

Monday 30 May 2022

Smarter Working update We have a number of teams acting as 'early adopters' of hybrid working. Their experience will help the rest of the organisation shape their approach, as we look to embed a new way of working. As part of this, a manager's toolkit is being developed, along with a Return to Office checklist. We plan to share these documents more widely in the coming weeks. We are also exploring the use of a desk booking system; again, feedback from the early adopters will help the Smarter Working group understand if this is something which can be used across the organisation. If you have any queries, please contact gram.smarterworking@nhs.scot.

Confidential Waste Pink NHS Grampian confidential waste bags are to be used for the disposal of confidential paper waste only. Magazines, journals, and folders are not confidential and should be disposed of in Mixed Recycling bins instead. Many of the bags received in Central Stores are also over-filled and very heavy, particularly those bags containing magazines and journals. These bags are lifted into cages and then into the contractors skip by NHSG staff, so please be aware of the weight of these bags when filling them. Porters will be advised not to remove bags from sites if they are deemed to be overweight, therefore staff may be required to decant contents to reduce the weight of these bags before they will be collected.

TrakCare Record Locking We shared some information on Friday regarding the locking and unlocking of TrakCare records; unfortunately, a few steps were missed in that piece, which we are happy to clarify. Whilst the Site & Capacity team can unlock records, they should be your last resort. The ideal avenues to explore in order to unlock a record are:

- If possible, ask the member of staff who has locked the record to unlock it
- Ask your local receptionist to unlock it
- Ask a senior nurse on the ward to unlock it
- In hours ask the eHealth service desk to unlock it
- Last resort – ask S&C to unlock it

Also please try and not lock records to start with. This guidance may be a useful aide memoir around how to ensure the record is shut properly once you have finished with it: [avoiding locked records.pdf \(scot.nhs.uk\)](#) (intranet link, networked devices only).

Dysphagia – new Turas module [A guide to dysphagia | Turas | Learn \(nhs.scot\)](#) This is a fantastic, easy to follow module for all staff who work with patients/clients who have eating and drinking difficulties. It is recommended for all nursing, domestic, and catering staff who work in acute, community hospitals and care home settings. It will be a real confidence booster and provides practical advice on modified diets and the reasons why it is so important for people with swallowing difficulties to be given the correct drinks and food.

PPE donning & doffing training PPE donning and doffing training is offered to ensure you can keep your skills sharp. All sessions take place at 11am, last an hour, and are delivered via Teams. The current available dates are shown below; email: gram.ipc-donn-doff-training@nhs.scot to book your place.

- May – Tues 31
- June – Wed 8, Tues 14, Wed 22, Thurs 30
- July – Tues 12

As a reminder, these sessions should be undertaken as well as (not instead of) the mandatory training on Turas. Turas training comes in two parts, 1) Droplet precautions and 2) AGP precautions. Both trainings should be completed annually.

Axe the Fax – reminder The NHS Grampian Fax Server will be switched off on Wednesday (1 June). Please make arrangements to replace your fax machine with an alternative form of communication. If you require any information or assistance in finding an alternative form of communication, please log a call with the IT Service Desk on ext. 54444.

Mindfulness taster sessions – ARI Mindfulness sessions will be on offer in the Sandpiper Sanctuary at ARI on the following dates:

- Thurs 16 June
- Thurs 14 July
- Thurs 18 August

All sessions run 3-4pm and are provided by the Varapunya Meditation Centre. To register for one (or more than one) session, [please complete this form](#).

Pause for thought Here is your weekly opportunity for reflection, taken from last week's Guided Journaling sessions:

Rasmus Noah Hansen, Danish Organisation Designer says: "*Organisations that cultivate a culture of questioning become more resilient, creative and healthy - but it can be argued that the structure of most organisations in the West create cultures where people are 'talking more to prove more instead of asking more to learn more'*". What could 'asking more to learn more' lead to for you? And what might it lead to for others?

Grampian Pride A huge thank you to everyone who took part in the Grampian Pride parade on Saturday. Union Street was once again transformed into a riot of colour and it was great to see so many people, representing so many different areas of health & social care. Particular thanks must go to Lydia Henderson and Adam Whiteside for their filming and photography work during the event; you can see their handiwork on the NHS Grampian accounts on Twitter, Facebook, and Instagram.

Just for fun With the Platinum Jubilee Public Holiday looming, I got into a bit of conversation with colleagues about whether we preferred a Friday holiday or a Monday holiday. We couldn't come to an agreement, so I am turning the question over to you all: [you can have your say here](#).

Tune of the day Charlatans frontman Tim Burgess celebrates his birthday today, so what better way to round off a Monday than with [One to Another](#)? Whatever your day has been like, turn this one up loud, and send it on its way (EP).

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via gram.communications@nhs.scot