NHS Greater Glasgow and Clyde

Core brief

Daily update
(27 October 2020, 4.45pm)

Topics in this Core Brief:
- Medical Certificates of Cause of Death reminder
- Updated Incident Management policy

DAILY REMINDER: Social Distancing is Everyone's Responsibility
Remember Social Distancing applies at break times too. Stagger breaks as much as possible. Be particularly careful in canteen and rest areas. Do not encroach someone's two metre space.

Medical Certificates of Cause of Death reminder

Certifying doctors are reminded that COVID-19 is now a notifiable disease and as such must be recorded on the Medical Certificates of Cause of Death (MCCD). Doctors completing MCCD for confirmed or suspected cases of COVID-19 must 'Tick YES to the DH1 hazard box, as COVID-19 is a notifiable disease' on the MCCD.

Further information is available at: http://www.sad.scot.nhs.uk/atafter-death/death-certification/part-d/

Updated Incident Management policy

NHSGGC's Incident Management policy was reviewed and updated earlier this year. Please see the link below to the updated policy.

https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/policies-guidance-documents-forms/incident-accident-management/
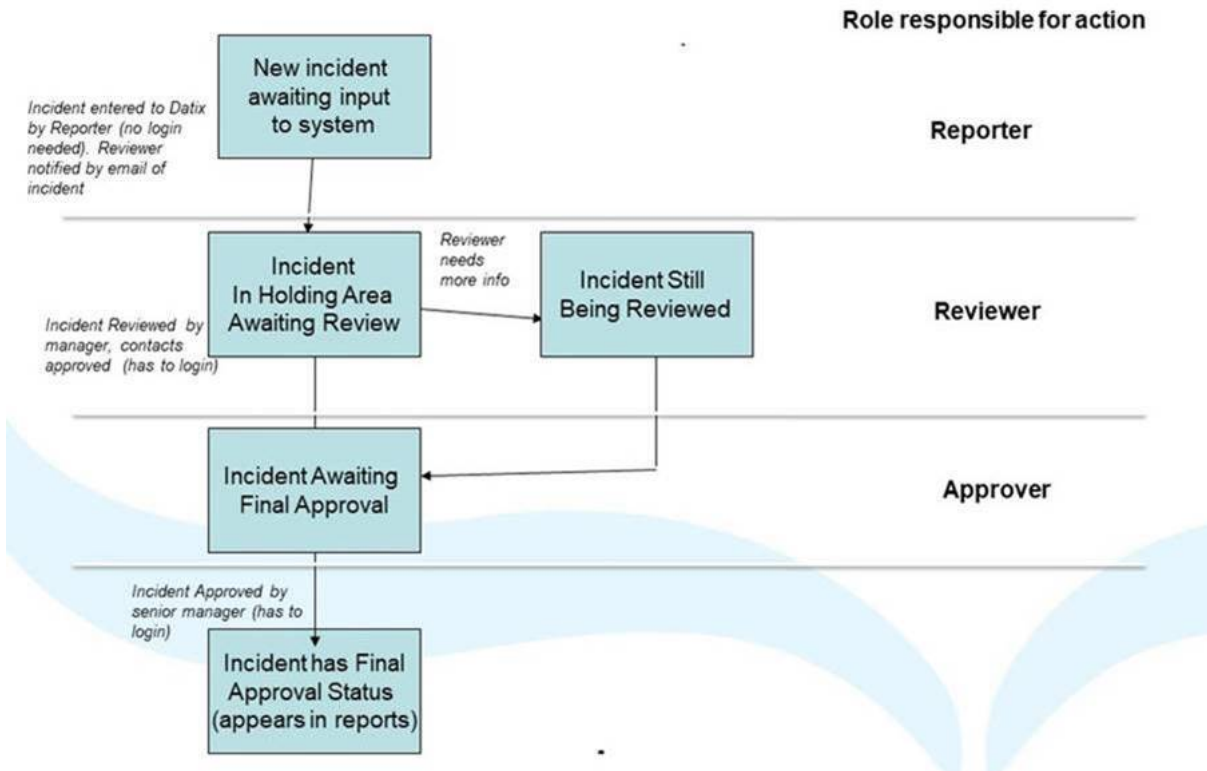
Any employee with access to StaffNet can report an incident on Datix. As a Reporter you should complete the online form (DIF1) as soon as possible after the event, **within one working day**, unless there are exceptional reasons for delay. Do not delay reporting because some information is unavailable; this can be added later.

It is the line manager's role to review the form (DIF2), to complete further mandatory sections such as severity and whether RIDDOR applies. This initial review should be undertaken **within seven days**.

The incident management system (Datix) will report incidents that are not marked as finally approved, as overdue if 28 calendar days have elapsed since the incident was first input on to the system. A packaged report 'Overdue Incidents for All Managers' is available under My Reports.

If you have any queries about using Datix and your responsibilities please email: administrator.datix@ggc.scot.nhs.uk

The Datix Incident Lifecycle

Role responsible for action

Incident entered to Datix by Reporter (no login needed). Reviewer notified by email of incident

New incident awaiting input to system

Reporter

Incident Reviewed by manager, contacts approved (has to login)

Incident In Holding Area Awaiting Review

Reviewer needs more info

Incident Still Being Reviewed

Reviewer

Incident Awaiting Final Approval

Approver

Incident Approved by senior manager (has to login)

Incident has Final Approval Status (appears in reports)

Social distancing is everyone's responsibility
Don't encroach on your colleagues desk area, maintain social distancing when talking

2m   2m

Do it, encourage it. Don't spread the virus at work or home

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: staff.covid19@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**