 2023. We work in an extremely pressured environment; therefore, it is vital we all use our annual leave allocation. Taking proper breaks from work allows us all to rest and return to work feeling refreshed.

Managers were required, as a matter of urgency, to actively manage the planning and booking of annual leave to ensure it can be accommodated by 31 March 2023. You and your manager should be working together to ensure all leave is taken by this date.

Planning out leave ensures your personal wellbeing, and it also contributes to the financial stability of NHS Grampian. Leave accrued, but not taken, costs us money, running into many millions of pounds. Our current financial position means we cannot afford to keep carrying this cost.

Managers are reminded that all leave, including annual leave, must be recorded in SSTS/HealthRoster. If leave is not recorded in these systems, then this may lead to staff not being paid correctly e.g., during sick leave or annual leave. There is also a risk that our organisational workforce information is incorrect.

Only on an exceptional basis, where it is not possible to take the entirety of the annual leave due to service demands, should a transfer of annual leave be considered. The process to be followed to request authorisation in advance at your Portfolio Lead/Director level is contained in the detailed [communication on using annual leave available here](#) (intranet link, networked devices only).

The HR Hub can be contacted on ext 52888/01224 552888 or gram.hr@nhs.scot if there are any queries on the application of the above.

2023/24 Agenda for Change pay offer In case you missed it, details of the 2023/24 pay offer for NHS Scotland Agenda for Change staff were published on Friday. [More information is available here.](#)

National Adult Support and Protection Day 2023 - Spotting the signs of adult self-neglect: Today is National Adult Support and Protection Day; the theme this year is self-neglect. Throughout this week, the Public Protection team are highlighting the role we all can play in Recognising, Responding, Reporting, Recording, and Reflecting on Adult Protection concerns. Adult Protection is everybody's business and the information we'll be sharing this week is relevant not just in our work but also in everyday life, click here for more information: [Home - Act Against Harm](#)

[This intranet article](#) (networked devices only) gives an overview for healthcare practitioners as to your role and responsibilities related to Adult Support and Protection. It also gives some information on the resources and services available if they think an adult is being harmed or is at risk of being harmed. A National video - [Seen something? Say something: help keep people safe from neglect](#) is available to view explaining some of the signs of self-neglect. Full information on how to report Adult Protection concerns is available on the [Public Protection intranet pages.](#)

Power cut preparations The impact of Storm Otto has, thankfully, been short lived, but it's a reminder of the importance of power cut planning. There is a short guide, outlining the questions a team or service should ask themselves about how they would cope without power, on the NHS Grampian website. It is stored alongside the Daily Briefs, under Working With Us/HR Portal/NHSG Staff Daily Briefs

HEPMA (Hospital Electronic Prescribing & Medicines Administration) Next Tuesday (28 February) Roxburghe House will become the first area in Grampian to implement HEPMA. While it's particularly important for staff who support Roxburghe House to have access to HEPMA, it will also be required by anyone who may need to view medicine reconciliation information for a patient there. To gain access to HEPMA, users must:

- [Complete an eLearning module via Turas](#) (link may require Turas log-in)
- Apply for access via the [Patient Management and Clinical Information System Registration Service](#).

Additional classroom training sessions (both in person and digital) are being offered by the HEPMA training team: further information is available on the HEPMA [Training page](#) can courses bookable via the [training calendar](#) If you work in a ward a patient from Roxburghe may be transferred to, while you may not require HEPMA access yet, it's important to familiarise yourself with HEPMA's **MAC & MAPs** which patients transferring to a non-HEPMA ward will arrive with. [Here is the link to guidance to familiarise yourself](#).

HEPMA will be rolled out during April/May, starting with ARI. We would encourage everyone to get prepared and book their training via the link about. [There's more information about HEPMA here](#), with [additional regional resources here](#). ARI team are invited to drop into the Healthpoint to catch up with the team in person.

Step count challenge – the winners! The scores have been checked and we are delighted to tell you Brucey's Fit Bits are the winners of the step count challenge. The team, based at Strathbeg ward at Royal Cornhill, logged more than 4.9 MILLION steps during the challenge – a huge well done to them! This was the biggest step count challenge we've ever had; in total 600 MILLION steps were recorded by 384 teams, with 61,000 km of potential car journeys replaced by steps. Everyone who took part should be very proud.

Pause for thought *Who have you felt gratitude from recently? What difference did that make to your day?*

Your Monday pause for thought is taken from the previous week's Guided Journaling sessions, offered as part of We Care. [More information is available on their website](#).

Tune of the day Thanks to Morag Watson, part of the Neonatal team, for today's request: Kelly Clarkson's take on [Dancing Queen](#). Morag says: "ABBA will always be my all-time favourite group but for someone to come along and break down a classic such as Dancing Queen deserves the credit" (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