

# Core brief

**Daily update**  
**(18 January 2022, 3.15pm)**

Topics in this Core Brief:

- Patient Administration Transformation (PAT) Programme – Acute Services: Career Pathway Workstream
- Glasgow's homeless and at risk communities get boosted against COVID
- Active Staff survey
- Kingston Bridge Complex

## **Patient Administration Transformation (PAT) Programme – Acute Services: Career Pathway Workstream**

Following on from last week's [Core Brief](#), a key objective from the PAGG (Patient Administration Governance Group) was to develop admin roles as part of a career pathway. By investing in this pathway, we have created a career progression route map for Admin roles.

The Administration Governance Managers along with our Learning and Education colleagues have developed the career pathway toolkit specifically for patient-facing administration staff.

Setting out the roles and levels available within Patient Administration and the necessary skills, experience and qualifications required for each role, will help staff members who are interested in career progression to understand the requirements of a specific role, so they know what is required to progress. Staff can also forward plan their PDP discussions and focus on those areas, in which they might need to develop. The Career Pathway will also align to other Admin Pathways so that staff can look beyond their current roles across the administration job family.

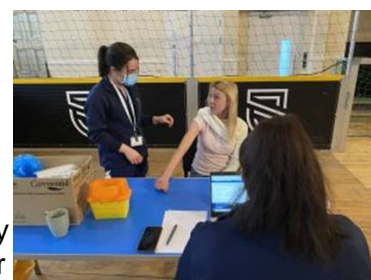
Whilst the availability of promotion is dependent on vacancies arising staff can begin to prepare in advance to make themselves 'promotion ready' for their next career move, should that be their desire.

Central to the completion of this work was the involvement from the relevant admin staffing groups contribution to a learning needs analysis survey with their personal experience and input into the Programme. Please [click here](#) to view the career pathway toolkit and [click here](#) to view the associated Learning Passports.

## **Glasgow's homeless and at risk communities get boosted against COVID**

A new venue has been added to the successful programme of vaccination being offered by the Complex Needs Service.

This is only one of many places our vaccination teams are supporting as they continue to work hard to ensure everyone has the opportunity to receive their COVID-19 vaccination working through the numerous cohorts.



Some of Glasgow's most vulnerable communities have been getting boosted at the Lodging House Mission in the city centre where Advanced Nurse Practitioners have been providing jags from the charity's premises, where they provide care and support to homeless, vulnerable and socially excluded people.

Glasgow City's Health and Social Care Partnership's Complex Needs Service - previously known as Homeless Health Service - support around 450 people at any one time. The people they see often have addiction issues, mental health issues and often really poor physical health.

Kirsty Paterson, the Senior Advanced Nurse Practitioner who co-ordinates and delivers the vaccine programme, said: "We're very pleased to be able to do this work and to help some of Glasgow's most vulnerable communities to get their vaccines and boosters. Once word spread that we were here at the Lodging House we were surprised, but really pleased to see a queue outside the door. The response has been fantastic."

At the first clinic last week, 36 jags were administered – and the team hope more people will attend the clinic as more people hear about the weekly clinic.

### Active Staff survey



It is now almost a year since we re-established the outdoor Bootcamps and also introduced online content including our well attended HIIT, Yoga, Zumba, Let's get Moving and Legs Bums & Tums classes!

We continue to be committed to giving you a positive experience, learn from your feedback so far and how we can improve things going forward.

We would be grateful if you could assist us by completing this short survey by accessing the following link: <https://link.webropol.com/s/activestaffevaluation1>

We look forward to receiving your feedback. We have extended the timeframe for you to complete if you haven't already. The survey will now close at noon on Tuesday 4 February 2021.

### Kingston Bridge Complex

Amey, on behalf of Transport Scotland, are continuing with roadworks through the Kingston Bridge complex and as a result there will be overnight road closures westbound on the M8 from junctions 18 – 22 until the end of January. After this, work will start on the eastbound carriageway. More information on this work, and local diversions, is available at the [Amey website](#).

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: [HR.Support@ggc.scot.nhs.uk](mailto: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](#)**