

Wednesday 20 December 2023

Reminder - NHS Scotland 'Supporting Work/Life Balance' workforce policies Following a comprehensive refresh, new 'Supporting Work/Life Balance' workforce policies, listed below and applying across NHS Scotland, were published last month:

- Flexible Work Location
- Flexible Work Pattern
- Retirement
- Career Break
- Special Leave
- Maternity
- New Parent Support
- Shared Maternity and Shared Adoption
- Parental Leave
- Breastfeeding
- Adoption, Fostering and Kinship

In practice, this means the local policies which covered the topics above are no longer in effect. If you are applying to use any of them, you must use the nationally agreed policies – and any associated paperwork – available here: [Policies | NHS Scotland](#). A video presentation, explaining how they were developed, and any key changes from previous local policies, is available to watch here: [\(12\) Workforce Policies - Once For Scotland key changes overview - YouTube](#) When you click on the video, you can use the timestamps in the information box to skip to the policy relevant to you. Please contact the HR Hub on (01224) 552888/ext 52888 if you have any queries on the application of the policies.

Phishing - don't get reeled in! Last week we shared some information about the risk of phishing to data security. Since then, we've been made aware another health board has been the recent target of a phishing attempt. Emails, claiming to be from the health board's HR Department, were received by an employee. The email, which was from a non-NHS iCloud account contained a QR code and a prompt to scan it. If you receive such an email do not click any links and report this as a phish in Outlook.

Good cyber security is as important at home as it is at work; so take care when you're spending those Christmas vouchers! Further NHS Grampian cyber awareness information can be found on: [NHS Grampian Cyber Security Advice \(office.com\)](#)

Requesting tests on TrakCare When placing a TrakCare Order Comms request you must not select/link to a historic outpatient or inpatient episode. Using historic episodes carries a significant risk of requests not being actioned and results being missed. Wherever possible you **must** use the correct current episode of care when placing a request.

If there is no appropriate episode available, you **must** book a TrakCare ad hoc clinic appointment to link the request to. Every specialty has an ad hoc clinic built and ready for use. Please note, ad hoc clinics do not produce SMR reporting returns as they do not constitute patient contact in the same way as a clinic appointment or inpatient stay. [Ad hoc clinic guidance is available here.](#)

Work is ongoing to re-enable the functionality that allows requests to be placed when vetting.

Scottish Veterans Awards 2024 This event recognises the large numbers of veterans who are excelling in civilian life, making significant contribution to their employers and community, and going the extra mile. There are many veterans working in roles across the NHS and the Armed Forces Talent Programme is keen to help celebrate this by working with Boards to identify and nominate relevant colleagues for these awards. [Further information on the awards is available here](#); for queries about the awards and Armed Forces Talent Programme support of the 2024 event please contact laura.mckie@nhs.scot

We Care Wellbeing Wednesday

- **Wellbeing in the Workplace for Managers Training** There is no one size fits all approach to staff wellbeing. However, by putting it on the agenda and creating opportunities for wellbeing reflection, access to support, resources/activities/education, and a culture of kindness, we can start to build that golden thread for staff wellbeing. This session will support you to reflect on where your team is with wellbeing in the workplace currently and start to develop a plan around building on this, whatever your starting point. Upcoming dates: 16 January (10am-12pm); 8 February (1.45-4pm) and 12 March 2024 (1.45-4pm). To book a place via TURAS, follow this link: [Wellbeing in the Workplace for Managers Training | Turas | Learn \(nhs.scot\)](#)
- **5 Ways to Wellbeing** The 5 ways to wellbeing is an internationally recognised approach to wellbeing, and picking 1 or 2 of these is a good place to start if you are unsure of how to help a colleague or friend:
 1. Connect (talk and listen, be there, feel connected)
 2. Be Active (do what you can, enjoy what you do, move your mood)
 3. Take Notice (remember the simple things that give you joy)
 4. Keep Learning (embrace new experiences, see opportunities, surprise yourself)
 5. Give (your time, your words, your presence)

Christmas carol concert radio broadcast The Grampian Hospitals' Christmas Carol Concert took place at the Music Hall earlier this month; we're delighted to say it was recorded and will be broadcast on Christmas Day on shmuFM (99.8FM) at 3pm, and on Grampian Hospital Radio at 7pm. Both stations have the option to listen online, check their websites for more information.

Tune of the day My sources tell me the team in outpatients X-Ray at Kincardine Hospital are big fans of this feature; I'm delighted to dedicate [Merry Christmas by Ed Sheeran & Elton John](#) to all of them (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via gram.communications@nhs.scot