

Thursday 14 December 2023

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**Safe Transfer of Patients** Thank you to everyone who has attended the drop-in sessions so far this week; there will be another one tomorrow (Friday) between 1-2pm, please contact [gram.pipdirector@nhs.scot](mailto:gram.pipdirector@nhs.scot) for the Teams link. We know this is something at the forefront of your minds and we will offer further drop-in sessions as this project beds in, if this is something you would find helpful.

Standard Operating Procedures (SOPs) have been developed to assist with this project and these have been shared with managers today for distribution to clinical teams as required. The SOPs will be closely monitored and reviewed which will be informed by both data and your feedback. Any revisions to the SOPs will be communicated to staff via Portfolio and professional structures. The SOPs will be added to the G-OPES and Grampian Guidance sites, likely early next week, to further aid access to them.

**Festive service arrangements** Volume 1 of our guide to service arrangements over the festive period is attached to the email used to send today's brief. To include your team/department, simply email the details to [gram.communications@nhs.scot](mailto:gram.communications@nhs.scot)

**New H&S Clinical Key Handler refresher programme** The H&S Manual Handling team have designed a learning programme on Turas to ensure all theoretical training is completed prior to booking on a practical refresher course. Moving and Handling [Module A] should be completed before completing the Clinical Key Handler Refresher Theory eLearning. Once you have completed and passed the KH Refresher Theory you will then be able to book on to the practical Clinical Key Handler Refresher Course.

The Clinical Key Handler Refresher eLearning course is scenario based, around the roles and responsibilities of being a competent key handler and using the Scottish Manual Handling Passport scheme. By introducing the new eLearning programme this will allow more practise of practical skills, problem solving and completion of paperwork as clinical KHs will no longer have to sit a theory paper in the class. To remain an active Key Handler all 3 parts of the learning programme should be completed within a 2-year period. Please follow this link to access the learning programme: [Clinical key handler refresher programme | Turas | Learn \(nhs.scot\)](#)

**Unavailability of SWAN Secure Web Access (SWAN SWA) Remote Access** Due to further essential maintenance, the SWAN Secure Web Access service will be unavailable intermittently on Sunday 17 December between 6-10pm. During this time, the use of SWAN Secure Web Access will be limited. If you require access to NHS Grampian systems during these times an alternative means of access should be identified. This maintenance work does not impact on remote access from NHS Grampian devices (e.g., using AOVPN or Direct Access on a laptop).

**Preceptorship** We have launched Preceptorship Best Practice Guidelines for all nursing, midwifery, AHPs and healthcare support worker colleagues. These are available on [the Preceptorship intranet page](#) (networked devices only). Practice Education and Development are delivering further preparation sessions in 2024 for all Nurses, Midwives, AHPs and HCSWs. This session will prepare and equip you to undertake the role of a preceptor. Sessions are bookable on TURAS and further information can be [found via this flyer](#). For any queries please contact [gram.practiceeducation@nhs.scot](mailto:gram.practiceeducation@nhs.scot).

**Year of the Manager: Development Opportunities Launching in January 2024 - open for applications now!** We will be launching the following opportunities to support requests for networking and opportunities to share and work together on management challenges. To be eligible for these sessions you must be currently managing a team:

- **Action Learning Sets (ALS)** You can find out more about the offer via the documents attached to the email used to send this brief. To register your interest in joining an ALS, [please complete and submit this form](#) before 5pm on 22 December.
- **Values Based Reflective Practice (VBRP) Taster Sessions** To provide a space to reflect, share and support. You can find out more here: [Values based reflective practice \(VBRP®\) | Turas | Learn \(nhs.scot\)](#) To book a place on a VBRP Taster Session, [please complete and submit this form](#) before 12noon on 22 December 2023. Places are on a first come, first served basis and limited to a maximum of 12 participants per session.
- **Time Management Course** This 2-hour course looks at the importance of managing your time effectively. It will help you to identify signs of poor time management and explore various tools and strategies that can be used to improve time management in the workplace- places can be booked here (requires Turas log-in): [Time Management Course | Turas | Learn \(nhs.scot\)](#)
- **Courageous Conversations Course** This 2.5-hour course is for managers who would like to handle courageous conversations more effectively. It explores the types of courageous conversations that you may need to have at work and provides practical techniques to enable you to handle them successfully. Places can be booked here (requires Turas log-in): [Courageous Conversations Course | Turas | Learn \(nhs.scot\)](#)

**RGU Sport membership offer** From now until 31 December, you can purchase one month's membership of RGU Sport for just £23. The month commences from date of purchase. You can find out more about what's on offer there via their website: [Welcome to RGU SPORT - Leisure Hub](#). Please note the gym will be closed on 25/26 December and 1/2 January.

**Tune of the day** A birthday and a farewell; Leigh Slessor, area support manager for Formartine, is celebrating today, so Team Central have asked for [Birthday by Katy Perry](#). Meanwhile, Ainslie is leaving the team at Newburn Health Care. As she is off on her travels, the team have asked for John Denver and [Leaving on a Jet Plane](#). They're excited for her adventure, but she will be sorely missed (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)