

Core brief

Daily update

(22 November 2021, 5.40pm)

Topics in this Core Brief:

- Physical Distancing signage updated
- Medical and Dental staff Christmas and New Year holidays 2021/22
- Datix – Learning lessons from incident investigations
- Health and Safety Important Message – updated guidance for qualitative (Hood) face fit testing (FFT)
- Come and join the Staff Bank service

Physical Distancing signage updated

A series of physical distancing signage is available for all staff to order for their area. [Click here](#) for a list of what signage is available and how to order.

Medical & Dental staff Christmas & New Year holidays 2021/2022

In line with the provisions of the Medical & Dental Terms and Conditions (which applies section 2 of the General Whitley conditions) where 25/26 December and 1/2 January fall on a Saturday and Sunday, these will be treated as normal weekend days. Anyone rostered to work on these days will receive the normal premium rate for working at a weekend but will not be entitled to time off in lieu. The premium rates for weekend working will have already been taken into account when averaging your total pay over the annual cycle as part of the job planning process.

Accordingly, the public holiday entitlement will apply on Monday and Tuesday 27/28 December and 3/4 January. Anyone rostered to work on these days will receive normal public holiday rates and time off in lieu.

Datix – Learning lessons from incident investigations

Datix is NHSGGC's incident management system. All members of staff are able to report an incident via the Datix icon on [StaffNet](#). Incidents should be reported as soon as practically possible, even if they are not discovered until sometime has elapsed.

The [Board's Incident Management Policy](#) outlines the timescales for review and approval of incidents on Datix.

All incidents should be reviewed and approved on Datix within **28** days of being reported. It's key that these reviews are completed within the timescales to ensure lessons are learned, to allow measures to be put in place to prevent incidents from recurring and also to allow the sharing of learning with colleagues.

A [LearnPro](#) module is available to support managers who have responsibility for Datix Reviews and can be accessed under **GGC: 134 Datix - Manager Training**

A report is available on Datix for all managers to run to show Overdue Incidents under their areas of responsibility. This can be found under **My Reports**, and by selecting **Overdue Incidents for All Managers**

If there have been changes in local management structures then the Datix team can update the reviewers and approvers on the system simply email: Datix.administrator@ggc.scot.nhs.uk

Health & Safety Important Notice - updated guidance for qualitative (Hood) face fit testing (FFT)

All local qualitative face fit testers who have not completed the updated training on the new process for Qualitative Face Fit Testing **should no longer** be face fit testing.

To support this change in qualitative FFT the Health and Safety department have developed the following supporting documentation and information with accompanying assessment:

- Standard Operating Procedure
- Presentation
- Video demonstration.

For All Local Face Fit Testers:

- Do not continue to provide face fit test to staff if you have not completed training on the new process
- If you have not received an e-mail informing you of these changes, please contact HealthAndSafety.Alerts@ggc.scot.nhs.uk
- The new process requires that you have one additional kit. The Pecos codes for the additional qualitative face testing kit will be provided to you once you have completed the Webropol and achieved the required pass mark of 100%.

For Managers of local Face Fit Testers:

- Ensure that your staff who are providing face fit testing have completed the new training and are providing qualitative testing in line with the new process
- If staff have not completed the new training, please ask them to do so to allow them to re-commence delivery
- A register of local face fit testers will be disseminated through your senior management team.

Any queries please contact HealthAndSafety.Alerts@ggc.scot.nhs.uk

Please find all relevant Health & Safety information in our COVID-19 page within HR Connect: <https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/health-safety-covid-19/>

Come and join the Staff Bank service

We are welcoming internal applications for both nursing and non-nursing roles with NHS Greater Glasgow and Clyde's Nursing and Midwifery Bank. With a wide variety of flexible shifts across both acute and community services we would be delighted to hear from you. More information and our online application is available through our internal careers site at <https://apply.jobs.scot.nhs.uk/internal/>.

Lateral Flow Tests - Available to all staff working on site

Speak to your line manager about where to collect your test kit, then:

		
Register your kit	Test twice per week	Record your results

Keep your colleagues and patients safe from COVID-19

Help stop the spread!

Visit: www.nhsggc.org.uk/lfd-stafftesting

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: HR.Support@ggc.scot.nhs.uk.

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

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