

Monday 15 July 2024

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**Increasing COVID-19 cases – what you need to know** We have seen an increase in COVID-19 cases over the past few weeks with outbreaks in some of our clinical areas. COVID-19, and other respiratory infections such as flu, can spread easily and cause serious illness in some people. Please continue to be vigilant for the signs and symptoms of COVID-19 and take necessary measures to prevent the spread of infection. Symptoms of COVID-19 can include:

- high temperature, fever or chills
- feeling generally unwell
- continuous cough
- loss of, or change in, your normal sense of taste or smell
- shortness of breath
- unexplained tiredness, lack of energy
- muscle aches or pains that are not due to exercise
- not wanting to eat or not feeling hungry
- headache that's unusual or longer lasting than usual
- sore throat, stuffy or runny nose
- diarrhoea
- feeling sick or being sick

If you have symptoms of a respiratory infection, including COVID-19, try to stay at home and avoid contact with others.

**How much is your pension worth?** The Scottish Public Pensions Agency have several tools available to allow scheme members to get an estimate of their pension. The best way for members to estimate how much their pension will be when they retire is to check their Annual Benefit Statement (ABS) using the SPPA's online member service: [My Pension - SPPA](#)

Members can also use the appropriate pension calculator to work out what they will receive when they retire:

- [NHS Remedy calculator](#) (for members with service between April 2015 and March 2022)
- [NHS pension scheme calculator](#)

Please note, to access the SPPA's calculators, you should use either Microsoft Edge or Google Chrome.

The SPPA can only provide estimates directly to those members ineligible to use the online calculators **and** who are retiring in the next six months. All other members should refer to their Annual Benefits Statement or use the pension calculator.

**Value & sustainability – ePayslips** Electronic payslips (also known as e-payslips) are being rolled out across the organisation according to the following timetable:

- Stage 1, Phase 1 Administration Services & Executives / Senior Managers staff for July 2024 pay day
- Stage 1, Phase 2 Nursing and Midwifery for August 2024 pay day
- Stage 1, Phase 3 AHPs, Other Therapeutic, Healthcare Sciences, Personal & Social Care, Pharmacy, Medical and Dental Support, Medical and Dental for September 2024 pay day

Staff members in the Stage 1, phase 1 Administration and Clerical and Executive and Senior Managers group will receive email notification of usernames and guidance on how to access the system 10 days in advance of the July pay day (this work is commencing this week).

Supporting information is available [on the refreshed intranet page here](#) (networked devices only). In addition to this, we recommend you share this video: [ePayslips - accessing your electronic pay slip \(youtube.com\)](#) and the 'Information for Managers and Staff - Downloading, Saving and Printing Electronic Payslips' document attached to the email used to send this brief.

It has been agreed with GAPF that from this month all NHS Grampian new start staff in the Phase 1 staff groups will automatically receive an ePayslip. Also, any substantive member of staff in any of the above staff groups who also holds a bank post will also be reverted to an e-payslip for their bank post at the same time.

Staff on long term leave e.g. maternity leave, career break, will be excluded from the roll out plan, and going forward any new instances of long-term leave will be reverted to a paper payslip for their period of leave. A process will be available for line managers to advise the Payroll team of the need to revert to a paper payslip. There may also be exceptional circumstances which prevent a member of staff being able to access the system, e.g. specific health reasons. Line managers should use the process to advise the Payroll team of the need to retain the paper payslip method.

Managers are requested to ensure this information is cascaded to their team. and if they have any new starts to the organisation from 1 July, those new colleagues are aware they will receive an electronic payslip. If you have any queries around this, please contact [gram.epayslip@nhs.scot](mailto:gram.epayslip@nhs.scot)

Details for the remaining staff cohorts will be shared in early August Details of phase 2 roll out for Facilities and Estates staff and bank workers who hold a bank post only will be shared soon.

**Datix update – complaints 'due date' issue** Following the recent Datix upgrade, there is an issue with due dates for complaints being calculated incorrectly by the system in some cases. The Datix team has logged this with Datix, and it is currently being investigated. In the meantime, this may mean that dates are showing incorrectly which may affect the issuing of interim letters and requests for responses. Please bear with the Feedback team while work is underway to rectify this as soon as possible.

**Nursing & midwifery healthcare support worker induction** The induction process for nursing and midwifery healthcare support workers (HCSWs) is changing! From September, all HCSWs, whether newly recruited as substantive or bank, must attend this mandatory induction. Flowcharts explaining the process for substantive staff and banks workers [are available on the intranet](#) (networked devices only). Please make sure you are following the correct chart and understand the new process. Recruiting managers will be sent a copy of the relevant chart when taking on new substantive staff. All new HCSWs, whether bank or substantive, will receive a copy when they start work.

'Fundamentals of Care' sessions will cease after 30 July. New healthcare support workers starting after that date are expected to attend the new induction sessions. These can be booked via Turas here (log-in required): [NHS Grampian Nursing and Midwifery HCSW Induction | Turas | Learn](#)

Questions? Please contact [gram.practiceeducation@nhs.scot](mailto:gram.practiceeducation@nhs.scot)

**Pause for thought** What went well for you last week? Have you acknowledged your success in the way you might acknowledge another's?

**Tune of the day** I had a 'haven't heard that in ages' moment earlier today and since we don't have a request in for today, had to share it with you all. Donna Summer's take on [MacArthur Park](#) is our tune of the day (this is the radio edit, but there are 17-minute versions out there if that's your bag) (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)