Daily update
(12 January 2022, 3.15pm)

Topics in this Core Brief:
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- Site security – please help to keep our workplaces safe
- Women's Safety Survey
- COVID 19 – Key Safety Theme – Good Hygiene

Patient Administration Transformation (PAT) Programme – Acute Services

Welcome to the first of our series of updates around the Acute Services Patient Administration Transformation (PAT) Programme.

The Acute Sector SMT recognises the importance of administration roles in delivering patient facing services, and by reviewing these roles and processes, we can achieve better efficiency and support to services. In 2017, the PAT Programme was set up to deliver on agreed objectives. The Programme is supported by a Programme Manager and governed by an overarching Governance Group (PAGG) including Staff Side, HR and L&E colleagues with staff engagement also being key to support the design and implementation of change. A Lead GM from each Sector is aligned to each of the six workstreams and the Administration Governance Manager (AGM) roles were created to ensure consistent implementation of the Programme outputs across all six sectors. An overview from our PAGG members can be viewed here.

In this edition, we introduce the Roles and Responsibilities workstream established to review and consolidate the many job descriptions existing across Acute Services and develop a standard suite across all patient facing roles. Please click here to view the job descriptions and person specifications which have been ratified to date with work progressing around other job roles.

Site security – please help to keep our workplaces safe

It is everyone's responsibility to take security seriously.

At all times staff should please remain vigilant for anyone or anything that looks out of place or suspicious. If anything or anyone looks or is acting suspiciously, staff should request support from site security and report any such incident it to the relevant Security team or your line manager.

In order to help us keep our sites and facilities safe, staff are reminded of the importance of wearing their ID badges at all times. It is the responsibility of every employee to ensure they have the appropriate ID. Wearing your official ID badge is essential. If you do not have one then please contact your local facilities team to arrange to get one.

Many NHSGGC staff also wear the yellow "Hello my name is" badge… this is not a security ID badge and you are also required to wear the official photo ID badge.

If you would like to find out more, there is a lot of good information on the 'Security & Threat' LearnPro module which all staff should complete. Thank you for your cooperation.

Women's Safety Survey

Wise Women, in partnership with Glasgow Girls Club, Commonplace and Glasgow Violence Against Women's Partnership have launched a women's safety survey in Glasgow. The survey aims to gather women's experiences of harassment and abuse in public spaces in the city.

Women are being asked to highlight areas where they have felt unsafe on a "Heatmap", developed by Commonspace. They are then asked a series of questions and have multiple choice answers as well as space to include their own comments.

Women can access the heatmap by going to www.womenssafety.scot or by accessing the app via a QR code above.

The survey is open until 1 March 2022 to any woman who experiences harassment and/or abuse in Glasgow. This includes workers and visitors to the city.

COVID 19 – Key Safety Theme – Good Hygiene

Good hand hygiene is an essential part of staying COVID-19 safe. Please remember to wash hands regularly. Avoid touching your face and use soap and water or alcohol based hand rub for minimum of 20 seconds.

Here is the link to the National Manual HH video: https://youtu.be/-boVsHgDDOc

Good hygiene also includes maintaining a clean working environment and focussing on shared equipment – such as patient equipment, computer keyboards and telephones. Ensure protocols are in place so that high touch points are cleaned regularly including door handles and screens.

Information relation to Physical Distancing can be found here. If you have any ideas to improve Physical Distancing practice, please share with your line manager and email here: SDCommsGroup@ggc.scot.nhs.uk

Lateral Flow Tests - Available to all staff

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

Register your kit   **Test** daily   **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.

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