

Monday 15 January 2024

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**Upcoming change to default sharing option on Microsoft 365** If you share files across Microsoft 365 e.g., on Teams, Sharepoint, or OneDrive, please be aware the default sharing option will change on Monday 29 January. At present, the default is 'People in NHS Scotland with the link can edit'; this will be changed to 'People you specify can view'. This is to prevent people being given unintentional access to files or folders; you can still adjust the permissions to suit your needs. [You can find out more here.](#)

**Reminder - ChemoCare Upgrade** Further from our previous message, there is now a go live date of 5<sup>th</sup> February for the upgrading of ChemoCare to version 6.07e. This work is part of the North of Scotland (NoS) Chemotherapy Electronic Prescribing and Administration System (CEPAS) Upgrade Programme. In the lead up to the go live date, all ChemoCare users are reminded to:

- Complete mandatory TURAS modules tailored to board-specific work activity.
- Following completion of the TURAS modules, you will be invited to attend a short cascade training session delivered by a colleague.

If you require login details for ChemoCare please speak to your line manager. For further queries please email Louise Bennett at [louise.bennett@nhs.scot](mailto:louise.bennett@nhs.scot) or Alex Greger at [alexander.greger@nhs.scot](mailto:alexander.greger@nhs.scot)

**Menopause & menstrual health policy** There is a national Menopause & Menstrual Health Workplace Policy, aiming to support those in the workplace experiencing menopause and menstrual health symptoms. [The full guidance can be accessed online here.](#) Documents to support implementation are available on the National Wellbeing Hub: [Menstrual Health and Menopause Guidance.](#)

**Safe Transfer of Patients in ARI** Staff drop-in sessions will continue for this project until the end of January. These will take place on the 17<sup>th</sup>, 24<sup>th</sup> and 31<sup>st</sup> from 1-2pm. If you would like to join a session, please e-mail [gram.pipdirector@nhs.scot](mailto:gram.pipdirector@nhs.scot) for details.

**Please ensure items are labelled for Linen Services** A large number of blankets, throws and dark green hand and bath towels have been returned through the laundry service with no labels. These may belong to patients, possibly Christmas presents given the high volume. If any patient has reported a missing item on your ward, please email [gram.linenservices@nhs.scot](mailto:gram.linenservices@nhs.scot) so these can be returned.

Linen Services process over 150 unlabelled items per week on average. Anyone requiring items to be marked can complete the ad hoc order form on the intranet under Linen Services and request items to be marked appropriately. This reduces time for all involved.

**Evaluation of Assistant Practitioner role** The Practice Education team is working to understand if the uptake of Assistant Practitioner (AP) student nurse/midwife roles led to the desired outcomes. Were you one of the Stage 3 or Stage 4 students who took part or did you support one of these roles? The team undertaking the service evaluation would like to hear about your experiences through your participation in a focus group via MS Teams on either 24<sup>th</sup> or 25<sup>th</sup> January. Details of the evaluation are available in

the information sheets on the [intranet news page](#) (networked devices only). Please have a read before attending and you will also find timings and details of how to sign up. For more info, email [gram.practiceeducation@nhs.scot](mailto:gram.practiceeducation@nhs.scot)

**Neurodiversity Empowerment Group (NEG) – SUNN and umbrellas!** The first meeting of the NEG will take place on Monday 22 January, on Teams, between 11am-12noon. We will be joined by Chloe Jackson talk about her two fabulous, neuro-inclusive initiatives: SUNN and Umbrella A Capella

- **SUNN (Support and Understanding of Neurodivergent Nurses)** is a neuro-inclusive space designed to bring neurodivergent nurses together through similar experiences. The space also facilitates learning about neurodiversity, for colleagues who are not neurodivergent.
- **Umbrella A Capella - Neurodiverse choir** Chloe hopes as many members of the public as possible will join her at her newly established community choir, Umbrella A Cappella. Chloe believes that everyone has a voice and so no talent is required to join her singing group. Umbrella A Cappella pride themselves on being Neuro-inclusive.

Chloe is a neurodivergent, Newly Qualified nurse within NHS Grampian diagnosed with ADHD, autism, dyscalculia, dyspraxia and dyslexia. She is extremely passionate about neurodivergence and you can find out more on her website: [Chloe's "neurospicy" journey! – Support and Understanding for Neurodivergent Nurses \(SUNN\) \(wordpress.com\)](#) For further information or to join the NEG mailing list email [gram.staffequalities@nhs.scot](mailto:gram.staffequalities@nhs.scot)

**Journal Club** The next meeting will take place on Wednesday 17th January 12noon, where Maria Velo Higuera will present on a paper entitled: [Exploring the Use of AI in Qualitative Analysis: A Comparative Study of Guaranteed Income Data](#) It's all about the potential of AI chatbot ChatGPT and you can [join the meeting by following this link](#).

**NHS Grampian Staff Equalities Network** For the January meeting of the Staff Equalities Network we are grateful to welcome Rakiya Suleiman, Equality and Diversity Advisor, NHS Lothian to present on 'Learning from historical links to slavery'. Rakiya, along with communities and stakeholders, has been instrumental in developing the response to research which revealed that the Royal Infirmary of Edinburgh had inherited 39 slaves on an estate in Jamaica. The proceeds were used to buy medicines, construct a new building, employ staff, and heal Edinburgh's "sick poor".

Don't miss what will be a very important, and truly enlightening presentation and discussion on Wednesday 17<sup>th</sup> January from 2-3pm on MS Teams. If you would like any further information, or would like to join the meeting, please contact [gram.staffequalities@nhs.scot](mailto:gram.staffequalities@nhs.scot) for the link. Everyone welcome!

**Pause for thought** Before jumping in to the new, let's take a little time to reflect on what we've achieved. How have you changed, evolved and grown? What successes are you taking into the new year?

**Tune of the day** Some of our fabulous [junior doctors are on a mission alongside Aroma coffee shop colleagues to save more than 500,000 disposable cups](#) being thrown away every year across NHS Grampian. Have you got your Keep Cup yet? They reckon in just one month, saving the cups from landfill is equivalent to preventing 1,000 pints of petrol from being set on fire. On this chilly Monday, we bring you ['We didn't start the fire'](#) by Billy Joel (KJ).

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)