

# Daily Brief...



Monday 16 September 2024

**Extension of vacancy controls** Information was shared on Friday about the extension of vacancy controls across the organisation. [This is available here](#) (intranet link, networked devices only), please read it carefully.

**Understanding the barriers – and enablers - to reporting violence and aggression** We want to better understand what prevents reporting of violence and aggression in our workplaces, and what would enable it. [We are encouraging as many of you as possible to complete this survey](#) which should take 5-10 minutes. Please share the link with your colleagues too. If you are reading a printed version of the brief, you can scan the QR code below. The survey is confidential and anonymous and will run until 30<sup>th</sup> September.



**MS Teams data security** Any 'Team' containing patient or business-sensitive information **must be set to 'private'**. If you select 'public' anyone in the NHS across Scotland (i.e. anyone authorised by any other board) can see everything in the team, including uploaded files, chats, posts to channels, recordings of meetings etc. If your team contains patient information, it must be registered. Instructions are linked [in the box on the right of this page](#) (networked devices only). Always remember to check you are uploading the correct file to a team.

If your team has been set to 'public' in error, please take the following actions immediately:

- Open MS Teams and scroll to your team.
- Click on the three dots to the right of your team name in the list of Teams in the second column from the left.
- Pick 'Manage team'
- After you click on 'Manage team' the page will change and you will see the 'Owners' and the 'Members and guests' of the team.
- At the top right of the page (to the right of the team name) you will see 'Settings'. Please click on that.
- The page will change again. On the new page directly above the words 'Team picture' you should see an 'Edit' button. Click the 'Edit' Button.
- A new window will open. The bottom option should be 'privacy'. Click on the drop down and make sure the team is set to 'Private - Only team owners can add members'.
- Click 'Done' to save your change.

**PACS offline this Wednesday evening** Due to required maintenance being carried out by Phillips on the PACS servers, the PACS system will be offline this Wednesday (18<sup>th</sup> September) from 6pm to 9pm. During this time users will be unable to send imaging to the PACS storage from modalities, and any imaging taken during this window should be re-sent manually once the PACS servers are available again. Worklists should still be functional and available. There will be no access to any PACS imaging so reporting using Soliton will also be unavailable during this window. Any urgent emergency reporting will need to be done directly at the modality.

**Resuscitation department – what they can do for you** Did you know our resuscitation department is here for more than just training! Here are just some of the services they provide:

- Attendance at clinical emergencies, when available
- Follow up of clinical emergencies
- Facilitation of debriefs
- Monthly reporting of clinical emergencies
- Participation in the National Cardiac Arrest Audit
- Analysis of defibrillator data post cardiac arrest
- Facilitating several training courses
- Ad hoc training for situations arising
- In-house emergency simulation training
- Audit of all emergency equipment
- Addressing resuscitation equipment concerns
- Creation and review of resuscitation protocols and policies
- Oversee all emergency bleep protocols and concerns
- Publish a monthly newsletter

Check out [the resuscitation department page on the intranet](#) (networked devices only) which includes details of all team members, how to contact them, and all issues of their newsletter. One of the most important roles for the department is to be a resource for colleagues across the organisation, so please contact them for any support as needed.

**Datix surgeries** There are two Datix surgeries taking place **tomorrow** (17 September), between 2-3pm and 3-4pm. Book on to ask a question or seek advice on anything to do with Datix. Booking is via Turas (requires log-in): [Datix Surgeries | Turas | Learn \(nhs.scot\)](#)

**Shared learning event** The September Shared Learning Event will take place virtually this Thursday, 1-2pm, on Teams. Linda Oldroyd, Lead Nurse – Quality Assurance for Integrated Specialist Care Services Portfolio will present a SPSO Case Study: Organisational Learning from a Patient Journey Complaint.

Also presenting are Dr Laura Clark, Consultant Nephrologist and Fiona Mitchell, Nurse Manager who will be presenting a Level 1 review. Everyone is welcome to attend these events which are a monthly forum held to share knowledge and learning. Typical topics for discussion include clinical and adverse events, complaints, Ombudsman cases and quality improvement projects and audits.

Access to past recordings can be found on the [Shared Learning QIAT Intranet page](#) or on the Shared Learning Event MS Teams channel. If you would like to join the group or attend this session, please

contact [gram.giat@nhs.scot](mailto:gram.giat@nhs.scot). If you would like to discuss presenting at future events, please get in touch with [celine.macconnell@nhs.scot](mailto:celine.macconnell@nhs.scot) or [carol.fraser8@nhs.scot](mailto:carol.fraser8@nhs.scot)

**Near Me Group Consultations – platform changes taking effect this Wednesday** Users of the Near Me Group calls platform will notice improvements and slight changes to the platform from Wednesday (18 September). Everyone with existing access to a Group calls Near Me waiting area should have received an email from NVCS today, outlining the main changes. The upgraded system is more robust, with some slight changes to screen layout and functionality, including the automatic availability of break out rooms. While more intuitive, and all participants should find the transition very smooth, we would encourage you to familiarise yourself with the changes ahead of their next session. Updated guidance and training videos will be available from Wednesday on the [NVCS Near Me web pages](#). Any service not currently using Near Me Group calls, but with a desire to, can email [gram.nearme@nhs.scot](mailto:gram.nearme@nhs.scot)

**Bicycle security event – tomorrow – Foresterhill** Police Scotland Crime Reduction Officers will be on-hand tomorrow (17 September) to discuss bicycle and domestic security. You will also be able to get your bicycle registered with Bike Register, the national cycle database, free of charge. The event will run from 10am-1.30pm, on the grass bank between ARI and Ashgrove House, you can also speak to NHS staff about the Cycle to Work Scheme, etc and the team at Love To Ride. No need to book, just turn up. Questions? Just contact [gram.activetravel@nhs.scot](mailto:gram.activetravel@nhs.scot)

**Pause for thought** September is a time of harvest, an opportunity to gather the fruits of our efforts, see what has flourished, and acknowledge the growth we've nurtured. It's also a time to consider what could be pruned. What will you harvest this month, and what habits, thoughts, or patterns no longer serve you well that you might choose to prune a little?

**Tune of the day** Today marks the beginning of National Neonatal Nurses Week. Thank you to all of our amazing neonatal nurses and a wee shout out to Kirsty Smith, Katrina Lamb and Alice Wicks from Aberdeen Neonatal Unit who will be taking part in the BEAST competition this Saturday, raising money for Archie. For you guys, and also in tribute to Tito Jackson, [Blame it on the Boogie](#) by the Jackson 5.

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)