

Core brief

Daily update

(20 March 2023, 11.05am)

Topics in this Core Brief:

- FairWarning – Appropriate Access to Clinical Records
- Payroll update
- World Oral Health Day
- World Down Syndrome Day – 21 March

FairWarning – Appropriate Access to Clinical Records

The Board has a moral and legal responsibility to protect the confidentiality of the data it holds and patients expect the information we retain about them will be kept secure and confidential. Your job role may give you access to patients' clinical information and you are reminded that you should only be accessing this information in order to carry out your legitimate duties.

To protect against inappropriate access to records, the Board continues to use an audit system called FairWarning which was put in place to provide assurance that clinical information is kept safe. The system provides the Information Governance Team with daily audit reports from clinical systems which allows them to monitor and investigate any potential inappropriate access to records, including staff accessing their own records and those of family members. If, after investigation, a record is found to be accessed inappropriately, then a formal discussion between the member of staff and manager will take place and depending on the severity of the breach, there could be a number of consequences including refresher training and/or formal disciplinary action. Some good practice tips are:

1. Never share passwords with other colleagues or managers.
2. Keep your LearnPro Safe Information Handling Training up to date.
3. Be familiar with the FairWarning guidelines: [FairWarning](#).

Staff are reminded that if they wish to access their own health information, they should submit a subject access request. The Board's Subject Access Policy provides the relevant information and forms needed and can be found here [SAR Policy](#).

If you have any questions on FairWarning or data protection in general, including training, please contact the Information Governance Team at:
data.protection@ggc.scot.nhs.uk.

Payroll update

Please note ePayroll will be unavailable from 7.00pm on Thursday 23 March 2023 for approximately five days due to Financial Year End Processing.

ePayslips for Monthly paid employees will be available from Wednesday 22 March until 7.00pm on Thursday 23 March.

Please access your ePayroll account within this timeframe otherwise you will need to wait until the system resumes normal service.

Copy payslips cannot be issued due to system closure.

- Weekly paid employees paid on 24 March – ePayslips available 20 March.
- Weekly paid employees paid on 31 March – ePayslips available 29 March.
- Monthly paid employees paid on 30 March – ePayslips available 22 March.

World Oral Health Day

Monday 20 March 2023, is World Oral Health Day (WOHD). The aim of the campaign is to empower people with the knowledge, tools and confidence to achieve good oral health.

Poor oral health contributes to a loss of self-confidence, and can be linked to other diseases which can cause negative impacts throughout life. Oral diseases can lead to pain and discomfort, social isolation and serious health issues. Fortunately, there is no reason to suffer: most oral health conditions are largely preventable and can be treated in their early stages.

The theme of the campaign is simple but powerful message – ***Be Proud of Your mouth.***

The NHSGGC Oral Health Improvement Team will be at the following sites to give oral health advice with a smile from 10.00am – 1.00pm today.

- Royal Alexandra Hospital
- New Stobhill Hospital
- Glasgow Royal Infirmary (Queen Elizabeth Building)



- Royal Hospital for Children
- Glasgow Dental Hospital
- East Dunbartonshire HSCP Offices (Belmont Centre)
- Kirkintilloch Health & Care Centre

For more information on WOHD

visit: <https://www.worldoralhealthday.org/campaign-theme-2021-2023>
www.worldoralhealthday.org/sites/default/files/2022-11/FDI_WOHD_2023_V5_ENG_BURNT_IN_SUBS.mp4

World Down Syndrome Day – 21 March

Tomorrow, 21 March is **World Down Syndrome Day**.

To acknowledge the day, we'd love as many of you as possible to join in by wearing the brightest, most cheerful socks you can find. We'd love you to share your pictures on social media @NHSGGC #WorldDownSyndromeDay. #LotsOfSocks, #WithUsNotForUs.



The Staff Disability Forum is giving a £50 Amazon voucher to be drawn at random on the 21 March. Open to all NHSGGC staff including HSCP, to enter, please email ggc.staffdisabilityforum@ggc.scot.nhs.uk with a picture of your crazy socks, your name and work contact. The winner will be announced on 22 March.

Down's Syndrome is a genetic condition caused by the presence of a full or partial third copy of chromosome 21 in the body's cells.

Down's Syndrome is the most frequently recognised form of learning disability. While a learning disability affects a person's ability to learn, it does not mean they cannot learn. Children with Down's Syndrome follow the same developmental path as all children and individuals have the same range of feelings and emotions as we all do. Most importantly, everyone who has Down Syndrome is a unique individual, who is full of potential!

[What is Down's Syndrome? | Downs Syndrome Scotland \(dsscotland.org.uk\)](https://dsscotland.org.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](#)