

Tuesday 23 July 2024

Reporting racist/discriminatory incidents A banner directing you to all the information you need to report incidents of discrimination, harassment, victimisation, or prejudice has been added to the intranet home page. [Also available via this link](#) (networked devices only) the guide takes you step by step through the process of reporting and links to sources of support.

NHS Grampian has a zero-tolerance policy towards any form of discrimination, harassment, victimisation or other prejudiced behaviour including (but not limited to) racism, gender-based violence, and harassment of anyone with a protected characteristic e.g., age, religion, disability, sex, sexual orientation.

MCAS security policy – coming soon On 27 August, subject to final local Chief Executive Team approval, the national MCAS (Microsoft Conditional Access Security) policy will be applied across NHS Grampian. This is a nationally set policy which ensures corporate data is protected when accessed by personal devices (that is, not issued by the organisation) such as mobile phones, laptops, Macs, etc.

This new policy will not prevent you using a personal device to use applications such as Outlook, Teams, or OneDrive, but there will be changes. For example, it will not be possible to save or copy data to locations other than the Microsoft 365 environment. This presentation: [M365 Conditional Access \(cloud.microsoft\)](#) sets out the rules for different devices and we'll have much more information in the brief in the coming weeks.

e-Payslips - a clarification Yesterday we shared a detailed update on the roll out of electronic payslips which included this sentence: From 1 July, all new starts in administration services or executive/senior managers have automatically been set to receive an e-payslip.

For completeness, **anyone** in the groups below **and** who started with the organisation from 1 July onwards, has been automatically signed up for an electronic payslip. The dates in brackets are when existing colleagues in these groups will move to e-payslips:

- Administration Services & Executives / Senior Managers staff (31 July)
- Nursing and Midwifery (August pay day)
- AHPs, Other Therapeutic, Healthcare Sciences, Personal & Social Care, Pharmacy, Medical and Dental Support, Medical and Dental (September pay day)

If you work in administration services or as an executive/senior manager, currently receive a paper payslip, and have **not** received information about electronic payslips, please email gram.epayslips@nhs.scot as a matter of urgency.

Digital Ward – Change to Primary Care Summary tab within Electronic Patient Record (EPR) As part of the continued improvement to Trakcare, the name of the Primary Care Summary tab within the EPR has now been changed to **ECS/KIS – (Emergency Care Summary / Key Information Summary)**. Please be assured there has been no change to the information is available within this tab, it is just a change in its name. For more information, please email gram.epr@nhs.scot

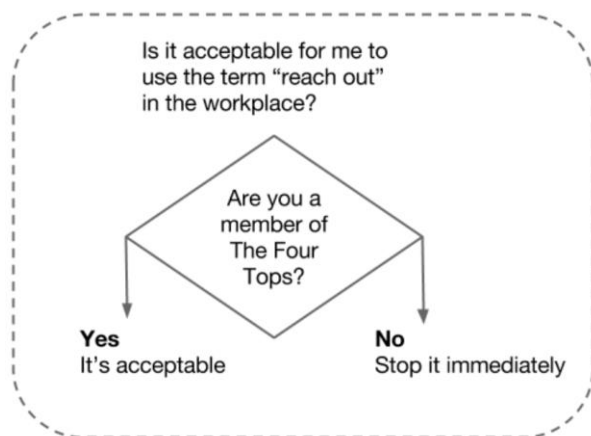
Nursing & midwifery healthcare support worker induction The induction process for nursing and midwifery healthcare support workers (HCSWs) is changing! From September, all HCSWs, whether newly recruited as substantive or bank, must attend this mandatory induction. Flowcharts explaining the process for 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

Tune of the day Margot van Ryneveld from the HEPMA team makes today’s request, dedicated to Kelly Sumner in IT. Kelly came to the rescue when the team were faced with technical issues; as Margot says: “Our digital whizzes are often under-valued but ensure we can work efficiently and effectively”. Margot’s requested [Magical Mystery Tour](#), as resolving every technical problem starts with a mystery tour to unpick the problem.

I also want to take a moment to mark the passing of Abdul ‘Duke’ Fakir, who was the last surviving founding member of The Four Tops. One, because they produced [When She Was My Girl](#) and countless other classics, and two, because it gives me the opportunity to share one of my favourite work memes (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