

Core brief

Daily update
(16 December 2020, 12.55pm)

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- Lateral Flow Testing - Remember to Register
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- Data Protection and Subject Access Requests
- Scottish Health Awards – Congratulations to Pauline Grose
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Daily Reminder: Social Distancing Walkrounds:

Managers are reminded that regular walkrounds should be conducted, in conjunction with staffside, to ensure suitable and sufficient Social Distancing control measures are in place. These may include; two metre Social Distancing, compliance with PPE guidance and the wearing of face covering, as per guidance.

Social Distancing risk assessments should be updated to reflect any changes in guidance, practice and associated controls.

Lateral Flow Testing - Remember to Register

We are pleased that we are able to rollout the voluntary Lateral Flow testing across our hospital sites and Community Assessment Centres and we know this is new for everyone. It is vital that you register your test kit as soon as you have received it. This should be done in line with the guidance that is available [online](#).

Your test results require the serial number - which is a single digit followed by 8 numbers found on the testing tray (i.e. B12345678) AND the Lot Number found on the outer kit box which is a single digit character followed by 7 numbers (i.e. A1234567).

Staff are reminded that there is a further walkthrough session today and one tomorrow for staff. These are specifically for staff who will be acting as initial observers for the first test and will be taking place via MS Teams at the following times. If you wish to attend please contact your line manager for more information.

- Today - 1400 (delivered by Stephen Hughes)
- Thu - 1600 (delivered by Sally Taylor)

We really encourage all relevant staff to participate in this programme and thank you for your support as we roll this out across the sites.

COVID Vaccinations – Appointment registration

The Board's COVID vaccination programme continues to develop and staff from priority groups are being contacted by their line manager and offered the opportunity to receive their vaccination.

Where we have a record of their mobile number staff who are over 65, clinically extremely vulnerable or from a Black or Minority Ethnic background will be contacted today by text and/or email and advised how to book an appointment

Vaccination is by appointment only to allow us to ensure physical distancing and manage vaccine supplies, so please keep to your allocated appointment time and do not bring anyone else with you

Appointments remain limited with more scheduled for January so we would like to again thank staff for their patience.

Data Protection and Subject Access Requests

The Board holds personal information on staff, patients and others for a number of purposes which are outlined in the Board's Privacy Notices. Personal information is held in records such as Health Records, Occupational Health Records, Personnel Files and Payroll Systems. We also hold personal information for other purposes such as investigating and responding to complaints. Personal information can be stored on various media, including Datix Reports and Emails.

Data Protection legislation provides a right of access which gives individuals the right to request a copy of personal information an organisation holds about them – usually free of charge. This is commonly known as a Subject Access Request or SAR. As these requests can be made verbally or in writing to anyone in the Board, it is important staff recognise a request and know how to deal with it.

It is important that requests are acknowledged within 48 hours of receipt and the Board is legally obliged to respond to each request within one calendar month from date of receipt. Therefore, it is essential any requests are sent to the correct person as soon as possible in order that the information requested can be retrieved.

If you receive a request for records or wish to make a subject access request, you should contact the following people for assistance:

Health records - Acute and Mental Health: email ggc.legalaspectsnorth@nhs.scot

Health records - Community: contact the relevant health professional, for example, Health Visitor, District Nurse, Speech & Language Therapist.

Occupational Health: email occupational.health@ggc.scot.nhs.uk

For all other requests or any advice about SARS, please contact the IG Team email: data.protection@ggc.scot.nhs.uk

Further information on SARs can also be found in the Board's [Subject Access Policy](#).

Scottish Health Awards – Congratulations to Pauline Grose

Last week Pauline Grose Consultant Acute Physician at Glasgow Royal Infirmary picked up the Doctor of the Year award at the Scottish Health Awards.

Pauline led the team that set up and ran GRI's COVID-19 High Dependency Unit.



When the COVID pandemic hit, Pauline and her team knew they would be quickly overwhelmed. They normally have an eight bed High Dependency Unit and that just wasn't going to be big enough. There was lots of infection control issues to overcome, which meant not only increasing bed capacity substantially but to try and transform wards more suitable for infection control purposes.

Fortunately colleagues in coronary care temporarily shared their unit which had the advantage of single rooms.

This meant there was basically two HDUs, one for COVID and one for non-COVID. Teams were amalgamated, and new systems and protocols set up.

One of the team's biggest achievements was their success in the use of CPAP, non-invasive ventilation, which is thought to reduce the chance of a patient needing intubation.

Asked what she thought about her award, Pauline said she was honoured that her colleagues had nominated her, but admitted she was "slightly embarrassed".

"I feel it's more of a team award," she said. "The medical staff, the nurses, even the people we don't normally work with – they were all just amazing.

"We got to know each other really well and the selflessness everyone showed, the enthusiasm and willingness to try new things – it was a fantastic team effort."

Pauline also paid tribute to patients and their families. "It was a really scary time for them. Often we spoke only on the phone, and they trusted us with their care. I'll never forget that."

Congratulations to Pauline.

The Cambridges' Christmas card to the NHS

A personal Christmas card to all NHS staff from The Duke and Duchess of Cambridge (The Earl and Countess of Strathearn), Royal Patrons, NHS Charities Together.

Personal message:

"To all the amazing NHS staff,

We can never thank you enough for all the dedication and sacrifices you have had to make this year. We will be forever grateful."

William & Catherine



Social distancing is everyone's responsibility

Don't encroach on your colleagues desk area,
maintain social distancing when talking



Do it, encourage it. Don't spread the virus at work or home

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](#).

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](#)