

Wednesday 29 January 2025

Transport policy – updated The NHS Grampian transport policy has been updated. This applies to all staff, partner organisations, patients, clients, visitors, contractors, volunteers and any other persons who utilise or access NHS Grampian services or premises. [You can view the policy for yourself here](#) (intranet link, networked devices only) along with the drivers' handbooks for light vehicles and HGVs.

Process for digital requests If you have a new request for digital software or hardware, need to renew existing devices or programmes, want to extend an existing contract, or have an initiative involving any digital infrastructure or resource, [the new digital governance and procurement process](#) must be followed. Some requests may be subject to additional scrutiny so please allow sufficient time when you make your application. Any questions or comments should be sent to gram.chiefdigitalofficer@nhs.scot

Watch out for hidden data in documents 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 just blacking over text in Word doesn't remove the text underneath and it's still there?

It's important to check your files to see if data is hiding or still there 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 ICO have some helpful guidance around checking your documents here: [How to disclose information safely](#) (especially paragraphs 31-80). If you've any questions or concerns, please let Information Governance know: gram.infogovernance@nhs.scot

Advanced Life Support (ALS) February training – spaces available Due to cancellations, a small number of spaces are available on the ALS course, scheduled to take place in the Suttie Centre on 24 and 25 February. If you are interested in attending or would like further information, please contact clinicalskillscourses@abdn.ac.uk. Places will be allocated on a first come first served basis and we would ask that you contact us by 3 February if you are interested. This will enable the team to send out the manual and give you access to the online materials ahead of the course.

Missing delivery – can you help? The Aberdeen City Family Nurse Partnership team are appealing for your help regarding a missing delivery. Ten boxes of leaflets, marked for the attention of Stephanie Forbes at Tillydrone Clinic, have gone astray. The order is worth around £1250 and is urgently required. If your service has had them delivered to you in error, please get in touch via gram.familynursepartnership@nhs.scot

Exercising safely – advice from the staff physiotherapy team Whether you're taking part in the step-count challenge, or trying to make your New Year's fitness resolution stick, the staff physiotherapy team are sharing some top tips to get active and avoid injury:

- Set realistic goals – whether it is a step count, training goal, or weight loss goal. Consider your work and home commitments, how much time you can commit to your goal and currently activity levels. Set small, realistic, short-term goals rather than one big and intimidating one!
- Only increase your activity by around 10% each week – if you currently go for a 15-minute jog twice a week, don't suddenly increase to three 30-minute jogs. Try a small 10% increase (90 seconds) to each session instead, you're much less likely to overdo it!
- Rest – taking some time to rest is a good thing! You may feel tired while increasing activity or develop some aches. If you do, don't panic. Consider taking a break, reduce your activity for a few days before building things back up again. It can be helpful to consider building these breaks or active rest days, into your plan. We're not encouraging you to sit and do nothing but taking things down a notch or two isn't going to stall your progress and will help in the long run.

Wellbeing, Culture, and Development Wednesday

- **Spaces For Listening** February dates for Spaces For Listening sessions are now available for booking. All are welcomed, no pre-work required, no "homework" to take away. Just turn up ready to listen and share, with curiosity and kindness. For more information and to book your slot, simply follow this link (log-in required): [Spaces for Listening | Turas | Learn](#)
- **Menopause Tea and Talk** Join us next Monday (3 February) between 2-3pm with guest speaker Dr Atiyah Kamran for the Managing Menopause Q&A Session. This session will look at management of menopausal symptoms, alternatives to HRT, and an open Q&A section for members to raise any questions or queries they have. Email us at gram.wcd@nhs.scot for the link

If you have any queries for the WCD team, please email gram.wcd@nhs.scot

Tune of the day [Shame, Shame, Shame](#). No, not a Game of Thrones reference, but rather Shirley & Company, who get us started for a Wednesday. As a reminder, we use YouTube links for our tune of the day; any adverts or suggested videos you may see are not endorsed by NHS Grampian (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