

Thursday 30 January 2025

Annual leave – using it up and planning ahead Your annual leave is yours to take. Taking complete breaks from work is important for your physical, emotional, and mental wellbeing. Leave arrangements vary across the organisation, as follows:

- Agenda for Change staff, and Executive & Senior Managers, have an annual leave year which runs from 1 April – 31 March. Unless exempt e.g., due to maternity leave or long-term sick leave, they **must** use their annual leave allocation for 2024/25 by 31 March.
- Doctors and Dentists in Training have their leave year starting from their training contract date i.e., August - July.
- Consultants, Associate Specialists, Speciality Doctors and Staff Grades have their leave year starting from the date of appointment to their post, or in some cases from 1 April. Career Grade Medical staff should comply with [the Medical Staff Leave Protocol, which can be accessed here](#) (intranet link, networked devices only).

Looking to plan your next leave year? [There is an annual leave calculator available here](#); as a reminder we do not have a confirmed date for further reduction in the working week for AfC staff, so you should plan based on a 37-hour week or part-time equivalent.

What's happening in domestic services? Domestic Services have been working with colleagues in public health and workforce intelligence team to look at reducing health inequalities across our wide and diverse workforce. We're also looking to reduce absenteeism and staff turnover to create a sustainable and stable workforce and to support service delivery.

As part of this work, we have been looking at our recruitment processes and we'll be carrying out workshops with staff to find out how we can improve their experiences of recruitment and the work environment. One of the immediate things we're pleased to clarify is the position on employing people aged 16 and over for domestic roles. **We can confirm we will now be inviting applications from those aged 16+.** We hope this approach will enable lots more flexibility to deliver this key service across the organisation. We'd ask you to share this news widely and look forward to sharing other updates as we further progress this exciting programme of work.

Date for your diary - 'Introduction to Allyship' This will be an in-person workshop, taking place 2.30-4pm on Tuesday 4 March in the Suttie Centre. Allyship refers to an ongoing commitment and continuous practice of supporting and advocating for those from marginalised or underrepresented groups. Participants will already have a good understanding about issues relating to Equality, Diversity and Inclusion and have a willingness to embrace new ways of thinking. Interested? You can find out more here: [Training and development](#)

Cancer care newsletter We're pleased to share the first edition of the NHS Grampian cancer care newsletter (intranet link, networked devices only): [NHS Grampian News - NHS Grampian Cancer Care Newsletter](#). It aims to provide an update on the key progress being made against the ambitions raised in the Cancer Strategy for Scotland, and to also highlight some of the work taking place within local cancer services.

Primary/Secondary care shared learning forum We are establishing a new adverse event shared learning forum, of particular interest to medical staff (residents, consultants, and non-training posts). The purpose of these fora is to provide a safe supportive space to discuss clinically important events spanning primary and secondary care. While it is anticipated these will usually be identified from serious adverse event reviews, referral pathways or patient or staff feedback may also provide details of events where discussion would prove useful. The focus will be on improving patient care, and patient and staff experience. While respectful challenge is encouraged the focus of these meetings is on finding solutions not apportioning blame. Interested? The initial meeting will take place on Wednesday 16 April, 12.30-2pm, on Teams. To register your interest, contact hazem.youssef@nhs.scot or linda.downie@nhs.scot

ICYMI - migraine management – healthcare professionals' workshop We are offering a dedicated healthcare professionals' event, focusing on migraine, on Wednesday 5 February between 7-8.30pm. This will follow a Q&A format, so if you have questions after [completing the migraine e-learning](#) on Turas (requires log-in) or simply want to improve your knowledge for the benefit of patients, come along! The event will take place on Teams and [you can register using this link](#).

Tune of the day [It's Not Right But It's Okay](#). A useful mantra and a cracking tune from Whitney Houston to get us moving for Thursday (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