

# Daily Brief...



Tuesday 22 October 2024

---

**Hidden figures** When you make charts or tables using PowerPoint, Excel, Word, etc., did you know the raw data is often still lurking behind the final table or graph? Do you know what information is in the metadata (descriptive data) of your file? Are you aware that blocking out text in Word doesn't remove the text underneath and it **is** still there? It's important to check your files to see if data is 'hiding' **before** documents are shared. This reduces the risk of personal or other sensitive data being shared inappropriately with other colleagues, services or partners, or being released publicly. The Information Commissioner's Office has some really helpful guidance around checking your documents here: [How to disclose information safely](#) (esp. paragraphs 31-80). If you've any questions or concerns, please get in touch with information governance via [gram.infogovernance@nhs.scot](mailto:gram.infogovernance@nhs.scot).

**Putting People First - sharing the learning** Grampian's first Community Appointment Day took place in Elgin last month. You can watch this short video recap to find out more: [Moray Community Appointment Day - Full Video](#)

As part of Putting People First and our commitment to sharing learning across our system, we are hosting our next Community Appointment Day Community of Practice, via Teams, at 10am on Thursday 7 November. This will be your opportunity to hear all about the Moray experience, lessons learned so far and hear about plans for future events across Grampian. If you are interested in finding out more about this new way of working, please contact to book your slot: [gram.puttingpeoplefirst@nhs.scot](mailto:gram.puttingpeoplefirst@nhs.scot)

**Save the date – staff equalities network December meeting** We're sharing early details of the December meeting of the staff equalities network, which will focus on domestic abuse, the legal context and the court process. We particularly want to encourage clinical colleagues to attend this meeting, which takes place 2-4pm Thursday 12 December, during the 16 Days of Action campaign. There's more information on this meeting and the wider campaign on our website here: [16 Days of Action 2024](#). To request the joining link, please email [gram.staffequalities@nhs.scot](mailto:gram.staffequalities@nhs.scot)

**Staff social activities fund – will you apply?** This fund allows you to claim £10, per colleague, towards the cost of a social activity, to help improve your physical and mental health. All activities must take place before 31 March 2025. Claims must include at least two NHS Grampian staff and must take place outwith our premises. The funding cannot be used to purchase alcohol or pay for travel costs.

The application form is now available to download from the Intranet and can be submitted for reimbursement after the event has taken place. Please ensure you have fully read and understood the [updated guidance before applying](#) (networked devices only).

**Tissue viability newsletter** The latest newsletter from the tissue viability team is available to read here: [Newsletter October 2024](#)

**Clinical Entrepreneur Programme – one week to go** The NHS Clinical Entrepreneur Programme is free and open to all NHS staff. It provides learning, opportunities and experiences through which entrepreneurs develop the commercial skills and knowledge to accelerate their innovations that will, in turn help transform patient care. A dedicated programme on how to build a start-up or develop an intrapreneurial idea is delivered as a series of CPD accredited educational events called Pit Stops, which can be attended either in person or virtually. **Applications are open until 29 October.**

To find out more and to apply visit the NHS Clinical Entrepreneur website at [www.nhscep.com/apply-now](http://www.nhscep.com/apply-now) or join their CEP Prep sessions and in person event to get application ready! Questions can be directed to: [cep@aru.ac.uk](mailto:cep@aru.ac.uk)

**Annual carol concert** Sorry to bring up the C-word (no, not that one!) but our staff choir is already hard at work rehearsing for this year's carol concert at the Music Hall in Aberdeen. It will take place at 2.30pm on Sunday 15 December. Tickets are available via [the Aberdeen Performing Arts website](#); under 12s go free with an adult.

**Tune of the day** Tuesdays are neither one thing, nor another, are they? With no request in for today, and in a bid to blow away those Tuesday vibes, why not shake your money maker to [Get Up \(I feel like being a\) Sex Machine Parts 1 & 2?](#) (yes, that is the full title) (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)