

Tuesday 28 May 2024

Staff engagement forms As of 1 June 2024, eESS will no longer accept paper Staff Engagement Forms sent via internal or external mail. All staff engagement forms should be completed electronically and sent to gram.eess@nhs.scot. The electronic form [is available on the eESS Intranet page here](#) (networked devices only). If you use the Optima eRostrering programme, you should also complete the Optima new start form (from [eRostrering intranet page here](#)) and email this to gram.centralrostrering@nhs.scot

Any paper forms sent to eESS after 1 June will be returned to managers to be submitted electronically.

eESS users are reminded only one transaction on Managers self-service can be done at any one time. A change must be fully approved and applied before making any further changes or it will cause an error.

Reminder - TrakCare revised triage (vetting) outcomes From tomorrow (29 May), and in response to your feedback, there will be changes to the triage (vetting) outcomes in Trakcare. The existing code for 'inappropriate referrals' (204 - Back to Referrer) will be discontinued. We recommended people use the following codes:

- 204L - Back to Referrer - Immediate Letter: Use this code to issue an explanatory note to the GP and remove the patient from the waiting list. We are simplifying the terminology by rebranding the 'Clinician Letter' and 'Immediate Clinician Letter' to 'Immediate Letter'.
- 205A - Refer Onwards Different Specialty: Use this code to forward the referral to the appropriate specialty. Remember, additional notes can be included in the Booking Instructions/Comments text box for the receiving clinician, if needed.
- The ANFA (Advice - No Further Action) code remains available for informational referrals that do not require a response.

This update does **not** impact the vetted priority code also named "Back to Referrer," which remains appropriate when selecting vetting outcomes that do not create a waiting list entry. For details on the existing and updated triage/vetting outcomes, [please refer to the TrakCare – eVetting guide](#) (intranet link, networked devices only). We appreciate your cooperation as we implement these changes. Should you have any questions or require further assistance, [please contact the team via the service desk](#).

Leading for the Future – time is running out The application window for the 2024 cohort of the Leading for the Future programme will close this Friday (31 May). Leading for the Future is a highly regarded national senior leadership programme for those in roles at Band 8A or above (applications welcomed from colleagues in clinical and non-clinical roles) in social work, social care, third sector/partner and health organisations in Scotland. The application form and information pack can be accessed on the [Year of The Manager Teams channel](#).

Education and development opportunities The following courses are now open for application, simply follow the relevant links (intranet links, networked devices only):

[BSc Healthcare Practice \(Top up Degree\)](#) (closing date Monday 3 June)

[Nursing and Midwifery Post Registration Funding](#) (closing date Monday 3 June)

[An exciting fully funded opportunity for Post Graduate Certificate in Healthcare Leadership.](#) (closing date Monday 3 June)

If you are interested in advanced practice, what about the PgCert/PgDip/MSc in Advancing Health Practice at Robert Gordon University? There will be a short information session online tomorrow (29 May), between 12.30-1pm. [To join, simply save this Teams link.](#)

If you are considering an application for the [MSc in Healthcare Leadership](#) at Robert Gordon University, there is an online information session on Friday (31 May) between 12-12.30pm. No need to register, [simply save this Teams link.](#)

If you have any questions, or cannot access the intranet, please do not hesitate to contact us at gram.practiceeducation@nhs.scot

Evaluation Clinics Clinic slots are now available for May and June. The evaluation clinics are designed for anyone planning a service change or project and looking for advice on any aspect of planning, implementing, writing up or issuing an evaluation. If you're interested, please book via the following link: [Grampian Evaluation Network- Evaluation Clinic's \(office365.com\)](#). If you have any queries or if the clinic date is not convenient, please contact CLeask@aberdeencity.gov.uk or niki.couper2@phs.scot

Terminology Tuesday – lets break some rules! I don't know about you, but when I am writing I am plagued by memories of what I was taught at school. Grammar rules, half-remembered, as I try to make sure my sentences are 'correct'. However, the team at the Plain English Campaign are here to remind us rules are made to be broken. This is direct from their guide to writing in plain English:

- You can start a sentence with **and, but, because, so** or **however**.
- You can split infinitives. So you can say **to boldly go**.
- You can end a sentence with a preposition. In fact, it is something **we should stand up for**.
- And **you** can use the same **word** twice in a sentence if **you** can't find a better **word**.

Tune of the day The word legend gets bandied about an awful lot, but on this occasion, it is the correct word to use as we say farewell to the legendary Joan Anderson. Joan is leaving us this week after more than 38 years with the NHS, having worked everywhere from facilities to Cornhill, to City Hospital, to Westholme, before becoming partnership support officer in 2004. From all the partnership team, and all of us, the very appropriate [There is Power in a Union](#), by the Bard of Barking, Billy Bragg. As a sidenote, this features in the 2014 movie 'Pride', which if you haven't seen, you really should (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