

Wednesday 9 October 2024

Finance efficiency protocols Our current financial position is well known. To help managers and their teams make appropriate decisions about everything from travel to hospitality, from conferences to stationary, [a series of updated finance efficiency protocols are available](#) (intranet link, networked devices only). These incorporate feedback from the 'Every Penny Counts' campaign received from across the whole system. We hope they will assist you to clear and consistent decisions about discretionary spending. Please remember these protocols are to be applied with the understanding of individual circumstances.

Use of overtime/additional hours (Agenda for Change contracts) We've previously shared information on our work to reduce the use of excess hours and overtime. Additional hours (excess hours or overtime hours) can only be justified where they are essential to the delivery of safe services / mitigation of risks, objectively assessed as being at an intolerable level. A review of recently confirmed authorised additional hours highlights these have been approved for individuals to complete their statutory/mandatory training. **This must stop, with immediate effect, as this necessary training should be undertaken in normal working hours.**

[Please consult our Additional Hours Framework](#), which is our best practice guide to requesting, authorising, and monitoring the use of additional hours. To support managers, this guidance includes two ready reckoners to decide the most cost-effective way to use supplementary staff.

This is not solely about money. As employers we have a duty of care to ensure you do not work excessive hours and have proper rest time away from work. To support this, the previously used Standard Operating Procedure for the Management of additional hours worked by Senior Charge Nurses and Nurse Managers in the Acute Sector is being refreshed.

Supporting values-based referrals If you make or vet patient referrals, the realistic medicine team want to hear from you! They are continuing to work on a project exploring referral and vetting decision making and use this to identify future improvement activity. This is in collaboration with Progressive Partnership; there's more information on the project here: [Value Based Referral Decision Making - Project Brief for Staff Survey \(cloud.microsoft\)](#)

As part of the project, we are looking for healthcare professionals who refer patients to secondary care and/or vet referrals in secondary care to take part in a survey. The survey is anonymous and takes about 12 minutes to complete. It is administered by Progressive Partnership Ltd, an independent research company, via an online platform. Responses are to be completed before 27 October. Findings will be used to identify themes and improvement opportunities to support the delivery of Value Based Health and Care.

Interested? Follow this link to the survey: [Referral Decision Making survey \(progressivepartnership.co.uk\)](#). We'd also be grateful if you can share this information with any

colleagues who may be interested. You can contact gram.realisticmedicine@nhs.scot with any questions.

Restart a Heart Day – Aberdeen event Taking place next Wednesday (16 October) Restart a Heart Day is a worldwide event which aims to increase public awareness of cardiac arrest and improve survival rates by encouraging more people to learn lifesaving CPR skills. Members of our resuscitation department will be in the Trinity Centre in Aberdeen from 9am next Wednesday, with a wide range of resources to share, as well as fun challenges, equipment for practising CPR, and even a city centre scavenger hunt! This event is for everyone, so please spread the word and encourage your friends and family to come along!

Walking Workplaces In partnership with Paths for All (Scotland's national walking charity) we are taking part in the Walking Workplaces programme. Over the next six months there will be various activities promoting walking culture and community. This will include at least one step count challenge.

Walking has proven benefits for mental wellbeing and reducing stress levels, but to maximise the good from this project we would appreciate it [if you could complete this questionnaire](#). It should take approximately 5 minutes to do, and we would really appreciate as many staff members completing it as possible, whether you do much walking currently or not. If you would like more information about Walking Workplaces, or have any queries, please email: gram.activetravel@nhs.scot

Volunteer Charter Back in July, we became the first NHS board in Scotland to sign up to the Volunteer Charter, pledging to ensure a supportive and rewarding experience for volunteers. We are pleased to say Aberdeen Donside MSP Jackie Dunbar has lodged a motion of congratulations to us at the Scottish Parliament. Our thanks to Jackie and all supporting MSPs for the recognition, but most especially to our wonderful volunteers, who do so much to support our work, day in and day out.

Wellbeing, Culture, and Development Wednesday

- **Supporting My Wellbeing** As we look ahead to World Mental Health Day (taking place tomorrow) the WCD team are pleased to share a programme entitled "Supporting My Wellbeing". This 1-hour facilitated session aims to help you reflect on your personal wellbeing and build strategies to support you at work. Sessions will be held online via Teams, the first of which will be held on 22 October at 11am. This session is bookable through Turas here (log-in required): [Supporting My Wellbeing | Turas | Learn \(nhs.scot\)](#)
- **Digital and Data Capability Framework** This has been created to support the development of digital capabilities for everyone working in health and social care in Scotland. It identifies the skills, knowledge, and behaviours essential for this workforce, clarifying the responsibilities at individual, team and organisational level. Digital and Data Capability Framework is available on Turas: [Digital and Data Capability Framework | Turas | Learn \(nhs.scot\)](#)

To contact Wellbeing, Culture and Development please email gram.wcd@nhs.scot

Tune of the day Sky Smith, a nursing administrator at Royal Cornhill, was recently nominated for a STAR Award and her colleagues want to celebrate this achievement! Direct from them: *"She's incredibly helpful, supporting the team with a level of conscientiousness that doesn't go unnoticed. Sky is an amazing asset to our team, and we're deeply grateful for all the work she does quietly behind the scenes to keep our nursing service running smoothly."* Sky is also a committed Swiftie, so it's [Style](#) for her (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