

Core brief

Daily update

(17 July 2024, 4.40pm)

Topics in this Core Brief:

- Data Security Spotlight – Password security
- Community Nursing – new SharePoint site
- Needlestick Injury Reduction Group
- Launch of Revised Peripheral Venous Catheter Care Plan

Data Security Spotlight – Password security

Strong passwords and password security are essential to protect the integrity of our systems and our data. Always follow our guidance [here](#) on creating strong passwords and never share your password with anyone else.

Community Nursing – new SharePoint site

The Practice Development Team are proud to announce the publication of their new SharePoint site. The main purpose of this is to enable all Community nursing staff have a direct link to multiple resources and information. This will be updated and resources required for everyday use.

To access the site, please visit:

<https://scottish.sharepoint.com/sites/DistrictNursingWebsite>

The webpage is aimed at all staff working in Community Nursing within Glasgow City and is designed to be a 'one stop shop for all nursing staff in everyday practice'.

It hosts lots of current information, including:

- Patients' health management
- Induction into Community nursing
- Dedicated Management resources
- Specialist Nursing resources/referral links
- MDT resources

- Staff Learning and Education Sessions/events
- Professional and Clinical development information
- Student resources

And much more!

Needlestick Injury Reduction Group (NIRG)

The NIRG is a sub group of the NHSGGC Health & Safety Forum. The group aims to promote the use of safer sharps devices, risk assessments and compliance with sharps training and education to reduce the risk of needlestick and medical sharps injuries to our staff and others.

Safer Sharps

Medical sharps are widely used throughout healthcare and include needles, blades (e.g. scalpels) and other medical instruments necessary for carrying out medical procedures. Health and Safety regulations require safer sharps devices to be used wherever possible. This means where a safer sharps device is available it should be the default option for your service. Any exception to this requires a risk assessment which fully explains the clinical reasons that a safer sharps device cannot be used for tasks within your service. Risk assessments should be submitted via your local Health & Safety contact to the NIRG for approval. A list of local H&S contacts can be found [here](#).

Only where exemption risk assessments have been approved by the NIRG, will procurement be able to process the purchase of non-safe sharps.

Training and Education

Staff who use sharps must complete learnPro module NES: Prevention and Management of Occupational Exposure. This module requires to be retaken every two years.

Compliance with this module is reported on monthly and information issued to Senior management teams across the Directorates and HSCPs. Local managers can also check compliance using the Corporate Workforce Dashboard, Named Lists tab. Access to the Named Lists tab for managers who do not have it, is obtainable through Workforce.Information@ggc.scot.nhs.uk. This is also the email to use to report any inaccuracies with the lists.

In addition to this device specific learning is also available via Practice Development, cascade training and manufacturers/suppliers.

For more information on sharps, please refer to the [Sharps Sharepoint](#) or contact your Practice Development or Health and Safety teams

Launch of Revised Peripheral Venous Catheter (PVC) Care Plan

The change over to the new PVC Care Plan took place at 00.01am on Monday 15 July 2024. All new PVCs inserted after this time will have the new Care Plan. For PVCs already in place at the switchover time, continue to use the existing PVC Care Plans to document the care and maintenance. The existing care plan will continue to be used until the PVC is removed.

The new PVC Care Plan can be ordered from **PECOS** using code **GGC0057**.

The main changes to the new care plan are:

- PVCs should be removed as soon as no longer required, with a maximum dwell time of seven days
- New layout for day and nightshift twice daily review
- QR code quick links for Adult & Paediatric IV Oral Switch Therapy (IVOST) guidelines.

Remember, for all your latest news stories, visit our new Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

Be Phishing and Vishing Aware!

Phishing and Vishing are forms of social engineering, a technique used to gain access to private information, often via email. It can cause a huge amount of damage, disruption and distress. To help prevent social engineering attacks at NHSGGC and at home, remember **N.E.T.**

No Trust
Verify, via alternative means, the identity of those sending unexpected messages, even if the contacts are known to you.

Educate Yourself
Complete the Security and Threat module on LearnPro. Check online sources to see if emails, SMS messages or other forms of social engineering attacks are known or commonplace. Remember, **educating yourself can protect you** in both your work and personal life.

Think First
Successful attacks generally require a sense of urgency. Stop! Take a moment to reflect and investigate, this can show these attacks for what they are.

Managing technology and data safely and securely is everyone's responsibility throughout NHSGGC.
For further information, visit: [FAQ---IT-Security-v0.2.pdf](#)

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 [website](#)