

Core brief

Daily update

(3 February 2021, 8.30am)

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Staff COVID-19 vaccination update

Our vaccination teams have delivered vaccination to 76000 health and social care staff since the start of the programme in December 2020.

As the vaccination programme moves to vaccinate people in the community we wanted to update staff on next steps.

We will be setting up further staff clinics in February for new staff, those returning from maternity leave and those who were unable to be vaccinated because they have recently tested positive for COVID. Arrangements will be shared via line managers and Core Brief.

We are awaiting final guidance on vaccinating pregnant women.

If someone could not receive the Pfizer vaccine as they have experienced anaphylaxis we will be setting up clinics with a different vaccine. If you are in this group please email occupational health at Occupational.Health@ggc.scot.nhs.uk so we are aware of your need.

For staff who are not in frontline roles you will be vaccinated in accordance with the JCVI priority groups. GPs will not be delivering vaccinations and you will receive a letter when your appointment has been scheduled. For more information please see [NHS Inform](#).

Second dose appointments continue to be notified to staff in batches to allow appointments to be scheduled 10-12 weeks after the first dose was given.

Maria joins the efforts to vaccinate people against COVID-19

Maria Hewitt has personally experienced the devastating impact of the pandemic having lost her husband John (pictured right together) to COVID-19 in June 2020.

Maria is a nurse with the staff bank and to try and help other families from going through what she has, she has joined our team of vaccinators.



She said: "I want to keep giving back to honour John's memory. He was always trying to help others, that's the kind of person he was. He was a humbled, caring, and decent man who would always encourage me to help others as he did.

"By doing the vaccinations I am helping in a very small, but important way in reducing the transmission of this virus, the hospitalisations and the number of deaths."

Maria's story is a stark reminder of why it is extremely important why we all follow the rules to help keep ourselves, our families and colleagues safe during this pandemic.

It is essential that we all adhere to the [social distancing guidance](#) at all times, comply with the two metres distance, including on breaks, in changing areas and common areas in buildings. For tasks where two metres social distancing cannot be achieved, appropriate PPE including a GGC issued Fluid Resistant Surgical Mask should be worn.

Staff should also clean their hands regularly throughout the day, including when you arrive at work, before and after eating, and when you leave work.

HR COVID Support Team

Did you know?

- The latest guidance in relation to carry over of annual leave for 2020-21 into 2021-22 has now been published. It sets out requirements for managers to agree a programme of usage over the course of the year and the need to ensure that plans are put in place to encourage phased use of this across all areas. Where possible, staff should utilise their entitlement to annual leave as it is important that staff are allowed time away from work to rest and recuperate. Maintaining the wellbeing of staff during the pandemic is essential and all efforts must continue to allow staff to take their annual leave.

The circular can be accessed via the [staff FAQ's](#).

- Management Quick Guide V.8 has been updated to include examples of COVID absence recording on SSTS.

If you would like support or guidance on anything mentioned above please do not hesitate to contact the team by email at staff.covid19@ggc.scot.nhs.uk.

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 and 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 at our dedicated O365 knowledge centre [Office365KnowledgeCentre](#) or by contacting the IG Team at data.protection@ggc.scot.nhs.uk

Violent and aggressive behaviour

Staff may have seen in the media recently that an individual who assaulted members of our staff has been sentenced to 18 months in jail.

While it may be reassuring that this individual has been prosecuted, violence and aggression should not be experienced by any member of our staff.

Our staff work tirelessly to care for our patients and you should not have to face this type of behaviour from members of the public. If staff do find themselves experiencing violence or aggression of any sort, please report it immediately, initiate support from our site security team and if needed, the police. We fully support and encourage our staff to pursue such incidents through the criminal justice system.

[Click here for more information on violence and aggression.](#)



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](#).

It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [StaffNet](#)