

# Core brief

## Daily update

(3 April 2024, 1.40pm)

Topics in this Core Brief:

- Updated NHS Scotland Annual Leave Policy
- FairWarning – Appropriate Access to Clinical Records
- Your Voice Matters: Building a Better Workplace Together
- William Cullen Prize

Remember, for all your latest news stories, visit our new Staffnet Hub:  
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

## Updated NHS Scotland Annual Leave Policy

The Scottish Terms and Conditions Committee has developed the NHS Scotland policy in line with the annual leave and public holiday entitlements within the Agenda for Change Agreement in relation to the reduced working week.

Therefore, [DL \(2024\) 07](#) provides the updated policy on the provision of annual leave and general public holidays for Agenda for Change staff.

Due to full-time hours decreasing over the coming years from 37.5 to 36, the policy contains confirmation of what the leave entitlement will be in hours at each point of reduction (Table 1, pages 1-2).

If you have any questions please contact [HR Support & Advice Unit - NHSGGC](#)

## FairWarning – Appropriate Access to Clinical Records

The Board has a moral and legal responsibility to protect the confidentiality of the data it holds and patients expect the information we retain about them will be kept secure and confidential. Your job role may give you access to patients' clinical

information and you are reminded of your responsibility to access only the information that is required to allow you to carry out your legitimate duties.

To protect against inappropriate access to records, the Board continues to use an audit system called FairWarning which was put in place to provide assurance that clinical information is kept safe. The system provides the Information Governance Team with daily audit reports from clinical systems which allows them to monitor and investigate any potential inappropriate access to records, including staff accessing their own records and those of family members. If, after investigation, a record is found to be accessed inappropriately, then a formal discussion between the member of staff and manager will take place and depending on the severity of the breach, there could be a number of consequences including refresher training and/or formal disciplinary action. Some good practice tips are:

1. Never share passwords with other colleagues or managers.
2. Keep your LearnPro Safe Information Handling Training up to date. [learnPro NHS - Login \(learnprouk.com\)](#)
3. Be familiar with the FairWarning guidelines: [GGC eHealth - FairWarning Staff Guide](#)

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 here [Subject Access Policy](#)

If you have any questions on FairWarning or data protection in general, including training, please visit our Information Governance Knowledge Hub here [Information Governance Knowledge Hub](#) or contact the Information Governance Team at: [data.protection@ggc.scot.nhs.uk](mailto:data.protection@ggc.scot.nhs.uk).

## **Your Voice Matters: Building a Better Workplace Together**

Staff wellbeing, effective communication, and a positive work environment are crucial to our success at NHSGGC.

In 2023, more staff than ever before responded to the iMatter survey and we increased our overall Engagement scores. But we know there is still more work to do. And that is why your feedback through the iMatter staff survey is essential.

## **Your Input Makes a Difference:**

- Information from the previous iMatter survey directly influenced the [Boardwide iMatter action plan](#), with support from the Corporate Management Team as well as your own local team plans.

- The Boardwide plan addresses key areas you highlighted, including:
  - Staff Wellbeing: Providing accessible resources and support sessions
  - Leadership Visibility: Fostering stronger two-way communication with leadership.
  - Communication and Engagement: Ensuring all staff have access to relevant information and feel informed.

Anne MacPherson, Director of Human Resources and Organisational Development, said: "Staff engagement is vital in shaping our ambitions for a Better Workplace. By acting on your feedback, we are creating an environment where everyone feels valued, heard, and part of our collaborative journey towards success."

### **Stay Informed, Stay Engaged:**

- You can find details of the 2023 iMatter results and planned actions for 2024 via this [link](#)
- Look out for the 2024 iMatter survey coming soon! This is your opportunity to share your experiences and contribute to shaping the future of NHSGGC.

Together, we can build a workplace where everyone thrives!

### **Key Reminders:**

- The 2024 iMatter survey will launch soon – don't miss your chance to provide valuable feedback.

Your voice matters – your input directly shapes positive changes within NHSGGC.

### **William Cullen Prize**

The William Cullen Prize is back this year for a clinician or team of clinicians who have made a significant contribution to local service innovation or teaching.

If you are a clinician and have made a significant contribution to service innovation, it's time to get your entry submitted for this prestigious prize.

As in previous years, the teaching prize will be selected from the top performers from our own recognition awards for medical teaching, based on performance in the national trainee and student surveys.

The winners of each prize will receive a framed print of a William Cullen letter, which will be selected from the Royal College's archive.

So don't delay, get your entries in now, simply complete the online application form, visit: [www.nhsggc.scot/williamcullen](http://www.nhsggc.scot/williamcullen).

The closing is Wednesday 17 April.



## Getting the right care this winter is as easy as ABC

<h3>A</h3> <h4>Ask yourself</h4> <p>Do I need to go out? For information on treating minor illnesses and injuries from home, go to <b>NHS inform</b> or download the <b>NHS 24 App</b>.</p>	<h3>B</h3> <h4>Be aware</h4> <p>There is help on your doorstep. Your local <b>GP, pharmacy</b> or <b>optician</b> offer a range of services.</p>	<h3>C</h3> <h4>Call 111</h4> <p>If it's urgent, or you're unsure, call <b>NHS 24</b> on <b>111</b>. They'll get you the care you need.</p>
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Unless it's an emergency think ABC before visiting A&E.  
For more information: [www.nhsggc.scot/rcrp](http://www.nhsggc.scot/rcrp)



\*\*\*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](#)