

Core brief

Daily update
(15 March 2022, 3.00pm)

Topics in this Core Brief:

- Occupational Health – Management Referrals
- Our Postal Services Provider is Changing
- Young Carers Action Day – 16 March 2022

Occupational Health – Management Referrals

The Occupational Health Service will be introducing a new process for online management referrals to the service. This service will be in place from 21 March 2022 and will be the only method for making management referrals to the service. Managers will be contacted by email from eHealth with log-in details. If you do not receive an email from eHealth by the end of March, please send your details to occupational.health@ggc.scot.nhs.uk and you will be provided with the appropriate access.

Information on the management referral process can be accessed via this link:

<https://www.nhsggc.org.uk/working-with-us/hr-connect/occupational-health/management-referrals/>

Our Postal Services Provider is Changing

From 1 April 2022, NHSGGC will change its Postal Service provider to Royal Mail.

Whistl have been the contracted provider for Postal Services for a number of years; however, they will stop providing this service on 31 March 2022.

As a result of Scottish Procurement releasing a national 'Postal Services' framework; NHSGGC Procurement working in collaboration with Facilities colleagues, made the decision to utilise this Framework in order to ensure that NHSGGC will receive that best Postal Services available.

A part of this service will involve reducing our usage of A4 sized envelopes and replacing them with C5 and DL sized envelopes unless there is a reason which would prevent the use of these smaller sized envelopes. In order to achieve this your letters will now need to be folded in accordance with the new envelope sizes, more information on this will be shared.

The new service will work like the current service, with the only notable difference being who picks up the mail. For those who will be directly involved in the day-to-day management of our post, full training will be provided.

Between now and 1 April, NHSGGC Procurement and NHSGGC Facilities Heads will work in collaboration with Royal Mail to ensure that there is as little disruption to you as possible. If you have any concerns, please contact your local site facilities manager in the first instance or contact the NHSGGC Procurement Customer Services Desk.

All relevant information will be communicated weekly from now until the 'go-live' date of 1 April 2022.

Young Carers Action Day – 16 March 2022

The theme of this year's Young Carers Action Day is "taking action on isolation" with the aim of ensuring all young carers have access to support to help them with feelings of loneliness and isolation.

As staff, we can help by ensuring that young carers are identified as quickly as possible and signposted or referred to local carer support. This Young Carers Action Day we are asking everyone to take a moment and reflect on our patients and their families – could there be a young person who is a carer? Are they getting the support they are entitled to?

Remember, an unpaid carer is anyone looking after a family member, friend or neighbour who needs help. A carer does not need to be living with the person they care for.

If you know or work with any young person who you think might be a young carer please encourage them to link with local carer support services where they can get further support. Anyone can call 0141 353 6504 or find [local centre details](#) online to either self-refer or refer someone they know.

To keep up to date with all carer-related information follow us on [Twitter](#). If anyone has any questions or concerns they can contact Jennifer.Watt@ggc.scot.nhs.uk

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](#).

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](#)