

Core brief

Daily update

(17 December 2021, 6pm)

Topics in this Core Brief:

- Annual leave buy back and carry over 2021/22
- New temporary visiting arrangements in adult acute and mental health wards
- We're exhausted! How can we keep going during the COVID-19 pandemic?!

Annual leave buy back and carry over 2021-22

As previously advised the Scottish Government has issued updated guidance in relation to annual leave carry over for 2021-22 and the ability to "sell back" some annual leave for health and social care staff.

Staff should continue to work with their line manager to try to take their annual leave entitlement this year, however – where this is not possible:

- Staff can sell back up to a maximum of **10 days** accumulated leave from 2020-21 to be paid at time and a half
- This is subject to criteria that staff members have to take at least their statutory minimum of 28 days (20 days annual and 8 public holidays for AFC, Exec and Senior Managers - until 31 March 2022) and 18 days of annual leave and 10 public holidays for Medical and Dental staff (for personal leave year 2021-22).
- Staff who do not wish to sell back leave will be able to carry over leave they have been unable to take due to service pressures into the 2022-23 leave year.

This is a voluntary scheme and no pressure will be put on staff to sell their leave entitlement in this way.

If you would like to arrange for some of your leave to be bought back then you should arrange to complete [the form linked here](#) with your Line Manager, who will then return it to ggcepayroll.team@ggc.scot.nhs.uk

New temporary visiting arrangements in adult hospital wards

To ensure the safety of patients, their family and staff, hospital visiting arrangements in adult and mental health wards will temporarily change from **Monday 20 December** as follows:

- Patients in **shared accommodation** such as nightingale type wards and 4 and 6 bedded bays will be able to have [essential visits only](#)
- Patients in **single room accommodation** will be able to benefit from the support of **one visitor each day**. This visitor can change each day.
- Patients in paediatrics, neonates and maternity wards are able to benefit from a maximum of two visitors each day.

Arrangements will be kept under close review with an update to follow regarding visiting on Christmas Day. The visiting review team will meet next week to risk assess the situation in its entirety regarding what controls are required.

The group will also review Christmas Day visiting and will update via the Core Brief next week.

Exceptions to the above arrangements

As is standard infection prevention and control practice, wards with a **current active outbreak** are required to temporarily restrict visiting to [essential visits](#) only, for the duration of the active outbreak. Once resolved, the temporary visiting arrangements described above will then apply.

Guidance and safety measures in place across all NHSGGC wards

1. Flexibility and compassion

This guidance should be applied with as much flexibility and compassion as possible. Consideration should be taken to assess each patient's needs on an individual basis.

We should be mindful that carers, those providing essential care or emotional support, or spiritual care are not considered visitors for the purposes of this guidance so should continue to be permitted to attend a patient in hospital, including in areas where essential visits only are in place.

2. Lateral Flow Device Testing

Family members should have a **negative Lateral Flow Device** test result ahead of every visit. Ward staff are not being asked to verify negative results on a family member's arrival, but should make these new expectations clear, alongside the existing protections to every family member (e.g., face masks, 2m physical distancing, hand hygiene) in advance.

3. Fluid Resistant Surgical Masks

All visitors should wear a **FRSM** (not a face covering) for the duration of their visit in a hospital building, unless exempt.

4. Person Centred Virtual Visiting

Where in-person support is not possible for any reason, a patient should be supported to use the hospital iPad or their own personal mobile or tablet to maintain contact with the people who matter to them. It is important to bear in mind that the virtual option is available for circumstances where in-person support is not possible due to visiting restrictions, for clinical reasons, by geographical distance, or because the visitor is isolating.

Further information about Person Centred Virtual Visiting is available on the [NHSGGC website](#).

5. Give and Go

The successful '**Give and Go Service**' available earlier in the pandemic will be remobilised from Monday 20 December, for family to drop-off essential personal items for patients and to pick up laundry etc. The service will be available at GRI, the RAH and the Beatson, from 12pm – 5pm Monday to Friday.

Local arrangements will be in operation in all other sites. Please speak to ward staff on other sites who will advise of local arrangements for dropping off and collecting belongings.

Further information can be found on the [Give and Go Webpage](#).

6. Further information and guidance

The [visiting webpages](#) and [guidance](#) will be updated accordingly, and communications made to the public. Your support and efforts to ensure patients are kept safe and have support from those who matter to them where possible is greatly appreciated.

We're exhausted! How can we keep going during the COVID-19 pandemic?!

The Covid-19 pandemic has been challenging for us all. Reports of burnout and staff feeling empty and mentally exhausted have not surprisingly increased during the pandemic. You may have found yourself working in ways that are not your normal due to staff shortages, COVID related restrictions or working in a redeployed role. It's completely understandable that this can lead to us feeling anxious, experiencing changes in mood and sleep difficulties, and can also lead to feelings of guilt, shame, anger and dissatisfaction.

We know that many of us are feeling exhausted and we thought that it could be helpful to check in with you about how we can all keep managing through this as best we can. We also wanted to let you know a bit about what services have been set up for you and your colleagues. These include how to look after your own wellbeing day to day, how to support colleagues and finally information on how to contact the Occupational Health Psychological Therapies Service (OHPTS).

Looking after your wellbeing

The videos below have been created in order to provide some quick tips and strategies for managing your own wellbeing at this time:

- [Short version – Quick Tips \(7 minutes\)](#)
- [Longer version \(25 minutes\)](#)

The eModules below are introductions to the concept of Psychological First Aid (PFA) which is a way of helping us to focus on elements of our situation that we can control, to build resilience and strengthen our coping strategies and supports.

- [PFA for staff](#)
- [Looking after your team – PFA for managers/leaders](#)

If you feel you need support beyond the resources above then please get in touch with us at OHPTS. The video below lets you know how to contact us, our telephone number is 0141 277 7623. [How to access psychological support from OHPTS'](#)



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
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Keep your colleagues and patients safe from COVID-19

Help stop the spread!

Visit: www.nhsggc.org.uk/lfid-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](#).