NHS Greater Glasgow and Clyde

Core brief

Daily update
(11 December 2024, 1.50pm)

Topics in this Core Brief:
- Staff Winter Vaccination Week is back – starting Monday 16 December 2024
- Reporting and Managing Data Breaches
- Band 5 nurses urged to apply for role re-evaluation
- Taxis over Christmas and New Year Public Holidays

Staff Winter Vaccination Week is back – starting Monday 16 December 2024

If you have been unable to get your winter vaccinations, there's still a chance to do this!

Get vaccinated now to reduce your chances of serious illness over the festive season – and protect your family, friends, and patients too!

What You Need to Know:
- **Eligibility**: All clinical and non-clinical staff are eligible for the flu vaccination. Clinical staff are eligible for the flu and Covid-19 vaccination.
- **Staff Flu Vaccination Week**: From Monday 16 to Friday 20 December, we're launching Staff Winter Vaccination Week — a week filled with drop-in vaccination clinics dedicated for you across all hospital sites.
- **Time out during shift**: There is understanding that, when suitable, staff can go during work hours to receive the vaccine. Please talk to your team lead to ensure you can be released at a time that suits.

Why Get Vaccinated?
- **Protection**: The winter vaccines are your best defence against serious illness. It can reduce impact if you contract the virus and prevent hospitalisation.
- **Team effort**: By maximising staff vaccinations, we collectively reduce the risk to our patients and families particularly during the winter period.

Staff Vaccination Week Drop-in Locations
- **16/12/2024**

- o **Location:** Inverclyde Royal Hospital, Staff Hub Level B (adjacent to dining room)
  - o **Time:** 8.30am to 8.00pm
- **17/12/2024**
  - o **Location:** Glasgow Royal Infirmary, Clinical Skills Room 1
  - o **Time:** 8.30am to 8.00pm
- **17/12/2024**
  - o **Location:** Gartnavel Hospital, Seminar Room
  - o **Time:** 8.30am to 8.00pm
- **18/12/2024**
  - o **Location:** Leverndale Hospital, Beresford Suite
  - o **Time:** 8.30am to 4.00pm
- **18/12/2024**
  - o **Location:** Vale of Leven Hospital, Meeting Room 2 and IT Room
  - o **Time:** 8.30am to 8.00pm
- **19/12/2024**
  - o **Location:** Stobhill Hospital, Seminar Room 5
  - o **Time:** 8.30am to 8.00pm
- **19/12/2024**
  - o **Location:** Royal Alexandria Hospital, Lecture Theatre
  - o **Time:** 8.30am to 8.00pm
- **20/12/2024**
  - o **Location:** New Victoria Hospital, Coffee Lounge Area, Level 2
  - o **Time:** 8.30am to 8.00pm
- **20/12/2024**
  - o **Location:** Queen Elizabeth University Hospital, Neuroscience Atrium
  - o **Time:** 8.30am to 8.00pm

Reporting and Managing Data Breaches

NHSGGC has a responsibility to ensure all data of both patients and staff is handled safely and securely and to appropriately manage any data breaches.

A data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data of either patients or staff. The Board has a legal duty to ensure data breaches are investigated without delay.

Staff are reminded that all data breaches relating to personal identifiable data must be reported immediately via DATIX by selecting 'Information Governance' then 'Breach of Confidentiality' and should include actual, suspected or near-misses. The Information Governance Team receive an automatic notification of the breach from Datix to allow them to investigate quickly.

The Data Protection Officer risk assesses every data breach, and in line with the UK General Data Protection Regulations, the Board are required to report any significant breach to the Information Commissioner within 72 hours of the breach being identified.

Data breaches can cause stress and anxiety to both patients and staff and as such it is essential that the Information Governance Team are informed straight away, to provide advice and guidance on appropriate action to mitigate any risk or distress that may be caused. The NHSGGC Data Breach Policy can be found on the Information Governance Knowledge Hub here [Data Breach Policy](#)

Should you have any questions on data breaches or any other data protection topics including staff training, please visit the IG Knowledge Hub here [Information Governance Knowledge Hub](#) or contact the team on [ggc.data.protection@nhs.scot](#)

Band 5 nurses urged to apply for role re-evaluation

Band 5 nursing staff who believe they are working at a higher level are encouraged to apply to have their pay banding re-evaluated now.

The review is open to Band 5 nurses across all fields of practice, specialties and settings, including those working in bank roles.

Successful applicants will see their role upgraded to Agenda for Change Band 6.

To ensure consistency of the application process, a National online digital portal/app has been developed, hosting an online application form. You can

access the portal/app from any device, but you will need your NHS email address and sign-in details.

The application includes questions about all aspects of your job including the skills and knowledge required, your responsibilities and working environment. The application form is designed to gather information needed to evaluate your role.

Nurses are asked to discuss their applications with their manager before making the initial submission.

Full information on the process is available on the Scottish Terms and Conditions (STAC) website: STAC Agenda for Change Review.

Further information is also available on Staffnet.

Taxis over Christmas and New Year Public Holidays

Please note that where Directorates have put in place arrangements for staff to access taxis on the Christmas and New Year Public Holidays all requests should be made one week in advance with the relevant taxi company. This is due to the restricted number of taxis working on the Public Holidays.

The taxi providers will require the relevant authorisation codes in order to provide the taxi. Journey costs will be charged to the individual cost centres aligned to each service.

All staff involved should be aware of ordering requirements and the authorising manager should ensure that this is in line with the protocol for ordering and use of taxis and couriers.

To secure staff taxis bookings please send details to: support@ggcprocurementcustomerservices.zendesk.com

Public Transport during the festive period will be restricted, click here for more information.

Please share this information with staff as appropriate.

Remember, for all your latest news stories, visit the Staffnet Hub:
GGC-Staffnet Hub - Home (sharepoint.com)

Staff are reminded to make sure their personal contact details are up to date on eESS.