



Daily update
(16 October 2025, 1.15pm)

Topics in this Core Brief include:

- Data Security Spotlight – Confidentiality
- Acute Non-Routine Referral Pathway – TrakCare
- Launch of New LearnPro Modules - Flexible Working (GGC: 350) and Violence Against Women at Work (GGC: 353)
- Six Week Kindness Challenge: Week 3 – Get together for team activities

Data Security Spotlight – Confidentiality

Inappropriate Disclosure of data can result in a data breach and can cause distress to those involved. Please ensure data being provided to individual staff or patients, e.g. discharge letters, test results or reports, is checked thoroughly to ensure it does not include information or documents relating to others. NHSGGC data breach policy can be found [here](#).

Acute Non-Routine Referral Pathway – TrakCare

We are pleased to confirm that the **Acute Adult Non-Routine Vaccination Pathway** is now live on **TrakCare**.

This new pathway allows acute clinicians to refer patients for non-routine vaccinations directly through TrakCare, streamlining the referral process and enhancing visibility and governance across services. Work is progressing to enable referrals via TrakCare for childhood vaccinations, with the pathway expected to be available by early November 2025.

To support a smooth transition, referrals will continue to be accepted for a short time via the existing Microsoft Teams Referral Form alongside the TrakCare pathway. However, please note that the Teams form will be retired on **31 December 2025**. We kindly ask that all referrals now be made via the TrakCare pathway.

A SharePoint page is currently being developed to provide comprehensive information on all vaccinations and referral processes. Further details will be shared in due course.

[Click here to view the user guide for acute clinicians.](#)

Launch of New LearnPro Modules - Flexible Working (GGC: 350) and Violence Against Women at Work (GGC: 353)

The [Cut it Out/Equally Safe at Work](#) Programme Board are very pleased to update you that the Flexible Working (GGC: 350) and the Violence Against Women at Work (GGC: 353) [LearnPro](#) modules are now live for all staff. These vital resources can be found in the Specialist Subjects category on LearnPro and should be completed at your earliest convenience.

These two modules are essential tools designed to directly support managers in their leadership role:

- The Flexible Working module (GGC: 350) will assist managers in confidently navigating and understanding flexible working requests, ensuring a fair and consistent application of policy across all teams.
- The Violence Against Women at Work module (GGC: 353), will equip managers with the skills to recognise the signs of Gender Based Violence (GBV), understand its impact on staff and ensure appropriate support and assistance is provided to our colleagues who disclose or are experiencing GBV.

The [Cut it Out/Equally Safe at Work](#) programme aims to create a culture of zero tolerance for violence against women and all forms of gender inequality within NHSGGC. This training is part of our aim to promote a supportive, safe and equitable working environment for everyone. Successfully embedding this knowledge and practice across all management teams is critical to protecting our staff, enhancing overall wellbeing and demonstrating NHSGGC's firm commitment to the principles of equality.

Support and advice are available to any member of staff who has experienced harassment or GBV:

1. Line Management
2. Trade Union and Professional Organisation [Representatives](#)
3. Bully & Harassment Confidential Contacts – [Confidential Contacts - NHSGGC](#)
4. [HR Support & Advice Unit](#) – contact them via the [HR Self Service Portal](#) or calling 0141 278 2700 (Option 2) if your enquiry is urgent or you would prefer to talk to an HR Assistant.
5. You can also contact our anonymous Bullying and Harassment helpline on 0141 201 8545
6. Speak Up! - [Speak Up! - NHSGGC](#)
7. Spiritual Care Services - [Spiritual Care and Chaplaincy Service - NHSGGC](#)
8. Occupational Health Services - [Mental Health and Wellbeing - NHSGGC](#)
9. Peer Support Network - [Peer Support Network - NHSGGC](#)
10. Civility Saves Lives - [Home | Civility Saves Lives](#)
11. The SARC Service - [Turn to SARCS](#)
12. Women's Aid – [Support and Advice](#)
13. Scottish Domestic Abuse and Forced Marriage Helpline - [Here](#)
14. NHSGGC Violence Reduction Service: [Violence Reduction Service \(Health & Safety\)](#)



Six Week Kindness Challenge: Week 3 – Get together for team activities

As we build up to World Kindness Day on 13 November, we invite colleagues to join us in our [Six Week Kindness Challenge](#).

It might be a simple expression, but it's important to treat others how you wish to be treated. How we treat our colleagues at work, and how we are treated ourselves, has a big impact on our mood, morale, and productivity.

This week, we challenge you to get together to create resources that will help to boost everyone's days now – and be a useful tool for your team going forward.

Here are a few things you could do this week as a team:

- Set up a Kindness Graffiti Wall – create a space where you can post positive messages and acknowledgments of colleagues' hard work or kindness. This could be a noticeboard you decorate together or even just a space on the wall reserved for positive Post-its
- Make a Sunshine Box – each write down uplifting messages or positive affirmations and put them all in a box in a communal area, ready to take one when you need one. Get creative with things that will make your team smile, or look to the internet for inspiration like these example quotes we found [here](#)
- Busy week and stretched for time? Take five minutes to check in with your team over a cuppa

Remember - you can still [submit your nominations for your kind and compassionate colleagues using this online form](#). Help us to celebrate and recognise them around World Kindness Day (13 November)!

Remember, for all your latest news stories, visit the Staffnet Hub:

[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)



Be Phishing and Vishing Aware!



Phishing and Vishing are forms of social engineering, a technique used to gain access to private information, often via email. It can cause a huge amount of damage, disruption and distress. To help prevent social engineering attacks at NHSGGC and at home, remember N.E.T.

No Trust

Verify, via alternative means, the identity of those sending unexpected messages, even if the contacts are known to you.



Educate Yourself

Complete the Security and Threat module on LearnPro. Check online sources to see if emails, SMS messages or other forms of social engineering attacks are known or commonplace. Remember, educating yourself can protect you in both your work and personal life.



Think First

Successful attacks generally require a sense of urgency. Stop! Take a moment to reflect and investigate, this can show these attacks for what they are.



Managing technology and data safely and securely is everyone's responsibility throughout NHSGGC.
For further information, visit: [FAQ---IT-Security-v0.2.pdf](#)

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](#)