

# Daily Brief...



Monday 10 November 2025

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**New Toolbox Talk: enteric outbreak management** With Winter fast approaching, a new Toolbox Talk has been developed to support staff in recognising and managing enteric outbreaks (e.g., norovirus, rotavirus, salmonella). It outlines key signs, sample collection guidance, transmission precautions, cleaning protocols, and staff exclusion criteria. [You can find it on the IPC intranet page via this link](#) and it will also be shared in clinical areas to support their winter preparedness. Please take a few minutes to familiarise yourself with the guidance to help ensure safe and effective outbreak response. For queries, contact the IPC team via the clinical advice line (Ext 53249).

**Winter '25 schedule change: National Distribution Centre** This year's ordering and delivery schedule of goods from the National Distribution Centre during Weeks 51, 52 and 01 – the run up to Christmas and then over the festive period - [are available via this link to the procurement intranet site](#). All services must plan now to avoid delays and additional pressure during these weeks. Last year's NDC deliveries had significant delays due to a heavy increase in ordering from boards during these weeks. This impacted many of our wards. Further guidance and information on ordering can be found on the page linked to above.

**Stores Cages** Staying with all things procurement, services **must** return stores cages after use; they are not to be used for local storage and orders must be unpacked promptly. Holding onto these cages causes significant delays to local and national supply chains, as newly received orders cannot be delivered. Services based at Foresterhill should contact their local porters for collection. If you have cages awaiting collection outwith Foresterhill, please contact the Transport Department [gram.transportlogistics@nhs.scot](mailto:gram.transportlogistics@nhs.scot) for uplift.

**Paediatric MTC Education Session** Paediatric burns is the topic of the next Paediatric MTC Education Session, taking place on Thursday (13 November) between 12-1pm on Teams. This will be presented by Jen Greenhowe. No need to book, [simply use this joining link](#).

**Information security and posting** Here are some top tips when it comes to keeping information secure when sending by post:

- Double-check letters before posting them. Picking up two letters instead of one is an easy mistake to make if you're working your way through a stack of them. Ask a colleague to double-check the right letter is in the right envelope or use place-markers to help you spot where one letter ends and the next one starts.

- Always include a return address, on the back of the envelope, to ensure items sent to the wrong place can be returned without being opened. If you're concerned about identifying a letter from the NHS, double-envelope the contents and put the return address on the back of the inner envelope.

**Pancreatic Cancer Awareness Month – local events** This month is Pancreatic Cancer Awareness Month. We are pleased to be working with charities Clan and Pancreatic Cancer UK to help raise awareness of this challenging cancer type. Have you got questions? Pop along to ARI as follows:

- Tuesday 11 November (tomorrow), 10.30am–2pm, main concourse
- Tuesday 18 November, 10.30am–2pm, Rotunda

You're also welcome to join a free webinar on Thursday 20 November (World Pancreatic Cancer Day) featuring updates from local consultant James Millburn, and both charities. This event is open to anyone affected or concerned about pancreatic cancer, as well as GPs and clinicians working in the field. [To register for the webinar you should complete the form available at this link.](#)

**Clothing Pod – donation request** There is a clothing pod in ARI Site & Capacity for patients who come into hospital without belongings and need clothes to get home upon discharge. Clothes can be pre-loved if they are washed/clean. We are particularly in need of:

- Men's clothing - tops/t-shirts, jumpers, trousers/jogging bottoms
- Pyjamas
- Any men's footwear apart from sandals.

If you are having a clear out and wish to donate any clothes, please drop off to the Site and Capacity Office, Level 1 in the Green Zone. Please do **not** share this appeal via social media, as the team have been overwhelmed previously and need to keep stock at a manageable level. Thank you.

**Pause for thought** You can't start a fire without a spark. What's sparked your curiosity recently, and what patterns might you see in the flames?

**Tune of the day** We kickstart the working week with a dedication to Fiona Soutar, in Wellbeing, Culture, and Development. She runs the weekly guided journaling sessions, from which we take our Monday pause for thought. As you can see from the above, this week she was inspired by the great poet Bruce Springsteen, so let's have a little bit of [Dancing In The Dark](#)

We also bid farewell to Karen Dodds (Highly Specialist Podiatrist) who is leaving the City podiatry team after 39 years. She will be greatly missed for her warmth and wealth of experience by colleagues and patients alike. Karen has requested [So Long, Farewell](#) to mark the occasion (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](mailto:gram.communications@nhs.scot)