

Core brief

Daily update
(28 April 2022, 2.50pm)

Topics in this Core Brief:

- Email Usage - Information Governance
- GP Direct Access Rapid CT Chest for Suspicion of Lung Cancer
- Seasons of Change – An opportunity for staff to reflect on loss, grief and bereavement
- Temporary Increase to NHS Scotland Mileage Rates
- Staff Mindfulness programme
- Transport update

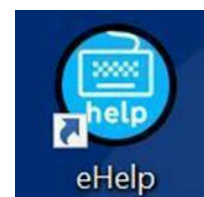
Email Usage - Information Governance

NHSGGC's email system is used every day by staff to share information. Please ensure you are familiar with the guidance on the appropriate use of email [Email Usage Policy](#).

Information shared can include details of clinical results, patients, relatives or staff and while the internal email system is secure it is absolutely essential that information is shared only with the appropriate individuals.

The Global Address List (GAL) is key to this as it is the main directory used for accessing details of staff members within the Board. To ensure information is shared with the correct member of staff all of the fields contained in the GAL must be kept up to date at all times. It is the responsibility of all staff to ensure their own details are accurate. This allows the correct member of staff to be identified and reduces the risk of data breaches due to the inappropriate disclosure of data sent by email to the wrong member of staff. Staff are asked to take steps to ensure all of the necessary details are completed in the GAL.

To check your details are up to date and complete, please access the eHelp icon on your desktop or eHelp link in your Internet Favourites and click on the 'Update My Details' link at the top of the page. For any advice or guidance on the appropriate use of email or any other data protection issues or to discuss requests for training please contact the Information Governance Team at: data.protection@ggc.scot.nhs.uk.



GP Direct Access Rapid CT Chest for Suspicion of Lung Cancer

The earlier lung cancer is found, the easier it is to treat. Rapid investigation of new or changing symptoms in patients with a history of smoking helps detect cancer earlier and can save lives.

The majority of patients referred with suspicion of lung cancer have a normal or equivocal Chest X-Ray and their symptoms are caused by smoking, however only a CT scan can definitely rule out lung cancer. While for most patients the CT report will be reassuring, for a small number of patients it can lead to detection of nodules or lung cancer at an early stage, when it is still curable.

Following the successful pilot, NHSGGC has rolled out a new referral pathway that gives GPs direct access to rapid CT chest, without first referring to Secondary Care. This is intended for patients with persistent symptoms where there is a suspicion of lung cancer but a Chest X-Ray is normal or

equivocal. This aims to improve patient experience and outcomes by quickly excluding lung cancer as a cause for their symptoms for most patients, with minimal disruption to their lives and led by their own GP, whilst detecting cancer at the earliest opportunity for others.

GP Direct Access Rapid CT went live in August 2021; in the three months to December 70 practices have requested 550 CT scans.

Further details of the pathway can be found here: <https://www.nhs.uk/scot/hospitals-services/services-a-to-z/referral-guidelines/>

For any queries contact Louise Murphy - Louise.Murphy@ggc.scot.nhs.uk

Seasons of Change – An opportunity for staff to reflect on loss, grief and bereavement

Loss, grief, and bereavement are universal emotions. Whilst death and dying is a natural part of life, during the past two years it is likely that many more people have been touched by experiences which may have triggered feelings associated with loss and change.

To give staff an opportunity to reflect on both our collective and individual experiences, new informal online events have been created. The intention is to create a space for staff to reflect and recharge. There is no active participation necessary, rather staff are encouraged to listen and reflect on the various contemplative pieces (sessions will also have subtitles).

Staff from across all parts of health and social care are encouraged to attend, including our colleagues in Care Homes, Primary Care and Third Sector.

Sessions will run on a loop, restarting every 30 minutes. **Sessions will be running every day on MS Teams between 16 and 20 May from 12pm to 2pm.** You can join at any point, and stay for as long as you would like.

To get access to the link please [click here to register](#).

Temporary Increase to NHS Scotland Mileage Rates

The business mileage rates for staff who are required to travel for their work are designed to encompass the entire cost of motoring, different elements of which can rise and fall over time.

However, the cost of fuel remains a key factor, and everyone recognises the concerns staff currently have in this area.

As such, a temporary increase to NHS Scotland mileage rates of 5p per mile has been agreed.

The Agenda for Change motor cycle and reserve rates are set at half the standard rate so are being increased by 3p per mile (rounding up), as are the Medical & Dental public transport and other vehicle rates.

A full summary of the new temporary rates is detailed below:

Temporary Increase to Mileage Rates	Existing Rate	Temporary Enhanced Rate
Agenda for Change rates		
Standard Rate of Annual Mileage up to 3,500 miles	56p	61p
Standard Rate of Annual Mileage over 3,500 miles	20p	25p

Change Motor Cycle and Reserve Rate	28p	31p
Medical and Dental Standard rates up to 3,500 miles for engine capacities		
501cc -1000cc	37.4p	42.4p
1001cc -1500cc	47.3p	52.3p
1501cc -2000cc	58.3p	63.3p
Over 2000cc	58.3p	63.3p
Medical and Dental Public Transport Rate	24p	27p
Medical and Dental Other Motor Vehicles		
Up to 125cc	17.8	20.8
Over 125cc	27.8	30.8

The new rates are effective from 1 April 2022 and will be reviewed for NHS Scotland on a 4 monthly basis – we will notify you of any future changes.

The new rates were applied to eExpenses on Monday 25 April 2022, and will therefore be paid in May salaries.

If you had already submitted a mileage claim for April before Monday 25 April 2022, then Payroll Services will calculate and process a travel adjustment in your June salary.

A copy of this circular can be found at: [https://www.sehd.scot.nhs.uk/dl/DL\(2022\)11.pdf](https://www.sehd.scot.nhs.uk/dl/DL(2022)11.pdf)

Staff Mindfulness programme

NHSGGC is committed to supporting Mindfulness approaches with staff to enable them to gain skills and knowledge about Mindfulness. [NHSGGC Mindfulness app](#)



We are offering a three stage approach:

- Mindfulness Habits
- Mindfulness Based Stress Reduction
- Maintaining a Mindfulness Practice

To access the eight week Mindfulness Based Stress Reduction course we are asking staff to join the four week mindfulness habits course to get a taste of mindfulness and see if it is for you.

Staff will meet with the mindfulness tutor online using the Teams programme at week one, two and four to discuss effectiveness discuss their experience.

Whilst cohorts one and two are almost full we still have a few places on cohorts three and four but places are filling up fast.

For more information visit [Hot Topics](#) on StaffNet or to register for phase one please click on the following link: <https://link.webropol.com/s/MindfulnessHabitsRegistrationForm>

Transport update

Low emission zones beginning mid 2022

Transport Scotland is committed in delivering the Scottish Government's vision for transport by introducing the low emission zones (LEZ). The LEZs set an environmental limit on certain road spaces, restricting access for the most polluting vehicles to improve local air quality are coming to Scotland soon.

LEZ's are being introduced across [Aberdeen](#), [Dundee](#), [Edinburgh](#) and [Glasgow](#) by mid-2022. Vehicles that do not meet the minimum emission standards will face a penalty if they enter low emission zones (find out more about [LEZ](#)).

Anti-idling reminder

Regulations in Scotland have been in place since 2003 to combat idling cars. However, recently NHSGGC have been made aware of complaints against vehicles that have not been abiding by the regulations. Help the [Switch off and Breathe](#) campaign and remember to switch off your engine if you are stationary.



Lateral Flow Tests - Available to all staff working on site

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

- 
Register
your kit
- 
Test
twice per week
- 
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.scot. 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](#)