

Core brief

Daily update

(13 February 2023, 12.05pm)

Topics in this Core Brief:

- Annual Leave Carry Forward 2022-23 to 2023-24
- Improvements to Immediate Discharge Letters (IDL) – Capability to Import Discharge Medicines from HEPMA into Clinical Portal IDL
- Let's talk about... Staff Wellbeing Webinars available on our YouTube channel

Annual Leave Carry Forward 2022-23 to 2023-24

The Scottish Terms and Conditions Committee has issued [updated guidance](#) in relation to annual leave carry over for 2022-23 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 due to pressure on the service:

- Staff can carry forward outstanding accumulated leave from 2022-23 into 2023-24.
- This is subject to criteria that staff members have to take at least their statutory minimum of 28 days.
- Any carried forward leave must be used by 30 June 2023.

Improvements to Immediate Discharge Letters (IDL) – Capability to Import Discharge Medicines from HEPMA into Clinical Portal IDL

A new capability to **import discharge medicines from HEPMA into Clinical Portal IDL** will become available for existing HEPMA/Clinical Portal users from **Thursday 23 February**. This follows a successful pilot at sites within the board.

This capability will bring a number of benefits to service system users and patients including:

- Reduced manual transcription time and effort for discharge medicines
- Quicker and more efficient generation of IDLs
- Quicker discharge process and experience for patients

Quick Reference Guides detailing how to use the new capability (use of which is optional) are available on [HEPMA StaffNet Support Site](#).

HEPMA Facilitators will be on site to raise awareness and provide user support for the new capability. Telephone support will also be available.

Further communications will be issued to follow. Any queries meantime, please contact nhsggc.hepma@ggc.scot.nhs.uk in the first instance.

Let's talk about.... Staff Wellbeing Webinars available on our YouTube channel



A Healthier Place to Work

Colleagues attending the live *Let's talk about... Staff Wellbeing* webinars have been providing fantastic feedback. These short, 10-15 minute webinars focus on various topics which we know are important to personal health and wellbeing and are delivered in a format that enables you to take away top tips and share with others.

- *Great session - really valuable and appreciated*
- *A nice way to start the day thinking about your own wellbeing*
- *This was great, useful takeaways I can implement right away!*
- *This has been super helpful. I will definitely share with the team and use the tips going forward*
- *This was really interesting. I have found these sessions great and enjoy how short they are so easy to fit in to the day.*

The webinars were delivered and recorded by our NHSGGC Principal Health Psychologist, Heather Connolly. Please see below to view the webinar playlist on our NHSGGC YouTube channel and share the links with your networks. You do not need to be NHSGGC staff to access these videos, simply share the link.

YouTube link: [Let's talk about... Staff Wellbeing Webinars](#)

You can also book onto the upcoming *Let's talk about... Staff Wellbeing* webinars (live), which will run monthly this year:

Friday 24 February, 09:30 REPEAT: Let's talk about... Sleep and tips for a better night's sleep	Book here
Wednesday 29 March, 14:30 Let's talk about... Nutrition, Health & Wellbeing	Book here
Thursday 27 April, 09:30 Let's talk about... Understanding our own emotional wellbeing	Book here
Monday 29 May, 16:00 REPEAT: Let's talk about... Stress and tips for coping	Book here

If something isn't right, let's talk about...
Whistleblowing



Whistleblowing

This is a way you can formally raise concerns about an issue that is in the public interest, such as patient safety or suspected malpractice. You can find out more information about the whistleblowing process by visiting National Whistleblowing Standards | INWO (spsa.org.uk). To submit a formal whistleblowing concern, please email ggc.whistleblowing@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](#)