Staff Helplines
We have 2 helplines available for staff. You can find this information towards the bottom of today’s Speed Read.

Important Information

Volunteers – Update for Charge Nurses & Team Leaders of patient areas (Acute/REAS/H&SCP)

There has been a phenomenal and hugely successful effort to rapidly recruit volunteers to help out in a variety of ways across our system. Around 560 volunteers have now come through our interview and assessment process. Get ready to welcome Ward Helper Volunteers, identified by their purple T shirts, who will start on the wards this Wednesday (15th April) following PPE training which they are currently undergoing. You can find full role description on the COVID-19 Base on staff intranet here. You can also find contact details for co-ordinator for each site / service here.

Oxygen Management During COVID-19

During the COVID pandemic the correct prescription and administration of oxygen to patients is more important than ever. All patients must be prescribed a target range for their oxygen saturations on admission. For patients at risk of hypercapnoea a target range of 85-90% should be prescribed. For patients who are not at risk of hypercapnoea a target range of 92-96% should be prescribed.

The nursing team should increase and decrease the amount of oxygen administered in order to keep the patient’s saturations within the prescribed target range.

A poster, for ward areas, giving advice on how to administer and adjust oxygen is available to print out on the NHSL COVID-19 Base, under ‘Patient Management’ (Oxygen Poster Ward Management in COVID) along with a document (Oxygen Advice in COVID) giving further information.

NHS Lothian PPE Guidance

Following the publication of the four country guidance on PPE published 2nd April 2020, our lead nurse for Infection Prevention and Control has finalised the NHS Lothian summary for all staff working across our
health and social care environments; this has been endorsed by our staff side representatives.

Prof Alex McMahon, Executive Nurse Director and Dr Tracey Gillies, Executive Medical Director have now issued this guidance, stating “Keeping staff safe and our patients safe is our number one priority. It is important for those staff who have never used PPE before to have some basic training in the use of this equipment.

“We are preparing training sessions and on line materials but please flag any concern to your line manager in the meantime if you have any concerns about the use of this equipment. We will also set up a PPE advice line for staff and we hope to have this up and running from Tuesday 14th April and there will be further information on this in advance.

If any changes are made to the current guidance we will of course review and amend our local guidance but what we have produced is totally in line with the four country guidance published on the 2nd April”.

The new guidance applies apply additional precautionary control measures over and above standard and transmission based infection control precautions. Please see an explanation of this guidance by Lindsay Guthrie, Lead Infection Control Nurse and Donald Inverarity, Consultant Microbiologist and Lead Infection Control Doctor.

**Recording Face Fit Testing**
From today (Monday 13 April), there are some changes to the way we record face fit testing for registered and unregistered staff. All areas with registered and unregistered staff should check the process outlined online in Covid-19 Base to add or update any further mask skills for staff. Guidance on how to input the mask skill is available on the [eRostering](https://erostering.nhslothian.scot.nhs.uk) pages of the intranet.

Please note most existing mask skills will have been uploaded onto HealthRoster, although local areas should ensure all records have been added.

Any queries please contact the eRostering helpdesk on ext 32690 or email ero rostering@nhslothian.scot.nhs.uk or regarding the RPE service email RPE.Service@nhslothian.scot.nhs.uk

**Use of Social Media**
Ward teams have been asking if it’s ok to post videos on NHS Lothian’s social media feeds of the joyful departure from the wards of patients who have recovered from Covid-19. It’s great to be able to do this when patients are happy for that to happen, but it is very important that we obtain written consent to do so. This protects you and your patients.
It also allows us to respond to requests from media organisations to republish the video. Without the patient’s written consent, we cannot agree to that.
You can find a copy of the short consent form [here](#).
If you need advice on a service’s social media account please contact Lothian.communications@nhs.net so we can help keep you right.
**MED - Interim FY1 Induction**
The MED team are welcoming around 180 new doctors who are starting their clinical careers early with us in South East Scotland. Our trainers are providing local site inductions, simulation sessions and dedicated workshops including COVID-19 updates for our new Foundation Doctors. These doctors will be starting on the wards in the coming weeks, so please join us in making them feel welcome and part of the NHS Lothian team.

**If you have content that you would like to be included within the Speed Read**, please send it to lothian.communications@nhs.net by 3.30pm. Content received after this time, will go in the following day’s Speed Read. Thank you.

### Staff Health

**Self-Management Guides and well-being support - Reminder**

- NHS Lothian, in collaboration with NES, has created a series of self-management guides to support colleagues as we respond to COVID-19. These are available on the [intranet](#) and [internet](#) within the COVID-19 Hubs.
- Check out these simple prompts to help you and your team end your shift well so you can let go of stress and make the most of your downtime. You can find a whole range of wellbeing materials in the COVID-19 Hubs on both the [intranet](#) and [internet](#).

### A Reminder

**This Section contains important information previously issued which is unchanged**

**Covid-19 NHS Lothian Essential Staff Accommodation**

**Eligibility**
NHS staff may apply for accommodation to be provided where their skills are clinically essential and where any of the following circumstances require it:

- Where staff are unable to stay in their own homes due to increased travelling distance or reduced public transport
- Where staff are unable to stay in their own homes due to living with Covid-19 high risk individual(s)
- Where staff are unable to stay in their own homes due to living with an individual(s) with suspected or confirmed Covid-19

**Process for Applying for Accommodation**
Members of staff requiring accommodation should follow the process below:

- **During Office Hours** (9am – 5pm), contact the NHS Lothian Travel team: travel@nhslothian.scot.nhs.uk, along with a completed authorisation TA01 form, signed by a line manager. The authorisation form can be accessed on the travel team intranet page: Travel Team.
- **Out of Hours** (outside 9am – 5pm) contact 0141 223 1904. Staff should quote “front line NHS staff emergency accommodation” and provide their name, ward, hospital, and work telephone number. Staff should complete an authorisation TA01 form in retrospect, signed by a line manager, and send this to travel@nhslothian.scot.nhs.uk. The authorisation form can be accessed on the travel team intranet page: Travel Team.

**Self-Isolation and Testing**
Please remember that you and those you live with MUST STAY AT HOME if one of you has symptoms of fever
and/or a new persistent cough, until the person with symptoms is tested and has received their (negative) result. You should only leave home to attend the testing centre by appointment. This is in line with national guidance on household isolation which can be found on the **NHS Inform website: Coronavirus (Covid-19) : Guidance for Households with possible coronavirus infection.**

**COVID-19 Training**

A range of COVID-19 training resources are available online. These can be accessed via the intranet, internet, and via your own LearnPro (search for ‘Covid-19’). In addition the NES Turas resources for COVID-19 are also available.


**Internet**  [https://staff.nhslothian.scot/COVID-19/Training/Pages/default.aspx](https://staff.nhslothian.scot/COVID-19/Training/Pages/default.aspx)


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**Staff Helplines**

**We have 2 helplines for staff:**

If you need information about general operational issues such as workforce guidance, testing, PPE or other general queries, and you can't find what you are looking for on the NHS Inform or Health Protection Scotland websites, please call **0131 537 8530 (Ext 88530)** and the staff will try to help, alternatively there may be information available on the COVID-19 page on the intranet. Lines are open: Mon-Fri, 8am-6pm.

**Here For You** -

If you are worried, anxious or stressed and need a listening ear from experienced clinicians please call our staff wellbeing helpline, Here For You. This line can also help you with practical concerns such a financial advice or information on supporting an elderly or vulnerable relative.

Call on: 0131 451 7445  Mon – Fri , 8am-6pm

If you can’t call between 8am and 6pm, please email your contact details to [Here4U@nhslothian.scot.nhs.uk](mailto:Here4U@nhslothian.scot.nhs.uk).

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**Validated Statistics as at 1400**

A total of 31,813 people in Scotland have been tested. Of these:

- 25,746 tests were confirmed negative
- 6,067 tests were positive
- 575 patients who tested positive have died

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**Important Reminders**

**Please refer to these website for the latest guidance and information:**

**Health Protection Scotland Covid-19**

This includes guidance documents for clinicians, advice for staff in other settings, etc [https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/#news](https://www.hps.scot.nhs.uk/a-to-z-of-topics/wuhan-novel-coronavirus/#news)
World Health Organisation Covid-19
https://www.who.int/emergencies/diseases/novel-coronavirus-2019

UK Government Covid-19 Action Plan

Scottish Government: Coronavirus in Scotland

If you have any communication related questions please email: lothian.communications@nhs.net