

Thursday 8 May 2025

M365 Team Names are changing across all NHS Scotland boards

What is changing? The names of some of the Teams you are a member and/or owner of, are going to be changing to include a prefix that helps to identify which Board the Team belongs to. An example of this for NHS Grampian is:

Old Team Name: M365 Project Team

New Team Name: NHSG – M365 Project Team (NHSG space hyphen space Name)

Why is it changing? By making these changes to the names we can start to reduce the number of duplicated team names, help you more easily find the Team you are looking for and immediately allow you to understand who else you may be sharing information with. At a higher level it also makes reporting with regards to Teams easier and establishes a consistent way in which our Teams are named which supports other security, Records Management, and Information Governance functions.

When is it changing? – This process started nationally on the **27 January** and is due to start this week/early next week in Grampian.

What do I need to do? – As a member of a Team you don't have to do anything, these changes will happen automatically. If you are an owner of an existing team, or creating a new team in the future, you must maintain/use the standard described above **e.g. NHSG – Name of TEAM** If you are unsure of the prefix that you should be using, please reach out to your local M365 support team.

Spotlight on Realistic Medicine Our Realistic Medicine programme helps support, create, and share ways of working making it easier to do the right thing. It isn't theoretical; the following projects are all examples of realistic medicine:

- **Future Care Planning and Treatment Escalation Plans (TEP)** It continues to be our ambition to have a TEP in place for all inpatients. The Royal College of Physicians of Edinburgh are holding a webinar on Realistic Medicine including future care planning and shared decision making on Thursday 5 June. You can register for this event here: [Realistic Medicine - Towards more personalised care | Royal College of Physicians of Edinburgh](#)

- **Conscious Prescribing** A resource called Conscious Prescribing was recently developed in response to our much higher usage of IV paracetamol than other boards. The resource is quick and easy to access. Since it was first shared, the use of IV paracetamol has started to reduce. [You can find the resource here.](#)
- **Green Bag Scheme** We have been working with colleagues across Grampian and in the Scottish Ambulance Service to relaunch the Green Bag scheme. This encourages patients to bring their own medicines into hospital, using a reusable green bag, helping them to be active in their own care, as well as reducing waste. You can read more about the Green Bag scheme here: [Green Bag Scheme](#)

If you have any questions or would like to understand more about Realistic Medicine, contact gram.realisticmedicine@nhs.scot.

Lady Helen Parking Centre – maintenance this weekend The main stairwell, in the Lady Helen Parking Centre, will be closed from 8pm tomorrow (Friday) until 6pm on Sunday. This is to allow for essential maintenance. The remaining two stairwells will remain fully accessible, as will the two passenger lifts. We apologise for any inconvenience.

Values Based Reflective Practice (VBRP®) - taster session feedback If your team has taken part in a VBRP® taster session, we want your feedback. [This form has just 4 questions](#) and should take under a minute to complete, but your answers are priceless. Not sure what VBRP® is? It's a structured method, which provides an intentional way of reflecting on past practice, in the present, to improve practice in the future. It provides a language and tools to support reflection. Reflective practice can enable you to move from a place of habit (always doing what you have always done) into a place of wisdom (responding creatively and sensitively to each individual situation). Sound interesting? Contact June Gordon via june.gordon@nhs.scot or gram.vbrp@nhs.scot

GEMs (Grampian Empowered Multicultural staff) group – next meeting The GEMs are delighted to invite colleagues to join our next meeting taking place on MS Teams, 2-3 pm on 21 May. Myshele Haywood from GREC will present recent antiracism research in Grampian and what the findings show. Jean Firth from Grampian Hospital Art Trust (GHAT) will be exploring ways to make their art collections more inclusive. You can find further details here [GEMs 2025 Meeting](#)

Primary/Secondary care shared learning forum We have established an adverse event shared learning forum, aimed at resident doctors and those in consultant/non-training posts. The purpose of these fora is to provide a safe supportive space to discuss clinically important events spanning primary and secondary care. The focus will be on improving patient care, and patient and staff experience; while respectful challenge is encouraged the focus of these meetings is on finding solutions not apportioning blame. Interested? The next meeting will take place on Wednesday 25 June, 12.30-2pm, on Teams. To register your interest, contact hazem.youssef@nhs.scot or linda.downie@nhs.scot

Tune of the day It's 80 years today since VE Day, marking the end of World War II in Europe, so who else but the forces' sweetheart Dame Vera Lynn and [We'll Meet Again?](#) (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