NHS Greater Glasgow and Clyde

Core brief

Daily update
(20 April 2023, 11.00am)

Topics in this Core Brief:
- Staff Bursary 2023/24
- COVID-19 Spring booster
- UK Emergency Alert test
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Staff Bursary 2023/24

The Staff Bursary, funded by the Endowments Management Committee will be open for new applications from 1 May to 24 May 2023. (Please do not try to submit an application before the 1 May).

The Staff Bursary Scheme is available to NHSGGC employees from all grades and service areas to support them to gain educational qualifications and undertake courses of study relevant to their role and personal development.

The Staff Bursary will support applications from 1 August 2023 to 31 July 2024 (all courses must start between these dates).

For more information, the application form and instructions on how to complete the form, visit the Staff Bursary pages on HR Connect (Learning & Education) from 28 April 2023. You will be able to save a copy of your application when finished.

If you need further assistance, you can contact the Staff Bursary team at: staff.bursary@ggc.scot.nhs.uk or LE Support 0141 278 2700 (option 3).

The closing date for Applications is 23:59 on Wednesday 24 May 2023.

COVID-19 Spring booster

NHS Greater Glasgow and Clyde have begun the roll out of the COVID-19 spring vaccination booster for those aged 75 and over or for those with a weakened immune system.

The vaccination will help protect those who are at the highest risk of severe illness against COVID-19 or its variants. People who are eligible will either be sent an appointment or will be sent details of how to book an appointment.

NHS Scotland recommends you have the spring booster this year if you:
- are aged 75 years or over (by 30 June 2023) – all patients will receive a letter from the 11 April with their appointment date and time
- are aged 5 years or over (by 1 April 2023) and have a weakened immune system - all patients will receive a letter regarding their appointment from the 24 April
- live in a care home for older adults.

Staff may share this information with patients as required.

Why should I have my vaccine
1. It's important to keep up-to-date with your COVID-19 vaccines
2. Your level of protection against COVID-19 may fade over time
3. Booster doses are recommended to help protect you from getting seriously ill or dying from COVID-19.

For more information, please click on the following link: https://www.nhsggc.scot/your-health/covid-19/covid-vaccinations/ or go NHS Inform: https://www.nhsinform.scot/spring-coronavirus-covid-19-booster.

UK Emergency Alert test

Staff are reminded that the new UK Government Emergency Alert system will be tested at 3.00pm on Sunday 23 April.

The test alert will be sent to most mobile phones across the UK. Devices will make a distinct, siren-like sound for up to 10 seconds, including on phones switched to silent mode. Phones will also vibrate and display a message about the test. You can hear an example of what the test will look and sound like in the explainer video.

As this is a test, no action has to be taken, but staff working in patient-facing roles at the time of the test should be aware that members of the public within NHSGGC sites may not be aware of the test.

If asked, staff should reassure any members of the public that the alert is a test and is not connected to NHSGGC or the services we provide.

There is a list of frequently asked questions available and for more information about the Emergency Alerts system, you can go to the GOV.UK website.

Reporting salaries correctly

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

For payroll deadlines and FAQ's visit StaffNet. For information or support on particular transactions or queries you can contact the relevant teams at:

Team or Service	Example of Queries or Support	Contact Details
eESS	Recording changes to location, band, hours, termination of employment, etc.	HR Portal - NHS GGC HR (service-now.com)
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	HR Portal - NHS GGC HR (service-now.com)
SSTS	Recording shifts, absence, overtime etc.	ssts.team@ggc.scot.nhs.uk
Central Bank	Shifts worked, annual leave requests etc.	staff.bank@ggc.scot.nhs.uk
Payroll	Other payments, payroll guidance, etc.	GGCPayrollQueries@ggc.scot.nhs.uk
Expenses	New claimants, insurance certificates, etc.	eExpenses@ggc.scot.nhs.uk

Staff are reminded to make sure their personal contact details are up to date on eESS.