

Core brief

Daily update
(15 May 2024, 2.30pm)

Topics in this Core Brief:

- Information Governance and Data Security
- New active B12 assay
- National Learning at Work Week
- LGBTQIA+ Peer Support Hub Training Day

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

Information Governance and Data Security

As data controllers of both patient and staff data the Board has a legal obligation to ensure that data is kept secure at all times. All staff within NHSGGC have a responsibility to make sure that as part of their everyday work practices they consider the security of patient and staff data.

There are a number of practical steps that all staff must comply with to ensure patient and staff data are kept secure. These are set out as follows:

- Do not access data unless you have a legitimate business reason to do so
- Do not alter, disclose or delete data unless you are authorised to do so
- Do not copy data on to personal devices including phones, pen drives, laptops, tablets or PC's
- Do not remove data from the workplace unless there is a legitimate reason **and** you are authorised to do so
- Do not leave data on desks or at work stations when unattended [GGC eHealth - Clear Desk Policy V2.2.pdf](#)
- Do not open or access any suspicious emails or communications. Report these immediately to spam@ggc.scot.nhs.uk
- Do not share login or password details with any other colleagues.

Further details on the importance of protecting personal data can be found in the Board's Confidentiality & Data Protection Policy here [GGC eHealth - Confidentiality & Data Protection Policy V2.5.pdf](#). Should you have any questions or concerns about data security or require data protection training please see our IG Knowledge Hub here [Information Governance Knowledge Hub](#) or contact the Information Governance Team on data.protection@ggc.scot.nhs.uk.

New active B12 assay

From 14 May 2024 NHSGGC will be changing from the current total Vitamin B12 to an active B12 assay. This active B12 assay, also known as Holotranscobalamin, measures the form of Vitamin B12 taken up into and used in cells. It is recognised to be a more accurate marker of vitamin B12 status.

The new NICE guideline NG239 introduces the concept of indeterminate vitamin B12 levels. Per the NICE guidance the following patient groups with indeterminate active B12 level should be considered for treatment for Vitamin B12 deficiency:

- Patients with a condition which may deteriorate quickly and have a significant impact on quality of life (neurological and haematological conditions)
- Patients who are pregnant or breast feeding
- Patients who have had surgery likely to induce Vitamin B12 deficiency
- Patients with a recognised irreversible cause of Vitamin B12 deficiency (eg autoimmune gastritis).

For other patients with indeterminate active B12 levels other causes of their symptoms should be considered and if necessary active B12 levels could be repeated at three to six months.

Repeat analysis of active B12 levels will not be performed less than 28 days after a previous test under any circumstances.

Guidance on the interpretation of Active B12 levels is available at:

<https://www.nhsggc.scot/downloads/clinical-biochem...gnosis-guideline/>

National Learning at Work Week

The 13 – 19 May marks National Learning at Work week and this year the theme is 'Learning Power'. It highlights how lifelong and continual learning gives us power to change, grow and achieve our individual, team and organisational goals.

The Personal Development Planning & Review conversation gives the opportunity to reflect on these goals, how we contribute to achieving them as staff members and the support we may need to do so. As managers, it allows us to have supportive conversations with our staff enabling them to be the best they can be, with the knowledge and skills that they need and also the support to put these into practice in line with our objectives.

Learning is also one of the key pillars of our NHSGGC Workforce Strategy, where we commit to:

- Support our workforce to achieve their ambitions through development of career paths
- Provide world class learning for all, to maximise personal growth, innovation and quality improvement
- Support the growth of our talent and encourage skill development and enhancement.

So this week whether it's your own Personal Development Planning & Review discussion or as a manager planning for conversations with your staff, take the opportunity to explore the development opportunities available as you prepare for that conversation and use your 'Learning Power' to make a difference.

Useful Links:

- [Learning & Education Webpages](#)
- [TURAS Appraisal](#)
- [LearnPro](#)
- [Knowledge Services SharePoint](#)

LGBTQIA+ Peer Support Hub Training Day

As we continue to grow our existing LGBTQIA+ Peer Support Hub, a further training date for members of staff employed by NHSGGC and/or HSCP who identify as LGBTQIA+ has been scheduled.



The training is for colleagues who wish to explore the role and requirements of a Peer Supporter and have the support of their line manager to implement peer support in their local team.

The date and booking link is noted below. Delegates should note the following prerequisites for completion before the training day:

1. Delegates to complete the online module '**Looking after Yourself and Others**' (NHS staff). The module is packed with essential hints and tips on how to look after your wellbeing and the wellbeing of others. It is available for NHS staff on LearnPro, module GCC 277 and for HSCP social care staff, on their Local Authority learning platforms or 'Introduction to Psychological Wellbeing and Peer Support' (Local Authority Staff).

Alternatively, staff can view this content via live online or face-to-face 45-minute sessions, which have received excellent feedback. Upcoming MS Teams online sessions are listed on the Peer Support webpage and are

available for all staff employed by NHSGGC and/or HSCP to book and attend: [Peer Support Network - NHSGGC](#)

2. Delegates to discuss with their line manager aims for Peer Support and staff wellbeing in their team and / or service. Post course, delegates will be asked to agree with their line manager an action plan to implement local Peer Support and identify the time and resources to do this.
3. It is important to consider your own wellbeing before thinking about supporting others. Please consider whether you are in the position to support your colleagues before you attend this training to become a Peer Supporter.

Date	Time	Venue	Booking
23/05/2024	9.30am-4.30pm	New Victoria ACH, Level 2, Room 16A (Admin Corridor)	Book here

For more information, please visit [Staffnet](#).

Please contact peer.support@ggc.scot.nhs.uk for any questions or queries.

Getting the right care is as easy as ABC

A
Ask yourself
Do I need to go out?
For information on treating minor illnesses and injuries from home, go to **NHS inform** or download the **NHS 24 App**.

B
Be aware
There is help on your doorstep.
Your local **GP, pharmacy, dental practice** and **optician** offer a range of services.

C
Call 111
If it's urgent, or you're unsure, call **NHS 24** on 111.
They'll get you the care you need.

Unless it's an emergency - think ABC before visiting A&E.
For more information: www.nhsggc.scot/rcrp

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](#)