

Core brief

Daily update

(21 September 2023, 10.05am)

Topics in this Core Brief:

- ****Advance Notice**** - HEPMA Planned System Upgrade and Downtime on Tuesday 3 October from 00:15 to 06:15
- Fraud Awareness and Prevention
- Planned Industrial Action - schools and nurseries

Have you seen the latest NHSGGC staff and patient news stories on the [Communications and Public Engagement](#) pages:

- [Seth, aged 4, stands for the first time thanks to an orthotic standing shell](#)
- [Heart recipient encourages others to 'Have the Conversation'](#)
- [Farewell to a couple of amazing colleagues](#)

Don't forget, all your latest news is available on the [Staffnet Hub](#).

****Advance Notice** - HEPMA Planned System Upgrade and Downtime on Tuesday 3 October from 00:15 to 06:15**

The HEPMA system will be unavailable to all users (prescribers and medicines administrators) from 00:15 to 06:15 on Tuesday 3 October 2023 (six hours downtime) to enable a planned essential system upgrade.

This upgrade will provide increased system performance during busy administrations rounds, improved visibility of dosing information plus additional new features that will be rolled out after the upgrade (including self-service password resets).

Prior to the upgrade, ward staff will be required to print out Medicines Administration Charts (MACs) from the HEPMA system to support prescribing and medicines administration during the downtime. A quick reference guide is available [here](#), detailing how to do this. These MACs will be used for the morning medicines round on Tuesday 3 October instead of the HEPMA system.

****Please note - there is no requirement to print out Medicines Administration Profiles (MAPs)****

Following the upgrade and the morning medicines round, clinical teams will be required to enter any prescribing, recorded on paper, during the downtime on to HEPMA. This will have to be completed by 12:00 on Tuesday 3 October. A Standard Operating Procedure (SOP) is available [here](#) detailing how to do this.

There is no requirement to retrospectively record medicines administrations on the HEPMA system. After 12:00 on Tuesday 3 October the HEPMA system will then be available and fully up to date and the use of paper MACs must then cease. All paper MACs should then be scanned as part of the patient record.

MS Teams briefing / Q&A / support sessions for staff will take place on Thursday 21 September at [1600](#) and Friday 22 September at [1600](#) (accessed via clicking on the links). Further dates and times will also be scheduled and advised to follow.

Further communications on the upgrade and downtime will be provided via normal communication channels as well as existing management communication structures.

Please direct any queries relating to the above to nhsggc.hepma@ggc.scot.nhs.uk.

Fraud Awareness and Prevention

The Board is committed to taking all reasonable steps to prevent and identify fraud, and where fraud is identified, take appropriate action. There is a Fraud section on Staffnet which contains information and advice to promote staff awareness of fraud and how to prevent it and provide advice: [Fraud \(sharepoint.com\)](#).

Training

You can help to prevent fraud in the NHS by accessing the learning materials available at the following link: [Counter Fraud Services | Turas | Learn \(nhs.scot\)](#)

The NHS Counter Fraud Services Fraud Awareness training module will:

- Raise your awareness of fraud within Scotland's health service
- Provide you with an overview of its nature and impact
- Show you the role you can play to protect health service resources.

What to do if you think that fraud has occurred, or is about to occur:

Report it to one of the following:

- your manager, who will raise the matter with the Fraud Liaison Officer (FLO) and Human Resources (HR)
- if your concerns involve your manager, you should contact the FLO or HR directly

- if you do not wish to speak to anyone within NHSGGC, you can still raise your concerns directly with CFS via the telephone Hotline, or on the CFS website.

Anyone wishing to report a suspected fraud has the option of doing so under the Board's Whistleblowing Standards. The Whistleblowing Standards set out clear framework of reporting, support and protections provided for those choosing to report a suspected fraud in this way. A link to the NHS Scotland Whistleblowing Policy is below:

[Whistleblowing Policy Overview | NHSScotland](#)

Contact details for reporting fraud

- Fraud Liaison Officer - 0141 201 4530, janet.richardson@ggc.scot.nhs.uk
- NHS Counter Fraud Services: CFS Hotline, 08000 15 16 28 Website: www.cfs.scot.nhs.uk.

Further contact information can be found on Staffnet at: [Fraud \(sharepoint.com\)](#).

Fraud Policy

The Board's Fraud Policy is available at: [NHSGGC Fraud Policy - Approved December 2022](#).

Planned Industrial Action - schools and nurseries

Primary and secondary schools, and some council-run nurseries across NHSGGC and other Health Board areas may close as a result of planned industrial action for three days, from Tuesday 26 September to Thursday 28 September 2023. If staff haven't received notification direct from your local council, please check with them to see if your child's school or nursery is affected.

For staff who are affected, please ensure that you put appropriate arrangements in place. Requests for annual leave and/or other potential leave arrangements should be considered through local teams as part of wider service planning and agreed in advance. Please speak with your line manager should you require any support.

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](#)