

Friday 15 December 2023

Safe Transfer of Patients We're pleased to say the Standard Operating Procedures associated with this project are now available online via Grampian Guidance here: [Grampian Guidance - Home \(sharepoint.com\)](#). Alternatively, [if you have access to the G-OPES Sharepoint](#), you can view them there (access can be requested but may take time to approve).

Changes to weekly bank authorisation deadline Due to public holidays and early payroll processing deadlines, the weekly bank authorisation deadline will be slightly earlier over the festive period:

- Bank shifts worked Mon 11 - Sun 17 December must be authorised by **midday on Monday 18 December**
- Bank shifts worked Mon 18 - Sun 24 December must be authorised **by the end of the day on Tuesday 26 December**

For all other weeks, the weekly bank authorisation deadline remains as normal - midday each Wednesday. We understand this means a tighter turnaround than normal for you to update and authorise bank shifts and appreciate your support to allow us to get everyone paid correctly and on time.

Individuals and their data rights People have lots of different rights under information legislation and, in many instances, can exercise those rights verbally (i.e. they don't have to write anything down). They can also ask for information from anyone employed by NHS Grampian; they don't have to ask the 'right' person or team. If anyone asks you for their information, wants to have information corrected or erased, wants us to stop holding or using their information, or wants general information about what we do or our impact on the environment and you wouldn't normally answer questions like that, write the question down, take the person's contact details and send the request to gram.infogovernance@nhs.scot. It's very important you record the question and send it to Information Governance, rather than asking the person to do that themselves.

Realistic Medicine conference We held a joint hybrid conference with the NHS Orkney realistic medicine team last month; huge thanks to all involved in delivering this event. A summary of the event [can be found here](#), and full details of the programme and presentations can be found here: [Conference 2023 \(nhsgrampian.org\)](#). There will be a national Realistic Medicine Conference in April 2024; we would love to hear from you if you have a project which could be showcased at this event. Please get in touch via gram.realisticmedicine@nhs.scot to find out more.

ICYMI - Chaplaincy carol service A carol service will be held in the Chapel in ARI (Level 2 Pink Zone) this Sunday (17 December) at 3pm. All staff, students, patients, and visitors will be made welcome. As in recent years a recorded service will also be available to view on the NHS Grampian YouTube channel from 3pm on Sunday. For further information please contact the chaplaincy team on x53316 or email gram.chaplaincy@nhs.scot

That was the week that was Another week has raced by – do you need a refresher on the key items shared?

Monday 11 - reminder of referral process for Winter vaccinations for inpatients, new COTAG (4X4 support) standard operating procedure.

Tuesday 12 - week in review – focus on falls, safe & secure management of controlled drugs policy

Wednesday 13 – data security – don't fall for the phishers, launch of Understanding DNACPR e-learning.

Thursday 14 – clinical key handler refresher training, Year of the Manager development opportunities.

[All briefs are stored online, just click this link](#) or visit Working with Us>HR Portal>NHSG Staff Daily Briefs on the NHS Grampian website.

STAR Award Becky Gauld, a healthcare support worker at Dr Gray's Hospital, is the latest recipient of a STAR Award. Becky was nominated for her exceptional care of patients with dementia/delirium - congratulations to her! To make a STAR award nomination, simply [complete the online nomination form](#), or email the details of the person/team you want to nominate to gram.staffthanksandrecognition@nhs.scot.

Tune of the day Happy Birthday to the Inverurie 'admin oracle', Marie Mellis. The whole Garioch team would be lost without her and send their very best wishes! [Happy Birthday by Altered Images](#) goes out to Marie

If your team Christmas party is tonight – or over the weekend – have a good one! If you're Hampden-bound on Sunday, Stand Free. If you're working, take care. If you're getting some down time, rest. The brief will return on Monday (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