

Wednesday 26 March 2025

Handover notes Printed handover notes should **never** be taken off-site and **must** be disposed of in red confidential waste bags at the end of each shift. You are responsible for your own copy of handover notes, their security whilst you have them, and for their proper disposal. There is a real potential for harm to our patients if handover notes are misplaced and recovered by third parties.

HEPMA/PSC and CDD scheduled maintenance HEPMA/PSC and CDD will be unavailable this Sunday (30 March), between 0.45-2.15am, due to clock change server updates. This will create a missing hour in the charting period which may impact medicines administration. All HEPMA/PSC and CDD users will be affected.

It is advised you print HEPMA MAC and MAP reports in advance for all patients who may need medicines between 0.45-2.15am, especially those with regular or stats doses due in these hours. When HEPMA is accessible after down time, nursing teams should chart any 'as required' medicines administered, recording the time they were given to ensure the last dose of administration presented to the clinical teams on HEPMA is correct, and to prevent early administrations or overdoses in error. Unless the system downtime is longer than expected there should not be any requirement to chart regular medicines over this period as these should all have been moved to the appropriate BST time.

Vaccination centres on the move The Moray Vaccination Centre will shortly vacate its current base in Elgin. Arrangements are being made for temporary base in the town, while longer term plans are finalised. The Spring vaccination programme will commence next Monday (31 March) in care homes and for those who are housebound, as planned. Appointment letters will clearly state where people should attend.

As a reminder, the vaccination centres for Inverurie and Fraserburgh are now based within the community hospitals in each town. Full address details are available here: [Centres | Vax Grampian](#)

Spring lambs safety warning With the school holidays fast approaching, many of you may be lining up a family visit to animal petting and feeding attractions. Colleagues in public health/health protection are reminding all of us of the importance of good hand hygiene during such visits. In recent years there has been an increase in outbreaks of enteric illnesses like cryptosporidium and E.Coli O157, which can often be traced back to visiting these facilities. These can be serious illnesses, which can result in a need for hospital treatment. Petting farms are required to provide proper handwashing facilities, we need to play our part by ensuring we use them.

This is also a good time to remind all teams that lambs are considered ruminant animals and are not suitable for visits to health and social care settings. There's more information on this here: [Animals in Care Settings Infection Prevention and Control Guidelines | National Services Scotland](#)

Deputy Responsible Office (secondary care) Dr. Priti Singh will be undertaking the duties of the Deputy Responsible Officer (secondary care) for NHS Grampian, from 1 April. Dr. Singh is a consultant psychiatrist (general adult) and leads Scotland's first CESR fellowship programme here in Grampian. She has also played a key role in the medical directorate's career development project, bringing a wealth of experience in medical leadership.

In her new role, Dr. Singh will continue to support the directorate in working to uphold professional standards, ensure regulatory compliance, and drive the delivery of high-quality care. Please join us in congratulating Dr. Singh and look forward to your continued support as she takes on this important role.

Recycling – it's easier than ever Did you know we can recycle more here at work than you can at home? And it all goes in the same clear bag! We don't have to be quite as fussy about rinsing items with liquid in them, although that's ideal if you have access to a sink. Items suitable for recycling include soft plastics (like bags and crisp packets) as well as hard plastics such as bottles, metals and paper. The only items that should not be placed in mixed recycling bins are paper towels, food, polystyrene, glass or batteries. You can recycle batteries separately via Central Stores. New recycling bins can be ordered from Pecos – the supplier is Wybone and the order code is CAP/AP/70L/FB/GRN.

Wellbeing, Culture, and Development Wednesday

- **Website update** The 'We Care' and 'My Healthy Workplace' websites have merged to give you access to a one stop shop of health and wellbeing services and support. The 'We Care' website now includes a range of additional information and support which you said is important to you, including topics such as mental health, healthy weight, stopping smoking, menopause, and financial support. It offers support and resources for managers, including how to support staff in a traumatic situation. There is also information provided on health and wellbeing related training, events and workplace policies. As an organisation, we – and the health and social care partnerships - are committed to ensuring you feel valued, working within a culture which supports the improvement of your health and wellbeing. Visit ['We Care'](#) and find out what support it could offer you.

Tune of the day Clare Inverarity (orthopaedic rehab, Woodend) is celebrating 30 years with the NHS today; Tanya and all the team have asked for [Bohemian Rhapsody by Queen](#). If that doesn't tickle your fancy, how about [Time \(Clock Of The Heart\)](#) by Culture Club, as suggested by immunisation nurse, Deborah Hay? Sticking with the time tunes, Hannah McKay (Newburn Health Care) has thought laterally, with a tune reflecting on times past: [It Started With A Kiss](#) by Hot Chocolate (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