

Core brief

Daily update

(26 January 2023, 1.45pm)

Topics in this Core Brief:

- Andrology Subfertility Service update
- SAMH - Mental Health in the Workplace Webinar – A Guide for Managers (2 hrs)
- Help for Home Heating
- Reporting salaries correctly

Andrology Subfertility Service update

In order to comply with the updated WHO 'Manual for the Laboratory Examination and Processing of Human Semen', the following changes have been implemented in the Andrology Service at the QEUH:

- For subfertility analysis, patients are now required to deliver samples to the laboratory within **40 minutes** of collection. If samples are received slightly out with this time, an attempt will be made to analyse these, but results should be treated with caution and repeated if necessary. A deviating sample comment will be added to the report to alert the user. Samples received out with 60 minutes **will not be analysed**.
- Updated patient information leaflets and request forms will be available soon. Please continue to request kits as normal and these will be sent out in due course with the updated documentation. **All previous versions of these documents must be destroyed.**
- There are also changes to the reporting categories, this information will be available on the website and in the user manual.

As always, pre-booked appointments are required for all semen analysis.

Please see link to our website for full information: <https://www.nhsggc.scot/Andrology>

SAMH - Mental Health in the Workplace Webinar – A Guide for Managers (2 hrs)

This free webinar is aimed at line managers, team leaders and supervisors working within NHS Greater Glasgow and Clyde/HSCP area.



The webinar will take place on **Wednesday 22 February** from 9.30am – 11.30am via Microsoft Teams and is designed to help managers support and maintain good mental health and wellbeing for staff.

If you would like more information about this session and how to register, please [click here](#)

This is brought to by the Staff Health Strategy.

Help for Home Heating

Fuel poverty is a major issue, with many of our patients and staff adversely affected by increased energy costs this winter.

The Home Heating Support Fund provides help for people who are experiencing significant financial hardship. The fund has now been extended to the 31st of March 2023, or until funds have been exhausted, so it is important to refer or apply as soon as possible.

Advice Direct Scotland advisers can make an application to the fund on you or your patients behalf. Contact 0808 800 9060 (Monday - Friday, 9.00am – 5.00pm) or visit: www.advice.scot.

For more information on grants and benefits to help with energy bills, please visit: [Grants and benefits to help with energy bills - mygov.scot](#)

Reporting salaries correctly

If you complete SSTS or eESS, or are a manager responsible for staff salaries, then we want your help in ensuring that staff are paid correctly and on time.

A simple way to do this is by making sure that all leave, absence, overtime and changes to pay are recorded and authorised on time and accurately through the appropriate systems in advance of payroll deadlines.

For payroll deadlines and FAQ's visit [StaffNet](#). For information or support on particular transactions or queries you can contact the relevant teams at:

Team or Service	Example of Queries or Support	Contact Details
eESS	Recording changes to location, band, hours, termination of employment, etc.	HR Portal - NHS GGC HR (service-now.com)
HR Support & Advice Unit	Annual leave, maternity leave, terms & conditions of service, etc.	HR Portal - NHS GGC HR (service-now.com)
SSTS	Recording shifts, absence, overtime etc.	ssts.team@ggc.scot.nhs.uk
Central Bank	Shifts worked, annual leave requests etc.	staff.bank@ggc.scot.nhs.uk
Payroll	Other payments, payroll guidance, etc.	GGCPayrollQueries@ggc.scot.nhs.uk
Expenses	New claimants, insurance certificates, etc.	eExpenses@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](#)