**Daily update
(11 September 2023, 4.10pm)**

Topics in this Core Brief:
- Drop-in Vaccination Clinics for Non-Frontline Staff
- Information Sharing & Training

Drop-in Vaccination Clinics for Non-Frontline Staff

Three winter vaccination locations will be open as drop-in clinics for non-frontline NHSGGC staff on Tuesday 12 September 2023. Please see addresses and times available below.

- Barmulloch Residents Centre, 54 Quarrywood Rd, Glasgow, G21 3ET – 10.00am – 6.00pm
- Johnstone Town Hall: 25 Church St, Johnstone, PA5 8EG – 10.00am – 6.00pm
- Glasgow Central Mosque: 1 Mosque Avenue, G5 9TA – 10.00am -6.00pm

Please be aware that if attending a vaccination clinic for a drop-in appointment you may have to wait, depending on demand. Staff will endeavour to see everyone as quickly as is possible.

The drop-in winter vaccination bus will continue to visit hospital sites this week also. Please see the schedule below.

Monday 11 September	10.00am – 5.00pm	Inverclyde Hospital (staff car park - enter Larkfield unit, round corner on left hand side) Larkfield Road, Greenock, PA16 0XN
Tuesday 12 September	10.00 am – 5.00pm	Royal Alexandra Hospital (back of hospital near estates/facilities) Corsebar Drive, Paisley, PA2 9PN

Wednesday 13 September	10.00am – 5.00pm	Vale of Leven Hospital Main Street, Alexandria, G83 0UA
Thursday 14 September	10.00am – 5.00pm	Stobhill Hospital (layby next to minor injuries) 133 Balornock Road, Glasgow, G21 3UW
Friday 15 September	10.00am – 5.00pm	Victoria ACH Hospital (car park at the rear of the Victoria opposite the minor injuries department) 55 Grange Road, Glasgow, G42 9LL

Information Sharing & Training

As employees of NHSGGC we all have access to personal data regardless of our position within the organisation. As such, we are ALL responsible for protecting personal data in relation to patient confidentiality by ensuring data is shared appropriately, by following data protection legislation and other laws on privacy.

Staff training is key to ensure staff understand their responsibilities and this is achieved through initial training at induction and the completion of Information Governance and Security mandatory modules. The two modules which staff are required to complete are:

Module 009 Safe Information Handling - this e-learning module explains the core concepts of safe and appropriate handling of personal and other information and describes the strategies and skills required to safely manage information.

Module 008 Security & Threat - this e-learning module will ensure all staff will be able to take practical steps to promote a positive security culture within their own workplace and reduce security breaches.

Please ensure that you have completed these modules or you raise any questions in the first instance with your line Manager.

In addition to mandatory training, regular communications are issued to staff about their responsibilities and refresher or specific tailored training can be requested through the IG team. There is also a wide range of guidance available to staff in relation to Information Governance and associated policies on the new IG Knowledge Hub which can be found at: Information Governance Knowledge Hub (sharepoint.com)

Guidance and support is also available through the Information Governance team. If you have any questions relating to data protection or to arrange training for your service please contact the Team at: Data.Protection@ggc.scot.nhs.uk

Remember, for all your latest news stories, visit our new Staffnet Hub:
GGC-Staffnet Hub - Home (sharepoint.com)

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 website