

# Core brief

## Daily update

(12 October 2020, 5.45pm)

Topics in this Core Brief:

- Health and Safety Training – Protect yourself, your colleagues, patients and visitors
- An MBE for Debbie Barnett
- Treatment Escalation Plans
- Information Governance Training



### Health and Safety Training – Protect yourself, your colleagues, patients and visitors.

The countdown is now on with **THREE** weeks to complete your Health & Safety training. Don't wait, complete your training now. For further information click [here](#) and to complete the training modules go to your [LearnPro account](#).

### An MBE for Debbie Barnett

Debbie Barnett, Donor Milk Bank Coordinator/Infant Feeding Advisor (Neonatal) has been awarded an MBE in the Queen's Birthday Honours List.

Debbie was awarded for services to Milk Bank Scotland and Infant Feeding.

Debbie was part of the establishment of the nationwide Milk Bank service in June 2013 which has continued to grow and expand year on year. She has worked with international organisations supporting the establishment of milk banks in Vietnam, Malaysia and Kenya. She also travelled to Pakistan in support of the GCHC twinning programme with Lahore Children's Hospital.



More recently she been elected as the Chair of UK Association of Milk Banks, at a key time for milk banks in the UK. Debbie is also hoping to develop a training package in conjunction with the British Council of Muslims so women of Muslim origin can better access or donate milk.

Congratulations to Debbie and all other colleagues who have been awarded for their efforts during the COVID-19 pandemic.

## Treatment Escalation Plans

When a person in hospital becomes acutely unwell or is at risk of deterioration, clinicians use their judgement to recommend the most appropriate further investigation and treatment. These decisions should always take account of the preferences and wishes of the patient and their family. These may have been previously discussed as an Anticipatory Care Plan or in relation to cardiopulmonary resuscitation in a DNACPR form.

In hospital where the condition of a person may change more rapidly, these plans may not have been previously discussed or may not be clear enough to guide decisions about treatments and investigations that should be undertaken during that admission.

A Treatment Escalation Plan (TEP) is a communication tool which provides on-call hospital staff with immediately accessible guidance about how to respond to an individual in times of crisis, especially out of hours and at weekends. The TEP, based on discussions with patients and carers, becomes particularly important when there is agreement that interventions that are either contrary to a person's wishes or are futile or burdensome, should not be undertaken. Equally, in many patients who have an agreed DNACPR, a TEP clarifies all the important treatments and care that should continue.

The [TEP](#) being used in NHSGGC can be ordered from Medical Illustration using the code **mi.314118**

Our hospital staff understand and respect the values and preferences of the people they are looking after and it is especially important to discuss with them a plan for emergencies if deterioration is anticipated. Our [TEP website](#) contains advice and demonstration videos to help support staff planning these necessary but sometimes difficult but conversations with patients and their carers. It also provides further information on TEP completion and filing as well as a range of resources for staff and patients.

The team who have developed the TEP are very keen for further feedback from any who have already used the form. There is a link to a quick survey here: <https://webropol.com/s/TreatmentEscalationPlanFeedbackOctober2020> which we would be most grateful if you could respond to by Friday 16 October, to allow us to continually improve the documentation.

## Information Governance Training

Staff are reminded of the importance of keeping their Information Governance training up to date. A number of training packages are available to support staff in handling personal information and keeping data secure and confidential.

All **NEW** staff should complete both the Safe Information Handling module and the Security and Threat module as part of their online induction.

**ALL STAFF** should undertake refresher training in Data Protection and Security and Threat every three years.

There are three Information Governance eLearning training modules available via LearnPro:

(i) Safe Information Handling

This is a mandatory module which should be undertaken by all members of staff and sets out NHS Scotland's requirements for data sharing and confidentiality. This module provides simple information about the basic principles of data protection, guidance on good practice, sources of advice and further information.

(ii) Security and Threat

This is a mandatory module which should be undertaken by all members of staff. It provides guidance to ensure the personal safety of patients, staff and visitors and embeds security principles within our workforce.

(iii) Records Management

This module provides guidance to all staff who deal with clinical and business information and helps staff understand the requirement for all Board's assets to be registered on the Information Asset Register.

To access these modules, log in to LearnPro: <https://nhs.learnprouk.com/>

The Information Governance Department can also offer additional training via Microsoft Teams, which can be tailored to specific topics or provide a general update on the requirements of the legislation.

For further information on training or any other data protection issue please contact the Information Governance Department at: [data.protection@ggc.scot.nhs.uk](mailto:data.protection@ggc.scot.nhs.uk)



Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.org.uk/covid19](http://www.nhsggc.org.uk/covid19). If you have any questions about the current situation please check the [FAQs](#) first. If you have any further questions, please email: [staff.covid19@ggc.scot.nhs.uk](mailto:staff.covid19@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](#)**