

Core brief

Friday, 08 April 2016

Introduction

This issue of Core Brief highlights to staff the importance of patient confidentiality, provides a link to an NHSGGC press release on new patient menus and reminds staff of the uniform and dress policy.

The importance of patient confidentiality

Patients should feel 100 per cent confident that when they are in our care their personal information is kept confidential and treated with respect.

All staff have an ethical and legal duty to keep patient information confidential and secure.

This includes not discussing patient information nor work related issues with family, friends or the media, including posting on social media.

Please be aware that discussing rare diseases, drug treatments or statistical analyses within a small group could directly or indirectly identify an individual.

There are two training modules available on LearnPro explaining how we should treat personal information to ensure we comply with the Data Protection Act 1998.

These are - Safe Information Handling which is foundation level and suitable for all staff, and Safe Information Handling in Practice which is intermediate level.

They can be found at: <http://nhs.learnprouk.com>

If patient information becomes public this may be viewed as a breach of confidentiality and of the Data Protection Act and could be dealt with in line with the Board's Disciplinary Policy and Procedure.

All staff are also bound by the NHSScotland Code of Practice: Protecting Patient Confidentiality, [click here to read](#).

NHSGGC PRESS RELEASE - New healthy meal deal for NHS patients

More choice, less waste – that's the message from NHS Greater Glasgow and Clyde as they dish up a new patient menu from next week. The move comes as a result of extensive patient feedback and analysis of the most and least popular dishes. [Click here to read the full press release](#).

Staff uniform and dress policy reminder

Where changing facilities are available staff should use them to change in and out of uniforms.

Uniforms should not be worn while carrying out errands, and should be covered by a coat or jacket when travelling to and from work, especially on public transport.

All staff must comply with the uniform selection guidance issued under the National Uniform Policy, Dress Code and Laundering Policy, and any questions should be put initially to your line manager/supervisor.

Guidance is also given under Personal Protective Equipment (PPE) elements of the Standard Infection Control Precautions (SICPS) Policy which can be found in the ICN manual on your pc desktop.

[Click here to read the full policy.](#)

Are your contact details up-to-date? [Click here](#) to check