Releasing the potential in us all

See pages 4 & 5
THE Freedom of Information (Scotland) Act 2002 puts a significant obligation on NHSGGC to proactively publish information and make it available to the public in general. The organisation also responds to individual requests for information — more than 780 in the last financial year.

Requests for information can be aimed at any department or service within the organisation, therefore it is important that all staff in the organisation know about Freedom of Information (FOI) legislation and the statutory requirements that go along with it, including the public’s right to access environmental information.

The organisation’s compliance with FOI legislation in Scotland is managed by Alison Flynn, who has been NHSGGC’s full-time FOI manager since August 2008.

Alison said: “Two years ago, we introduced an E-learning module on LearnPro to help raise awareness of FOI and to give staff more information on what FOI means for the organisation as a whole.

“We have been very pleased with the overall response — nearly 7,000 staff have completed the module since it was first introduced, but with a core workforce of more than 38,000 staff, we still have a long way to go to make sure that the organisation is fully covered.

“If staff have a better understanding of the processes involved, we can improve the quality of our responses and improve our success rate in meeting the statutory timescales for completing requests.”

> The FOI E-learning module can be found by logging in to LearnPro and selecting from the courses on the ‘Statutory/Mandatory’ tab. For further information, contact Alison: 0141 201 4461 or email: foi@ggc.scot.nhs.uk

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**FOLLOWING the recent launch of the new online Register of Interests, Gifts and Hospitality system, all staff are being asked to take just a few minutes to complete their declaration. If you have no interests to declare, a “Nil Return” is still required. This system replaces the previous StaffNet-based one.**

All entries in the previous system have been archived and will not appear in your list of declarations. If these are still current, you should re-enter them. They can then be carried forward into future financial years by using the ‘Renew’ feature. For staff to be able to access the register, all line managers must ensure that their IT network login details are up to date.

To update your profile, visit: StaffNet > Staff Directory/Telecomms (icon on homepage of StaffNet). A full User Guide is available within the new register of interests system.

> Visit Register of Interests at: StaffNet > Applications > Register of Interests, Gifts & Hospitality System.
On the move

staff update

Frances Lyall is one of several union representatives involved at the heart of the groups driving forward the On The Move project...

I see our role to assist in ensuring that there is a fair and consistent approach to the process of change and migration, and placement in the new structures.

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A SERIES of commemorative photographic archive magazines reflecting the history of the Glasgow hospitals that will close will be published early in 2015.

We have tapped into the rich resource of the photographic NHS archive housed in the Mitchell Library and have also teamed up with The Herald and Times archive to ensure we can access the best selection of images.

Four separate magazines will be published and distributed free to staff, patients and “friends” of the hospitals as a way of marking the role that the hospitals have played over many years in service to the people of Glasgow and beyond.

The series will include The Western Infirmary; Southern General; Victoria Infirmary and Mansionhouse Unit; and the Royal Hospital for Sick Children.

Our communications director Ally McLaws and NHS archivist Alistair Tough are working together with graphic designer Amanda McNelis to collate and design the magazines.

Ally said: “The wealth of photography is such that the biggest task we face is selecting what to leave out!”

“The materials we have unearthed are tremendous and present a wonderful and rich history going back more than 100 years. ”

“The magazines will be dominated by photography and illustrations, but will also feature brief articles capturing some of the landmark moments.

“We aim to print enough copies of each magazine to ensure every member of staff at each hospital can get their own personal copy and that there are enough to share with patients and “friends” of the hospitals.

“Online versions of the magazines will also be created, allowing us to include more of the photographs and other materials that we were unable to include in the printed editions.”

COMMEMORATIVE EVENTS

Staff at the Victoria Infirmary are planning a special Ball to mark the proud history of the Infirmary in the run up to the migration to the new South Glasgow University Hospital.

Chairman Andrew Robertson has set up a sub-group of the Endowments Committee to consider applications for monetary support for commemorative events/projects being arranged by staff. To apply for support, simply email: Bernadette.O’Brien@ggc.scot.nhs.uk in the first instance.

> Let us know what other events you are planning locally ahead of the migration. Drop Staff Newsletter an email: staffnewsletter@ggc.scot.nhs.uk or give your staff comms team a call, tel: 0141 201 4558.
A new campaign has been launched to offer our disabled colleagues appropriate support and create a positive environment in the workplace.

**Release Potential**

substantial and long-term effect on their ability to carry out normal day-to-day activities. This definition can cover illnesses and conditions such as asthma, depression, cancer, heart disease or diabetes. Individual needs differ considerably," said Angela Sutherland of NHSGGC’s Occupational Health Team. “It is therefore important to get advice about the range of adjustments that can be made to ensure you or your staff member can continue to work to their fullest potential. These vary from revised working hours to physical aids and equipment. We know from experience that even a small change can make a huge difference.”

Chairman Andrew Robertson has given his backing to the Release Potential campaign. He said: “I am delighted that this campaign is not only highlighting the issues faced by disabled staff, but is working to address the barriers to support that they often face in our organisation.”

To read more about the Release Potential campaign, visit: www.nhsggc.org.uk/staffnewsletter

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**MARY’S STORY**

My confidence at work after illness has grown

**WHEN** Mary McAuley was diagnosed as having a malignant eye tumour, as a nurse, she knew that this would have a grave impact on her life and career. As a result of the surgery, she was left with double vision and a host of vision problems.

“Getting back to work after a significant illness is a big challenge in itself, never mind one which couples vision difficulties and living with a cancer,” said Mary. “I knew I was capable of working again, but I was worried about using IT equipment, navigating around people and reading paperwork.”

Occupational Health supported Mary by setting out a plan for gradual reintroduction to her NHSGGC workplace. She discussed her challenges with her new line manager, who was very supportive.

Mary continued: “Access to Work came to visit me in my new place of work to carry out an assessment. They highlighted the equipment I required and provided a grant to cover employer’s costs. This made a fantastic difference.”

“However, some of this equipment took months to receive due to the prolonged procurement processes, which made life a lot more stressful than it needed to be. I am now doing great at work and my confidence has grown with the help of these specialist aids and the support of Visibility Scotland.”

Elaine Gray, procurement senior purchasing officer, said: “I understand Mary’s frustration at having to wait so long for the equipment she needed. We have been discussing this issue as part of the Release Potential campaign and have identified ways in which this process can be speeded up. “The streamlined process is improving timescales considerably.”
Getting support

THE support available to disabled staff is wide-ranging and will differ according to each individual’s needs, so it’s best to get some advice and guidance.

Whether you are a disabled staff member or are managing someone who is disabled, your first port of call should be Occupational Health, tel: 0141 201 5674.

From there, you may be referred to Access to Work, which offers additional help and resources where necessary.

Guides for both employees and managers are available on the Release Potential pages on StaffNet. StaffNet also has additional resources, information and training opportunities.

If you don’t find what you are looking for, would like further information on the campaign or need help accessing the support you need, email: releasepotential@ggc.scot.nhs.uk or visit: StaffNet > Human Resources > Release Potential.

Have your say

OVER the past few months, we’ve been talking to disabled staff members about their experiences of working in NHSGGC.

This feedback has been incredibly useful in identifying what is working well and what needs to be improved.

We would now like to form a Disabled Staff Forum, which would enable this discussion to continue and provide a support network for disabled staff.

The first meeting of the Forum is on 14 November from noon-1pm in the New Lab Building at the Southern General Hospital.

We envision having a virtual network which meets occasionally. If you would like to be involved, email: releasepotential@ggc.scot.nhs.uk or tel: 0141 201 4560.

I knew I was capable of so much more

RESEARCH Nurse Kate Ocker was diagnosed with epilepsy in 2005 after a series of seizures.

On returning to work, she was confronted with many difficulties and an “invisible wall” from her colleagues.

Kate said: “I was made to feel as though I had become a different person overnight. I was refused access to certain things and told not to deal with particular admin tasks, yet I was trusted to deal with patients as before.”

While the epilepsy was being stabilised, Kate’s health suffered considerably. She had time off after other seizures and was left feeling isolated.

Kate continued: “I wanted to work, knew I was capable of so much more than I was allowed to do and heart sick of being treated as a burden of no account.”

In 2010, Kate took a post in research at the Glasgow Clinical Research Facility. The difference was immediate.

“This was like night and day. My abilities were recognised, I was valued and I was able to be a fully useful member of staff,” explained Kate.

Kate has since moved to a promoted research post in Gartnavel General, where she continues to thrive in a supportive environment.

She summed up: “My manager looks for ways to help and understands if there are days when I feel less able. My condition hasn’t changed – my environment has and it’s made all the difference to my working life.”

Ian Reid, director of human resources, said: “The attitude of colleagues can make all the difference to someone returning to work.

“It’s also important for managers to realise the kind of support they can offer disabled staff in terms of flexible working.

“NHSGGC has a range of excellent work-life balance policies designed to support staff and HR is happy to advise on how these can be applied.”
Work with us to fight the flu!

NHSGGC staff encouraged to ‘drop in’ and receive their flu vaccination

THIS year’s staff flu vaccination clinics are under way and everyone working for NHSGGC is urged to get vaccinated to protect themselves, patients and their families.

The clinics are run on a “drop-in” basis and do not require an appointment, so staff can attend at whatever time is convenient for them.

Staff must complete a pre-vaccination online screening form before arriving at the clinic. Visit: http://xggc-dbse-23/ for the form.

Those who do not have PC access can be assisted by their managers to get access to a PC to enable them to fill in the forms.

Also look out for peer immunisers in your area to arrange vaccination in your workplace.

For more information about peer immunisers, contact Eddie McArdle, tel: 0141 201 4464, or email: PeerImmunisationBooking@ggc.scot.nhs.uk

Dr Syed Ahmed, immunisation co-ordinator, stressed: “Flu can cause severe complications, including death to those with chronic medical conditions such as heart, lung, kidney and liver diseases, conditions commonly found among patients in our hospitals.

“Data shows that a patient with heart disease is 11 times at higher risk of dying from flu-related complications. This rises to 48 times more likely for patients with liver disease compared to someone with no chronic medical conditions who has flu.”

Jennifer Reid, immunisation manager, emphasised: “The vaccine is safe, cannot give anyone the flu and vaccination will take only two minutes of your time.

“Because the virus is unpredictable and we have no way of knowing how severe this winter’s flu season is going to be, it is crucial that all NHS staff be vaccinated.”

For more information about the vaccination programme, including a Q and A about flu, visit: StaffNet > Human Resources > Occupational Health

NEWS IN BRIEF

Pilot shows major improvements

AN exciting new pilot in the north west of Glasgow has shown promising results in helping people who have chronic obstructive pulmonary disease (COPD) manage their condition and prevent them from having to be admitted to hospital.

During 2013/14, more than 300 people took part in a pilot run by Glasgow City CHP.

Since the pilot began, evaluation has shown that 94 per cent of those who have COPD and were at risk of being admitted to hospital were seen by the team within one day.

Two weeks following an assessment, 80 per cent of patients avoided being admitted to hospital.

Power of Attorney

THE Power of Attorney (PoA) campaign, which launched last November, is moving into phase two with another round of TV adverts, a website, social media and a Twitter feed.

The campaign aims to encourage people to talk to their loved ones about establishing a power of attorney so that if the person becomes unable to make decisions, someone can step in.

Having a PoA in place really can make a difference and can ensure that people’s wishes are carried out quickly without protracted legal negotiations.

If a loved one is in hospital and there is no power of attorney, this can delay the patient’s discharge.

Visit: www.poastarttheconversation.org.uk

New portal will make information clear to all

NHSGGC has launched a Clear to All portal to help staff meet patient information needs.

Our information should be presented in ways that are easily used and understood.

This means taking information in a form that is not accessible to an individual and changing, translating or interpreting it into a form the individual can understand.

Making it Clear to All has been created under the umbrella of the Accessibility Information Policy (AIP) and the portal will give direct access to a variety of alternatives.

To access the portal, visit: StaffNet > InfoCentre > Accessible Information Portal

Dr Syed Ahmed

Jennifer Reid
Chairman’s Awards shortlist announced

The judging panel for this year’s Chairman’s Awards were set the hardest of tasks when they sat down to sift through this year’s 178 entries – the highest number ever received! However, they managed to whittle each category down to a shortlist of three.

Winners will be announced at our awards ceremony on Wednesday 26 November. To find out the winners as they happen, follow us on Twitter - @NHSGGC

SHORTLISTED ENTRIES

Clinical Practice
• Development of the National Early Warning Score and Sepsis Screening Tool
• Beatson Acute Oncology Redesign Initiative
• Get Active Live Active – Occupational Therapy Climbing Group.

Improving Health
• John Thomson, Health Improvement Lead, Glasgow City CHP
• Cervical Screening Social Marketing Campaign
• Successful Partnership Working between Health and Housing.

Nurse
• Ann McPhelim and Louise Miller, Beatson West of Scotland Cancer Centre
• Fiona Lamb, Royal Hospital for Sick Children

Patient Centred Care
• Claire McCutcheon, RAH
• Dr Graham Stewart, RAH
• Neil Quinn, Janet Tobin and Ann Fossey, Eastbank Training and Conference Centre.

Using Resources Better
• Allan Thomson, Stuart Moir and David Ritchie, WIG
• Road to Recovery implementation programme
• Amalgamation of Portering Teams.

Volunteer
• The Auxiliary Committee, Mental Health Services
• June Pratt
• Collette Foord.

Win tickets to Country Living Christmas Fair

The Country Living Christmas Fair is back at the SECC, Glasgow from 20-23 November 2014. This annual celebration of all things festive is a must for anyone who enjoys a great day’s shopping.

Almost 300 of the UK’s finest craftsmen and women will gather together under one roof to offer unique gifts, inspired ideas and decorations that will bring that magical Christmas sparkle to every home.

Our lucky winners can source beautiful decorations and original gifts from gorgeous garlands and beautiful baubles to glassware, scented candles and stylish cards.

Visitors can also enjoy free entry to three informative theatres:
• the sights and smells of the Cookery Theatre
• the DFS Lifestyle Theatre
• the Craft and Create Room.

To be in with a chance of winning tickets to this fantastic festive day out, simply answer the question below and email your answer along with your name and work location to: staffnewsletter@ggc.scot.nhs.uk or send to: Corporate Communications, JB Russell House, Gartnavel Campus, 1055 Great Western Road, Glasgow G12 0XH.

Q How many informative theatres will be at the show?

T&C: The competition is open to all NHSGGC employees. Only one entry per person. Winners must be available for a photograph, which may be printed with their details in future issues of SN. The closing date for entries is 31 October 2014.

For further information or to book tickets, tel: 0844 848 0160 or visit: www.countrylivingfair.com/glasgow/booktickets

12 pairs of tickets to be won
Cycle to Work Day

ABOUT 100 staff who cycled in to work on Cycle to Work Day last month were rewarded with free filter coffees or teas at sites with Aroma cafés, while staff at the Royal Alexandra Hospital had the same offer from the WRVS.

Seen here picking up their free vouchers from car park attendant William Kilpatrick on the Gartnavel site (centre) are consultant anaesthetist Ian McMenemy and Jane Huisman, receptionist at the Beatson West of Scotland Cancer Centre.

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Tell us about your active life challenges

SN wants to hear from staff about your active challenges over the next few months.

Are you thinking of taking up a winter sport or simply a new sport? Maybe you’ve won tickets for the Great Scottish Run (GSR) in last month’s fantastic competition?

If you are lacing up your trainers for the GSR, get in touch to pick up one of our sporty Live Life T-shirts and send us fun pictures of yourselves at the start and finishing lines.

In fact, whatever new challenge you decide to take up, email: staffnewsletter@ggc.scot.nhs.uk and ask for a T-shirt and send your photos.

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Win! Win! Win!

Your chance to meet author Martina Cole

INTERNATIONAL bestselling crime writer Martina Cole is presenting Six Book Challenge certificates to some of our successful readers this month.

As well as handing out certificates, Martina will be reading excerpts from some of her books, signing copies and answering questions.

Her latest novel, “The Good Life”, is published this month.

The Six Book Challenge is organised by national charity The Reading Agency and the next challenge for staff will be launched in January next year.

Martina, this year’s official ambassador for the challenge, added: “The wonderful thing about the Six Book Challenge is that people who don’t normally read, or who think that reading isn’t their bag, are encouraged to pick up a book.

“When you read a book you have to picture it all in your own mind. No one tells you what you’re seeing or what you should be feeling. That’s the secret of reading, it’s such a personal thing.”

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Sports results

Four Nations Golf Tournament
1st – Northern Ireland
2nd – Scotland
3rd – England
4th – Wales

Board Golf Outing
1st – David McLintock, retired member of staff
2nd – Malcolm Watt, Central Stores
3rd – David Duncan, Central Stores

Ladies’ Section
1st – Karen Murray, East Dunbartonshire CHP director
2nd – Alison Campbell (Pharmacy/PSSU Team)

Pedometer Champion
Jean McGugan, assistant technical officer, New Stobhill Hospital

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Staff Lottery
You’ve got to be in it to win it! So if you are not already a member, sign up to the Staff Lottery now. It couldn’t be easier. Simply go to StaffNet > Staff Benefits or tel: 0141 211 5885.

Appeals Society
Don’t forget all profits from the Staff Lottery go to fantastic causes across the health board to benefit staff and patients thanks to the Appeals Society. If you have a worthwhile scheme that you’d like to have considered for NHS Staff Lottery funding, then go to StaffNet > Info Centre > For Staff > Appeals Society to find out how to apply.

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Six Book Challenge

THANKS to our friends over at the Staff Lottery and Appeals Society, we are bringing you a fantastic opportunity to win a signed copy of Martina Cole’s latest blockbuster and an all new Kindle PaperWhite 3G.

To be in with a chance of winning this fantastic prize, simply answer the question below and email your answer, along with your name and work location, to: staffnewsletter@ggc.scot.nhs.uk or send to: Corporate Communications, JB Russell House, Gartnavel Campus, 1055 Great Western Road, Glasgow G12 0XH.

QUESTION: What is Martina Cole’s new book called?

T&C: The competition is open to all NHSGGC employees. Only one entry per person. Winners must be available for a photograph, which may be printed with their details in future issues of SN. The closing date for entries is 31 October 2014.

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Staff Lottery

Stobhill Hospital

Appeals Society

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