

Core brief

Daily update

(1 September 2022, 1.00pm)

Topics in this Core Brief:

- Have you booked your COVID-19 booster and flu vaccinations yet?
- Ukrainian Temporary Residents – Reminder of the guidance for recording within Patient Management Systems
- Staff Disability Forum online support group, the Disability Café
- Help shape the future of cancer care
- Reporting salaries correctly

Have you booked your COVID-19 booster and flu vaccinations yet?

If you haven't booked your flu vaccine and/or COVID-19 booster there is a lot of availability for staff appointments between 5-19 September, which are dedicated to vaccinating health and care staff.

Remember you will need your username and password to book your appointment. If you do not remember your username or password then follow the link on the portal to recover your username or password. In order to do this you will need one date of a previous COVID vaccination. If you have the COVID status app, you can use this to get the date of your vaccination(s).

The following link [Login - Customer Service \(nhs.scot\)](#) to NHS Inform, details the whole process and how to get a reminder of your username.

If you have tested positive for COVID in the four weeks prior to 5-19 September, log into the portal 28 days after you first tested positive and book an appointment.

All health and social care staff will be eligible to receive the winter flu vaccination. However, only those with face to face contact with patients or service user will receive the COVID booster, unless you are eligible as a result of your age, carer status and/or health condition.

Ukrainian Temporary Residents – Reminder of the guidance for recording within Patient Management Systems

The Overseas Visitors Process (OSV) is initiated for all patients who attend NHSGGC hospital, primary care and community sites.

On arrival patients are asked if they have been resident in the UK for the last 12 months and if patients advise that they have not, an OSV interview is undertaken to establish their status and whether they are eligible to pay for treatment etc. Obviously payment is not the issue in these circumstances, however, this process would identify those patients from Ukraine who are temporary residents as a result of the conflict.

To ensure correct recording for Ukrainian residents across all of the key Patient Management Systems and to allow easy identification and subsequent reporting, additional guidance documents have been created.

For Secondary and Community – the following links for both TrakCare and EMIS will direct you to guidance within StaffNet:

TrakCare:

<http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/eHealth/eHT/Pages/TrakCare.aspx>

EMIS:

<http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/eHealth/eHT/Pages/EMIS.aspx>

For Primary Care – for EMIS and Vision Practices – If you have recently registered such patients within the practice, we would ask that the additional registration steps are taken retrospectively.

Staff Disability Forum online support group, the Disability Café

The first of our open, drop-in meetings on Teams will be held on 13 September between 12.00 and 2pm. [Click here to join the meeting](#). Join us for as long or as short a time as you like.

This is for all NHSGGC staff living with a disability, long-term condition or neurological difference. It is good to know that you are not alone. Statistically, one in five of us are living with a difference. It is important to be yourself. NHSGGC wants (and needs!) a diverse workforce to be able to meet the challenges of looking after a diverse population.

Some employees have great experiences of work to share, others are looking for support and ideas on how to give and get the best at work.

Please feel free to join in the discussion. This is a safe space for all, so if individual situations need to be addressed, we can take those off-line.

If you wish to be added to the Staff Disability Forum mailing list, please email:

ggc.staffdisabilityforum@ggc.scot.nhs.uk

We also have a closed Facebook Group: [NHSGGC - Staff Disability Forum | Facebook](#)

The next Disability Café will be on the 29 September between 6pm and 8pm.

Help shape the future of cancer care

A survey seeking the views of NHS Greater Glasgow and Clyde staff on the future of cancer care is now open.

COVID-19 has impacted on all areas of our services and the West of Scotland Innovation Hub, which is hosted by NHSGGC, is currently exploring how innovative in medicine can have a positive impact on our cancer services and the challenges teams are facing.

The short survey, which aims to establish the priorities of our cancer service staff, patients and families in the West of Scotland, [can be found here](#).

If you work in our Cancer Services teams, please take a few minutes to add your thoughts and share with your networks.

For more information about the West of Scotland Innovation Hub team [please visit their website](#).

Reporting salaries correctly

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

For payroll deadlines and FAQ's visit [StaffNet](#). For information or support on particular transactions or queries you can contact the relevant teams at:

Team or Service	Example of Queries or Support	Contact Details
eESS	Recording changes to location, band, hours, termination of employment, etc.	HR Portal - NHS GGC HR (service-now.com)
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	HR Portal - NHS GGC HR (service-now.com)
SSTS	Recording shifts, absence, overtime etc.	ssts.team@ggc.scot.nhs.uk
Central Bank	Shifts worked, annual leave requests etc.	staff.bank@ggc.scot.nhs.uk
Payroll	Other payments, payroll guidance, etc.	GGCPayrollQueries@ggc.scot.nhs.uk
Expenses	New claimants, insurance certificates, etc.	eExpenses@ggc.scot.nhs.uk



Please keep up-to-date with the latest guidance on our dedicated web pages at: www.nhsggc.scot. If you have any questions about the current situation please check the FAQs first. If you have any further questions, please email: HR.Support@ggc.scot.nhs.uk.

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

**It is important to share Core Brief with colleagues who do not have access to a computer.
A full archive of printable PDFs are available on [StaffNet](#)**