

Wednesday 1 November 2023

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## **NHS Scotland 'Supporting Work/Life Balance' workforce policies – now available**

A comprehensive refresh of 'Supporting Work/Life Balance' workforce policies takes effect from today. The following Supporting the Work Life policies have been developed nationally in partnership with NHS Scotland employers, trade unions and the Scottish Government:

- Flexible Work Location
- Flexible Work Pattern
- Retirement
- Career Break
- Special Leave
- Maternity
- New Parent Support
- Shared Maternity and Shared Adoption
- Parental Leave
- Breastfeeding
- Adoption, Fostering and Kinship

From today, anyone applying to use these policies must use the nationally agreed policies – and any associated paperwork – available here: [Policies | NHS Scotland](#). To help implement these new policies a video presentation has been put together to explain how they were developed, and any key changes from previous local policies. This is available to watch here: [\(12\) Workforce Policies - Once For Scotland key changes overview - YouTube](#) When you click on the video, you can use the timestamps in the information box to skip to the policy relevant to you. Please contact the HR Hub on (01224) 552888/ext 52888 if you have any queries on the application of the policies.

**Unscheduled care programme - update sessions** The next unscheduled care programme update session will be taking place on Wednesday 8 November, between 12-1pm, on Microsoft Teams. This session will feature updates from the Scottish Ambulance Service, flow navigation centre and unscheduled care in Mental Health. If you would like to be sent the invite for these sessions, please contact the team on [gram.uucteam@nhs.scot](mailto:gram.uucteam@nhs.scot). The session will be recorded so those with the invite will be able to watch it back in their own time.

**Secondary care hub requesting** All clinical colleagues are reminded that, from Monday 6 November, the secondary care hub team will not be able to chase requests not on the Trak Care system. Please ensure you have plans in place to check the request is available for your patient's appointment to prevent cancellation. All requests must be recorded on Trak Care before the patient has been asked to call and make their appointment at the hub. If there are factors that have not been considered, please get in touch with the secondary care hub team so that the best solution can be found together. Please refer to Grampian Guidance for more information.

**Overseas patient administrator role** This position was created to assist in generating income by identifying any patients, liable for charges for their care, and ensuring they are billed appropriately as well as providing advice and support to patients and staff.

A report is run daily to pick up any inpatients with a temporary CHI number. These are followed up to check for potential overseas visitors, however we also rely on ward staff contacting us if they become aware of a potential overseas visitor as some may have correct CHI numbers and we only pick these up if brought to our attention by ward staff. There is often a misconception around what is free and what is chargeable. Whilst emergency treatment is exempt from charges for all this only covers attendance at ED or ward 101. As soon as a non-exempt patient is moved to another ward, they should be charged for their care from that point

If you have any questions the administrator can be contacted at [gram.overseasprivateadmin@nhs.scot](mailto:gram.overseasprivateadmin@nhs.scot). We welcome general queries, as well as questions about specific patients, and we can arrange to visit a ward to discuss further as required.

**Learning Disability nurses day** We are pleased to join with our LD nurse colleagues for this annual celebration of their profession. We are in the unusual position in Grampian of having a Learning Disability nurse – Dr June Brown – as our Executive Nurse Director. If you're not sure what LD nurses do, or who they are, the team have put together the presentation attached to today's brief. It shines a spotlight on some fantastic teams working in the community and in in-patient services.

**NHS Grampian Charity – community grants scheme** NHS Grampian Charity has opened the latest round of funding for its community grants programme and would appreciate your help in spreading the word within your local community. The programme welcomes applications from local charities and community organisations working across Grampian. Organisations can apply for up to £10,000 to deliver projects which support and enhance the health and wellbeing of the people of Grampian. More information about the Community Grants Programme is available on the charity website: [NHS Grampian Charity \(nhsgcharities.com\)](http://NHSGrampianCharity.nhsgcharities.com). This funding programme is for external charities and community organisations; please do not submit applications on behalf of a hospital, ward, or service.

## **We Care Wellbeing Wednesday**

- **Moray wellness sessions** The Moray Wellness College is offering a range of courses to support people with their wellbeing. These cover a range of topics and use quality evidence-based materials from trusted sources including NHS Scotland. There is a mix of online learning and in-person sessions in Forres, Elgin, and Buckie. [Click here to see the full range](#). If you have any questions or want to find out more information, please contact [hello@moraywellbeinghub.org.uk](mailto:hello@moraywellbeinghub.org.uk)
- **Home Energy Scotland Sessions** Home Energy Scotland are holding a series of free workshops designed to provide training in energy efficiency. These workshops will cover saving money on your energy bills, adopting new habits and being more energy efficient; and playing your part in creating a greener, healthier Scotland. Upcoming events take place on Tuesday 7 November 12-1pm ([click here to book](#)); and Tuesday 21 November 12-1pm ([click here to book](#)).

**Tune of the day** Our tune today is [November Rain](#) because, well, have you looked out the window? Luxuriate in all 9 minutes and 16 seconds of it and try not to notice that Slash performs his solo outside a completely different church to the one he's apparently just left...(EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)