

# Daily Brief...



Tuesday 26 November 2024

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**November payday + Christmas/New Year pay arrangements** If you are paid monthly, pay day for November is this Friday (29 November); electronic payslips are available tomorrow – 27 November. If you're ever in doubt, all pay dates for monthly and weekly paid staff are on the Payroll intranet page; just click on 'Departments' then 'P' for payroll.

National guidance has been received confirming the designated public holidays during Christmas and New Year are as follows:

- Wednesday 25 December 2024 and Thursday 26 December 2024
- Wednesday 1 January 2025 and Thursday 2 January 2025

[This guide \(intranet link, networked devices only\)](#) has been prepared which sets out examples of working patterns over the Christmas period. These examples, which apply to staff employed under Agenda for Change terms and conditions, equally apply to the New Year period. Managers and staff are encouraged to look at the example which covers the shift pattern appropriate to the situation; there is no need to look at every example.

**COTAG - what is it and how we use it** Our brush with wintry weather last week was an early reminder of the disruption the conditions can cause to our usual running. While we got off comparatively lightly with Storm Bert, we can't rule out challenging weather in the months to come. One of the ways we look to combat disruption is our agreement with Community Offroad Transport Action Group (COTAG), a team of volunteers, who have undertaken specialist 4X4 training. They agencies like ourselves, Police Scotland, and the local authorities, to get people or equipment to where they need to be in difficult conditions.

COTAG are there as a last resort and their services are not free. Teams/services should explore working at alternative sites or local accommodation options before requesting their help to get staff (particularly those in critical roles) and patients in need of specialist care to or from specified locations. When all other travel options have been exhausted COTAG transport can be arranged by contacting Site & Capacity. If their services have been requested, the requester should remain at the agreed pick-up location and not subsequently arrange alternative transport. This will prevent unnecessary call-outs and exposing the COTAG volunteers to avoidable risk. There may be occasions where their services are no longer required e.g., significant improvement in weather or road conditions. If this is the case, please inform Site & Capacity, who will cancel the booking, as soon as possible. Please note we as an organisation are still liable for billing in these circumstances

**Winter infection prevention – toolbox talk** As we well know, each winter brings additional challenges due to the increase in seasonal viruses. The infection prevention and control team created a Toolbox Talk drawing outlining the key steps to take, to manage infections. You can access [this via the IPC intranet page here](#) (networked devices only) Let's stop the spread of winter infections!

**Double-check information before you send it** Picking up two letters instead of one or attaching the wrong file to an email is an easy mistake to make. However, in the health service, it's a mistake which could compromise someone's privacy and have serious repercussions. Ask a colleague to double-check the right letter is in the right envelope before you post them or that the right attachment is on the email. For letters you could use place-markers to help you spot where one letter ends, and the next one starts as you work through them. With email, don't forget to preview the attachments before you hit send and remember data can be hiding behind charts or be in a different tab in a spreadsheet from the one you can see.

**Referrals to MSK Adult foot and ankle hub** We launched our foot and ankle hub in January 2023. This is a single point of referral to orthopaedics, podiatry, orthotic and physiotherapy out-patient services to support adult patients presenting with musculoskeletal foot and ankle conditions. In recent months there has been an increase in services referring directly to the above team and **not** directly to MSK-Adult Foot and Ankle. This delays patients being seen, so we would remind **all** referrers to use MSK-Adult Foot and Ankle.

Referrals are via SCI Gateway, via TrakCare. To complement the referral process several patient information booklets and clinical pathways have been developed, these are available via Grampian Guidance. Further details on the way in which you can refer into this referral point are available from [gram.adultmskfootandankle@nhs.scot](mailto:gram.adultmskfootandankle@nhs.scot)

**Review of clinical nurse specialist (CNS) roles** Work on the review of CNS roles, across Scotland, is ongoing. A local working group meets fortnightly, and we are participating in national meetings as required. We know those of you in CNS roles are keen for further information on this; progress has been slower than we would like but please be assured updates will be shared as and when available.

As a reminder, the review of CNS roles is separate from the Band 5 review, agreed as part of the 2023/24 Agenda for Change deal.

**The Richard Tompkins Scholarship 2025** This development scholarship is awarded annually to a registered nurse, midwife, or health visitor who is committed to developing person-centred cultures of care. This scholarship is open to practitioners who are working clinically in any health or social care setting UK-wide and is targeting those who are leading clinically based teams. For more details, follow this link: [The Richard Tompkins Scholarship - Foundation of Nursing Studies](#). The closing date for applications is Friday 14 February 2025.

**Tune of the day** It's been announced Rod Stewart will take the coveted 'Legends' spot at Glastonbury this year, so in honour of that, here he is with The Faces and [Stay With Me](#) (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)