

Core brief

Daily update

(25 November 2020, 10.45am)

Topics in this Core Brief:

- Power of Attorney Day (POA)
- Accessing Health Information – FairWarning
- COVID-19 Risk Assessment – updated guidance

DAILY REMINDER: Don't Spread the Virus at Work or Home

Strict hygiene measures must be adhered to. Wash your hands regularly. Use warm water and soap and rub your hands for at least 20 seconds. Use hand sanitiser when you cannot wash your hands properly. Rewash your hands several times a day, especially after touching anything, including your phone or laptop. Wash or sanitise your hands regularly, particularly when entering or exiting a room or building.

Power of Attorney Day

Today we are celebrating “Power of Attorney Day” and raising awareness of the importance of future planning for everyone.

A [Power of Attorney](#) (PoA) is a legal document which gives someone else the authority to make decisions on your behalf if you are unable to do so. Lots of people think that friends or family would be able to make these decisions, however without a PoA they have no right to do this and a legal process known as “Guardianship” would need to occur instead. This can be very expensive and take a long time. That is why we are encouraging everyone to have these conversations with friends and family members and begin to plan for the future.

For more information on Power of Attorney you can visit www.mypowerofattorney.org.uk or visit the new [Planning Care](#) pages on the NHSGGC website to discover more about Future Planning Tools. You can also keep up to date with all future planning development via the [Anticipatory Care Planning Twitter Account](#)

Accessing Health Information – FairWarning

The Board has a moral and legal responsibility to protect the confidentiality of the data it holds. Patients expect the information we hold about them will be kept secure and confidential.

Your job role may give you access to patients' clinical information and you are reminded that you should only be accessing this information in order to carry out your legitimate duties.

Whilst the rules regarding unauthorised access to patient information are not new, the Board now uses an audit system called FairWarning. This provides the Information Governance Team with daily audits from clinical systems and allows them to monitor and investigate any potential inappropriate access to records. FairWarning is an opportunity for us to provide a higher level of assurance that our patient information is kept safe.

Staff are reminded that if they wish to access their own health information, they should submit a subject access request. The Board's Subject Access Policy provides the relevant information and forms needed and can be found [Link](#) (StaffNet)

Further information on FairWarning can be found [Link](#) (StaffNet)

If you have any questions on FairWarning or data protection in general, including training resources, please contact the Information Governance Team at: data.protection@ggc.scot.nhs.uk

COVID-19 Risk Assessment

The COVID-19 Risk Assessment has been regularly reviewed by the Health and Safety Service throughout the pandemic. As knowledge and guidance is updated at a National level these changes are reflected in the risk assessment. Local managers should use the risk assessment as the basis for their own local risk assessments.

The assessment can be found at: <https://www.nhsggc.org.uk/media/263563/covid-19-ra-oct-2020-v5.docx>

**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](#)**