



Daily update
(5 March 2026, 2.30pm)

Topics in this Core Brief include:

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FOI Guidance Portal on SharePoint

The FOI Team are pleased to announce NHS GGC's **Freedom of Information (FOI) Guidance Portal**, now available to all FOI Providers and Approvers. The portal brings together everything you need to manage FOI requests efficiently and in line with the Freedom of Information (Scotland) Act 2002.

The site provides:

- Clear guidance on FOISA duties and response requirements
- Quick links to key documents, including procedures, flowcharts and checklists
- Roles and responsibilities for Information Providers and Approvers
- Direct access to the Corporate FOI Team for advice and support
- Links to FOI training modules on LearnPro.

The portal is designed to make the FOI process simpler, more consistent, and fully compliant across all services.

Visit the FOI Guidance Portal: <https://scottish.sharepoint.com/sites/GGC-CorporateServices/SitePages/Freedom-of-Information-Guidance-Portal.aspx>

Healthcare Support Worker routes to Pre-Registration Nursing Programme (PRNP) - Applications now open

Are you a Healthcare Support Worker (HCSW) keen to pursue a nursing qualification? Applications are now open for HNC endorsed and Open University routes to the Pre-Registration Nursing Programme (PRNP).

NHS GGC supports HCSW Development pathways through:

- **HNC Healthcare Practice**

Application packs can be requested from ggc.practiceeducation@nhs.scot. The closing date for return of applications is **Friday 27 March 2026**.

- **Open University**

Register your interest via [Scotland Nursing Enquiry Form](#) to receive an application pack (please check your junk/spam folders). The closing date for return of applications is **Friday 17 April 2026**.

Please note: Line manager support and budget holder authorisation is required for HCSWs to be accepted on to either of these development pathways.

Further information can be found at [Healthcare Support Worker Portal - NHSGGC](#) or by emailing ggc.practiceeducation@nhs.scot

New e-learning available: GGC: 362 Promoting Attendance

A new e-learning module, GGC: 362 Promoting Attendance, is now available on LearnPro for NHSGGC people managers.

This short, practical module has been developed to support managers in promoting good attendance and confidently managing sickness absence. It is particularly useful for managers who may not deal with absence regularly and want a refresher or reassurance on the right approach.

What does it cover?

By completing this module, you'll learn more about the importance of effective communication during absence, how to conduct the Return-to-Work discussion, as well as finding out about extra wellbeing resources available to your staff and how best to support them through any formal procedure.

The module can be accessed at any time and is designed to complement existing attendance policies and guidance, offering an accessible, self-directed learning option.

Who should complete it?

All managers with responsibility for supporting staff attendance are encouraged to complete the module.

Please log into LearnPro and complete GGC: 362 Promoting Attendance at your earliest opportunity.

Scottish Quality and Safety Fellowship **APPLICATION CLOSING DATE - Friday 20 March 2026 by 5.00pm**

The Scottish Quality and Safety Fellowship Programme (SQS Fellowship) is a lead level quality improvement and clinical leadership course managed by NHS Education for Scotland (NES), working in partnership with Healthcare Improvement Scotland and NHS Scotland.



The Fellowship is open to healthcare staff who currently undertake clinical practice and have a direct influence on improving the delivery of safe patient care, as well as staff in clinical professions who do not currently deliver hands-on care but do have a role in improving patient care or safety.

To ensure that each application has the appropriate Executive level sign off by the Medical/Nursing/AHP/Pharmacy Director as well as sign off by the Chief Executive or Chief Officer, could all completed applications (which must include line manager sign-off) be submitted to ggc.qitraining@nhs.scot by **5pm on Friday 20 March 2026**.

We will arrange for the above executive signoffs to be concluded, and the applications returned to the applicants for onward submission to NES before the deadline on **Friday 10 April**.

An application pack containing person specification, programme outline, application form and advertisement can now be downloaded from the NES QI Zone [here](#).

Care Home Collaborative – March newsletter

The March edition of the Care Home Collaborative newsletter is out now.

In this issue we feature:

- Pancake Day at Springvale
- Meet the Team
- Buchanan House says goodbye
- Decaf cafe at Milngavie Manor
- Tips for thickened drinks
- Project Milkshake - Instruction Poster
- UTI Assessment Tool
- Opportunity to evidence Care Home RN speciality.



And much more!

Click [here](#) to view the newsletter.

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 [website](#)