

Core brief

Daily update
(30 December 2020, 1.50pm)

Topics in this Core Brief:

- Life on the Frontline – Gayle Robertson, Technical Service Manager
- Lateral Flow Testing
- Banking giant's cash boost of £250,000 for staff R&R hubs
- Naming Conventions for O365 Teams

DAILY REMINDER: Social Distancing is Everyone's Responsibility
Please work from home where possible. Where this isn't possible, local managers in conjunction with staff must ensure that the two metre social distancing guidelines are adhered to wherever possible.

Life on the Frontline

[Gayle Robertson, Technical Service Manager, Pharmacologistics](#), Pharmacy Distribution Centre (PDC).

During the pandemic we had to find new ways of working. Home working for me was strange as I'd always been visible and had strong social connections with my colleagues. We applied a flexible approach to reduce the footfall in the PDC and even found time to produce a few Tik Tok dances which were a great boost for our well-being.

We hope that you are enjoying these personal accounts of life on the frontline, if you want to watch all of our videos on how our staff are adapting during the pandemic [click here](#). If you would like to feature in one of the videos and tell us about how you and colleagues have been affected, then please get in touch: staffnewsletter@ggc.scot.nhs.uk.

Lateral Flow Testing

Lateral Flow Testing has begun across our inpatient areas with over 13,300 kits distributed across our Acute and Mental Health Inpatient areas. Our next focus is on the Vale of Leven, Dykebar, Inverclyde Royal and the Dental Hospital along with issuing kits to our patient facing bank workers, volunteers and vaccinators.

If you have now been issued with your kit please ensure you register the kit on the following link [here](#) and also look at the video and training information [here](#). Whilst it is a voluntary initiative it's really important that you register your kit and submit your test results on a regular basis.

All our inpatient areas will have completed rollout by 17 January 2021.

From 4 January 2021 a similar exercise will commence for our community based staff and those professionals who regularly visit care homes.

All resources are available on the NHSGGC website - <https://www.nhsggc.org.uk/your-health/health-issues/covid-19-coronavirus/for-nhsggc-staff/lateral-flow-device-testing-guidance/>

Banking giant's cash boost of £250,000 for staff R&R hubs

Banking giant Barclays has donated £250,000 to the Health Board as part of its efforts to help people and communities most impacted by COVID-19, and the money is to be spent on our network of Staff Relaxation and Recuperation Hubs.

Anne MacPherson, Director of Human Resources and Organisational Development said: "We would like to thank Barclays for their generous donation, and we are delighted that it is being put to such good use.

"COVID-19 has touched every one of us in some way and our staff have been working tirelessly throughout the pandemic to support our patients and their loved ones, our colleagues and, ultimately, our local communities, so to be recognised in this way is very welcome.

"This donation will make a real difference to NHSGGC and our workforce, and it is a lovely way to round off such a challenging year."

To read more [click here](#).

Naming Conventions for O365 Teams

O365 Teams was rapidly deployed in March to help maintain staff communications during COVID-19. At the time of deployment there was little guidance available to staff regarding naming conventions which has led to difficulties in identifying which Teams sit within each Health Board.

To resolve this issue would owners of all NHS Greater Glasgow & Clyde Microsoft Teams please ensure that your Team name is prefixed with '**GGC**', for example 'GGC - Records Management'. This is essential for the identification and management of Teams by national colleagues. This is a mandatory naming convention applicable to all Teams, existing and future.

To rename a Team:

1. Click on the three dots to the right of its name;
2. Pick 'Edit team' from the menu that opens;
3. After you click on 'Edit team', a box will open where you can see and edit the Team's name;
4. When you've added the GGC prefix to the Team's name click 'done' to save your changes.

To ensure confidentiality you should also ensure that your team is set to 'private'. This can be done at the same time as changing your team name using the process outlined above. If your privacy setting says 'public' click the little down arrow to the right and change the setting to 'private' before you click 'done'.

Further advice and guidance on Teams can be found here at our dedicated O365 knowledge centre [Office365KnowledgeCentre](#) or by contacting the IG Team at: data.protection@ggc.scot.nhs.uk

Please keep up-to-date with the latest guidance on our dedicated web pages at:

www.nhsggc.org.uk/covid19. If you have any questions about the current situation please check the [FAQs](#) first. If you have any further questions, please email: staff.covid19@ggc.scot.nhs.uk

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).