

Core brief

Daily update

(9 March 2023, 12.50pm)

Topics in this Core Brief:

- Active Clinical Notes option on TrakCare
- Newly Qualified Nurses and Midwives campaign launch
- NHSGGC Protocol for Managing Visits
- 'So your next patient has a learning disability' animation!
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Active Clinical Notes option on TrakCare

Dental Paediatrics plan to launch Digital Clinical Notes on **Monday 13 March 2023**.

A new menu option called 'Active Clinical Notes' will appear on TrakCare. **This is for use only by those areas using Digital Clinical Notes.** Unless you are working in a Digital Ward, do not use this function.

Newly Qualified Nurses and Midwives campaign launch

The launch of the newly qualified nurses and midwives campaign takes place on Monday 13 March 2023. NHSGGC will be recruiting nurses and midwives across a number of different speciality areas, and we welcome applications from adult nurses, mental health nurses, child nurses, learning disability nurses and midwives.

For newly qualified nurses and midwives, this is the only route into employment to NHSGGC and we are encouraging as many applications as possible.

The programme offers substantial support to new recruits and is a great way to start your career with NHSGGC.

NHSGGC Protocol for Managing Visits

NHS Greater Glasgow and Clyde regularly receives requests from individuals external to the organisation to visit our premises and services for publicity purposes and to mark official openings.

As a public sector organisation we engage with politicians on a regular basis. We receive regular requests to visit our services as we are accountable for activities undertaken within our organisation.

The purpose of the NHSGGC Protocol for Managing Visits is to provide clear guidance on the arrangements for managing and approving visits to NHSGGC premises.

If you wish to arrange a visit to your service or if you receive a request from a VIP visitor to visit NHSGGC premises, including via charity organisations, you must notify Corporate Communications as soon as the request is received, view our [Protocol for Managing Visits](#) for more information and contact details.

‘So your next patient has a learning disability’ animation!

There are many reasons that adults with a learning disability may need physiotherapy support and advice throughout their lives. Most people with a learning disability can access mainstream physiotherapy services, and healthcare services have a legal obligation to make reasonable adjustments to help people achieve positive outcomes. Specialist learning disability physiotherapists should be available if more support is needed after making reasonable adjustments.



The ACPPLD (Association of Chartered Physiotherapists for People with LD) have launched the ‘So your next patient has a learning disability’ animation which builds on the 2020 campaign to support physiotherapists to make reasonable adjustments when people with a learning disability access their services. The animation offers some simple but practical advice and suggestions on reasonable adjustments to improve the physiotherapy outcomes for people with a learning disability.

We would really appreciate it if you can share the animation with your networks to enhance the reach and influence of the animation.

The animation is available at: https://youtu.be/mzK_q5rg6TI

The animation with English subtitles is available at: <https://youtu.be/ky3DEZelsjw>

Together we can help more people with a learning disability get the best care.

[Click here to find out more.](#)

If you have any queries, please contact: Sudhakar Sharma, Professional Lead for LD Physiotherapy and ACPPLD National Executive Committee Member, at: Sudhakar.Sharma@ggc.scot.nhs.uk

Reporting salaries correctly

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

For payroll deadlines and FAQ's visit [StaffNet](#). For information or support on particular transactions or queries you can contact the relevant teams at:

Team or Service	Example of Queries or Support	Contact Details
eESS	Recording changes to location, band, hours, termination of employment, etc.	HR Portal - NHS GGC HR (service-now.com)
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	HR Portal - NHS GGC HR (service-now.com)
SSTS	Recording shifts, absence, overtime etc.	ssts.team@ggc.scot.nhs.uk
Central Bank	Shifts worked, annual leave requests etc.	staff.bank@ggc.scot.nhs.uk
Payroll	Other payments, payroll guidance, etc.	GGCPayrollQueries@ggc.scot.nhs.uk

Expenses	New claimants, insurance certificates, etc.	eExpenses@ggc.scot.nhs.uk
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**If something isn't right, let's talk about...
Whistleblowing**



Whistleblowing

This is a way you can formally raise concerns about an issue that is in the public interest, such as patient safety or suspected malpractice. You can find out more information about the whistleblowing process by visiting National Whistleblowing Standards | INWO (spsa.org.uk). To submit a formal whistleblowing concern, please email ggc.whistleblowing@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](#)