

Core brief

Daily update

(26 January 2022, 3.30pm)

Topics in this Core Brief:

- Patient Administration Transformation (PAT) Programme: Acute Services - Role Specific Training/Induction (Week 3 update)
- Fire is Everyone's Business!
- Health and Safety Message – For all users of Reliance Protect Lone Working device – Amber Alert February
- Transport update

Patient Administration Transformation (PAT) Programme: Acute Services - Role Specific Training/Induction (Week 3 update)



The Administration Governance Managers have worked very closely with Learning and Education colleagues to produce a catalogue of role specific training for Ward Clerks, Ward Clerk Supervisors, Audio Typists, Medical Secretaries, Waiting List Co-Ordinators, Admin Managers and Admin/Waiting List Managers.

These role specific training modules are key to supporting newly appointed staff into the above roles and also delivers refresher training to existing staff, providing the necessary knowledge and skills required to ensure consistency, quality and efficiency of administrative support for services across the sectors. Please click to view the list of [Role Specific Training modules](#). The catalogue of Role Specific Training modules will be expanded as the AGM and L&E team work through more patient facing administration roles.

Induction checklists have also been created for each of the above roles. Each are designed to provide a professional role specific induction for administrative staff and a resource to support admin managers ensure newly appointed staff members are provided with the correct training and orientation, consistently across all Sectors of the Board. Please click to view the available [Induction Checklists](#).

Fire is Everyone's Business!

Despite previous communications compliance in fire safety training remains low. All staff are reminded that they have a statutory requirement to complete their fire safety training.

Fire Safety training should be completed every year by all staff. The module can be found on LearnPro and the course code is: GGC001 Fire Safety Training.



If you don't have a LearnPro account please contact LE Support on 0141 278 2700 and choose option three – please have your NHSGGC payroll number handy. This will be used as your personal identifier so

that your completed learning can be accurately recorded. You can also speak to your line manager as face to face General Awareness Fire Training sessions are being run across all Board sites.

Ward Managers are also reminded that in addition to the LearnPro module ward based staff should also be provided with ward based fire safety orientation training annually as per the fire safety policy.

If you have any queries regarding this please contact FireSafety@ggc.scot.nhs.uk

Health and Safety Message – For all users of Reliance Protect Lone Working device – Amber Alert February

Reliance Protect currently provides a support service to some of our lone workers across the organisation. A review of usage levels and a plan for improvement is currently ongoing. In early 2022, a larger audit of lone working devices within the organisation will commence by Health and Safety and Reliance Protect. This will ensure that any devices that are unused or surplus to requirements, can be put back into operation and circulation.

We will be asking all services and teams who use Reliance Protect, **to activate an Amber Alert in the month of February**. This will demonstrate where devices are being used and will assist in the process of recovering and recirculating devices where needed.

Where any devices are lost, please inform Health & Safety by contacting Heather.Wood@ggc.scot.nhs.uk as soon as possible.

Those devices that are not activated will be placed onto a list for reallocation. Where departments no longer require the device, risk assessments and procedures must be updated to reflect this and contact made with Health & Safety to ensure the device, charger and any accessories are returned.

All services will be asked to review their local lone working risk assessment and associated protocols.

Further details on Reliance can be found at [NHSGGC: Lone Working Support Service](#) or by contacting Heather.Wood@ggc.scot.nhs.uk Health & Safety Practitioner.

Transport update

ScotRail emergency timetable

Due to continuing staffing issues, ScotRail introduced an emergency timetable from 4 January. We have now been advised by ScotRail it is expected this timetable will continue to be in operation for a further 2 – 4 weeks. For more information, please visit [ScotRail](#).

Highway Code changes

From 29 January, there will be changes to the Highway Code, which will include the establishment of a hierarchy of road users and other changes to improve road safety. More information is available from [Department for Transport](#) website.

Gas mains replacement work - Berryknowes Road, Cardonald

From 31 January, roadworks will begin on Berryknowes Road and will last approximately five weeks.

Most of the work will take place on the footpath with 'give-and-take' traffic management installed where necessary. Parking bays will also be temporarily suspended whilst work is carried out. Further information is available at: www.sgn.co.uk

Lateral Flow Tests - Available to all staff

Speak to your line manager about where to collect your test kit, then:



Register
your kit



Test
daily



Record
your results

Keep your colleagues and patients safe from COVID-19

Help stop the spread!

Visit: www.nhsggc.org.uk/lfd-stafftesting

Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.org.uk/covid19. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please email: HR.Support@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](#)**