

Core brief

Daily update

(7 June 2021, 11.10am)

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Caldicott Principles

Within NHSGGC we store and process patient data every day. It is vitally important that we appreciate the sensitive and confidential nature of the data and follow the rules and guidelines in place to help us use the data appropriately.

There are important uses of patient information which contribute to the overall delivery of health and social care or serve wider public interests. The Caldicott Principles apply to the use of confidential information within NHSGGC and when such information is shared with other organisations and between individuals, both for individual care and for other purposes.

NHSGGC has a Caldicott Guardian who advises the Board on how we should apply these principles to everyday situations where patient information is used and shared. The principles are intended to apply to all data collected for the provision of health and social care services where patients and service users can be identified and would expect that the data will be kept private. Applying the Caldicott Principles to how we manage patient information also helps us meet our legal obligations under data protection law. The Caldicott Principles are

Principle 1: Justify the purpose(s) for using confidential information

Principle 2: Use confidential information only when it is necessary

Principle 3: Use the minimum necessary confidential information

Principle 4: Access to confidential information should be on a strict need-to-know basis

Principle 5: Everyone with access to confidential information should be aware of their responsibilities

Principle 6: Comply with the law

Principle 7: The duty to share information for individual care is as important as the duty to protect patient confidentiality

Information on the Caldicott Principles forms part of the mandatory LearnPro Safe Information Handling Module, the aim of which is to ensure all staff are aware of these principles and be mindful of the requirements and responsibilities when handling patient data. Should you require any further information about the Caldicott Principles, data sharing or any other data protection issues please contact our Information Governance team at data.protection@ggc.scot.nhs.uk

Message from Health and Safety - COVID-19 Risk Assessment

The COVID-19 Risk Assessment has been further updated. Local managers should use the risk assessment as the basis for their own local risk assessments.

The assessment can be found at: [COVID 19 risk Assessment V7](#).

Social distancing signage

A series of social distancing signage is available for all staff to order for their area. [Click here](#) for a list of what signage is available and how to order. Please note the inclusion of additional signage including:



What Matters To You 21 – Spotlight on Leverdale

Wednesday 9 June is What Matters To You? (WMTY) Day. We're encouraging everyone to have a meaningful conversation with the people they care for, their families, and colleagues, about what matters most to them.

WMTY day is celebrated and promoted internationally every year; here, PAC Nurse Jenn Wyld shares her WMTY story; how she has focused on asking, listening and doing what matters to her patients at Leverdale over the last 4 years.

“Asking, listening and doing what matters for my patients every day is part of my role – to be an advocate for them.

What Matters To You Day provides us with a really good opportunity each year to refocus on these conversations, and provide space for them to happen.

The first year I was involved, we organised an afternoon tea on my ward. We had 24 patients, 15 family members, the Mental Health Network, carers organisations and all the multidisciplinary team in one room together. There was about 100 of us in the one room. You could see people sitting down and having conversations, family members were getting the opportunity to meet psychologists, speech and language therapists, dieticians... you could just see it all being joined up for people. I'll always remember the woman who said “all my son ever tells me is ‘bring me up fags’, I don't see anybody. Today, I've seen activity timetables, therapists, and all the staff who care for him. It just joins it all up so much for me”.

After the day we take photos of the display of what everyone has said matters to them, send the photos across the site, and leave the display up for people to look at and think about. We bring it up at the next community meeting to discuss, and it gets reported through our governance structures.

Over the years, the day has built up and up, as people have seen the value in what we're trying to do. This year I'm so excited; I'm to organise WMTY activity for the whole Leverndale site – all wards. My managers have given a budget – we're going to have gazebos in the car park so people can have socially distanced conversations, and a balloon arch. It feels like the WMTY approach is really catching on!"

COVID-19 Language Resources

COVID-19 information in British Sign Language (BSL) and other languages is now available on the [NHSGGC website](#).

Spoken language resources include videos promoting the COVID-19 vaccination and information on how to use our telephone interpreting service to contact helplines or book interpreters for vaccine appointments.

Videos are also now available [in BSL](#) explaining the vaccination process and the questions asked.

These resources have been widely shared with the target communities and our partner organisations. Please feel free to share with service users and community links.

For further information, please contact equality@ggc.scot.nhs.uk

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](#).

Are your contact details up-to-date? [Click here](#) to check