

# Core brief

## Daily update

(20 January 2025, 1.40pm)

### Topics in this Core Brief:

- Change to ordering process for Theatres products
- Staff Mindfulness Programme 2025
- New Year New Me, Smokefree Campaign 2025

### Change to ordering process for Theatres products

As part of the ongoing financial grip and control measures, the process for ordering products in Theatres will be changing.

Catalogue items on Pecos are effectively our list of approved products and equivalent to a formulary in Pharmacy. At present, around 20% of orders by value are raised as free text (non-catalogue) on the Pecos purchasing system which allows too much scope for deviation from the agreed list of approved products.

From Monday 27 January, the following changes will take place:

- Non-Catalogue (free text) order functionality will be removed. Instead, orders for these products must be requested through a *Theatres Electronic Indent* ticket
- The ticket can be accessed via the Procurement Staffnet page here: <https://scottish.sharepoint.com/sites/GGC-Procurement>
- Alternatively, this hyperlink will take you directly to the ticket: [Submit a request – NHSGG&C Procurement Customer Services](#)
- Catalogue Orders can continue to be raised as normal through Pecos

On submission of a ticket, the following process will apply, which has been designed to introduce more control whilst not compromising the ability of theatres to place orders:

- When item(s) are requested, the Medical Purchasing Team in Procurement will raise the order on behalf of the department
- The requestor can indicate that the item be added to the catalogue via the ticket options

- Catalogue addition requests will be considered on a weekly basis by a specialty-specific product review panel consisting of senior nursing staff, GMs, CSMs, Procurement and Finance representatives
- Catalogue addition requests will either be approved or rejected. If they are rejected, any further ticket requests for these products will be returned

If an item is requested 3 times or more in a 3 month period without an associated catalogue addition request, they will automatically be considered as a catalogue addition by the product review panel and will either be accepted or rejected.

## Staff Mindfulness Programme 2025

Mindfulness has been shown to be effective for reducing stress in the workplace.



NHSGGC is committed to supporting mindfulness approaches with staff to enable them to gain skills and knowledge about mindfulness.

We are offering a three stage approach:

- Mindfulness Tiny Habits
- Mindfulness Based Stress Reduction
- Maintaining a Mindfulness Practice.

Please scan the QR code right to access the Mindfulness App:



To access the eight week Mindfulness Based Stress Reduction course we are asking staff to join the three week Mindfulness Tiny Habits course to get a taste of mindfulness and see if it is for you.

### Stage one: Mindfulness Tiny Habits

Staff will be supported to develop mindfulness habits over a **three week period** by experienced mindfulness facilitators, who are also NHSGGC staff. This will offer an opportunity to get an initial feel of how mindfulness might benefit you and explore how mindfulness might fit in to your day.

Staff will meet with the mindfulness tutor online using the Teams programme once a week to discuss their experience. This will also provide an opportunity to explore any challenges encountered and/or how you might build on what are already doing.

We will be offering plenty of resources to support you, as well as opportunities to develop your experience of mindfulness further through a Mindfulness Based Stress Reduction course if this is of interest to you. We will also offer support to maintain a mindfulness practice.

We have a choice of four groups on offer:

Tuesday's 12.00pm until 1.00pm starting on 4 February  
Wednesday's 1.00pm until 2.00pm starting on 5 February  
Thursday's 6.00pm until 7.00pm starting on 6 February  
Saturday's 10.00am until 11.00am starting on 8 February

To register for a three-week Tiny Habits group please click [here](#) or scan the QR code right.



**Managers please print and display for staff who do not have regular access to their emails.**

## **New Year New Me, Smoke-free Campaign 2025**

Why not make 2025 the year you join the hundreds of NHS staff who have quit smoking for good with our support.

The Quit Your Way Team are here to help you to stop smoking in a way that works for you, providing 1:2:1 specialist support, advice and access to free nicotine replacement products as part of a 12-week programme.



For more information on the campaign and/or to register to take part contact:

- Telephone - **0141 451 6112**
- Email - [ggc.quityourway.smokefreestaff@nhs.scot](mailto:ggc.quityourway.smokefreestaff@nhs.scot) please include your telephone number and a member of the team will call you between 9am and 5pm.

Further information on local stop smoking services can be found [here](#) or scan the QR code right.



**Remember, for all your latest news stories, visit the 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](#)