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

**Important Information**

**Confirmation of Death: Guidance for Managers**

Nurse Verification of Expected Death has now changed with the introduction of the NHS Lothian’s Confirmation of Death policy and procedure (2020). This new policy, procedure and completion of the required training enables registered healthcare professionals, identified by their line manager, to confirm death in any circumstance. The policy should be read in conjunction with the flow chart Confirmation of Death: Guidance for Community Nurses.

NHS Lothian’s Clinical Education and Training Department Confirmation of Death training presentation incorporates slides and a voice-over for use during the COVID-19 pandemic. There is also a transcript available for staff with no speakers on their computer.

The relevant documentation is located on the intranet at: COVID 19 Training: Confirmation of Death
- NHS Lothian Confirmation of Death Flowchart - guidance for community nurses
- NHS Lothian Confirmation of Death transcript of training slides (only required if your PC has no sound)
- NHS Lothian Confirmation of Death Competency Checklist including Competency Statement (for completion by manager)
- NHS Lothian Confirmation of Death Form (recording template)
- NES Confirmation of Death Guidance

**Manager’s Role**

- Familiarise self with the new NHS Lothian Confirmation of Death policy and procedure
- Ensure practitioners currently trained to undertake Verification of Expected Death access the learning materials to update on the changes to practice.
- Review Competency Checklist and sign off achievement.
- Identify appropriate practitioners who a required to undertake this role and access the training and preparation.
• Support practitioners with preparation and review the Competency Checklist and Competency Statement with the practitioner.
• Countersign the Competency Statement confirming that the participant has met the required standard of competence for Confirmation of Death and therefore can undertake this role in practice.

Any questions should be emailed to Maria Pilcher maria.pilcher@nhslothian.scot.nhs.uk

Workforce Issues

Bank Workers in the Highest Risk/Shielding Category

NHS Lothian has already advised staff in this category to work from home or where not possible to remain at home. To date the guidance has been that bank staff in this category will be paid for booked shifts only.

The Scottish Terms and Conditions Committee (STAC) has considered this further and has agreed that Boards should continue to pay people in this situation, based on average income over a 12 week reference period preceding the point at which it became clear that they should not be working. This agreement will also apply to Bank Staff in the over 70 category. Arrangements will be made to make appropriate payments to bank staff in this category as soon as possible.

Helpline for Vulnerable Members of the Public

For awareness - A new national phone number has been launched for people who are over 70, disabled, require the support of mental health services, are pregnant or receive a flu jab for health reasons. This includes the shielded group and the wider at risk groups. There is more information here: https://www.gov.scot/news/support-for-those-at-high-covid-19-risk/

Accommodation for staff - Reminder

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 coronavirus (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 coronavirus (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, please include 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

Information Governance Update

At this time when we’re all finding new ways to communicate and whilst being flexible we need to ensure we safeguarding our data.

As the Information Governance team won’t be able to conduct their usual road show to provide support and answer questions, we have updated our intranet page. It now includes short training videos, and a page for COVID 19 updates. Current updates cover emailing and communication in the current situation including the implementation of Microsoft teams to help support remote working.

‘Wee Concert’ Live Stream for NHS Staff

If you’re lucky enough to have your lunch break at 1pm tomorrow, Thursday 16 April, you can catch one of Scotland’s much loved singer songwriters, Dougie Maclean live streaming a performance for NHS staff. The half hour ‘Wee Concert’ will be live-streamed via Facebook, You Tube and Vimeo. The links will be published on intranet news tomorrow and the concert will be accessible afterwards on demand for those who are not free to watch it live.

The Bike Station – Free Bicycle Offer

The Bike Station, Edinburgh is offering to donate free Hero Bikes (recycled bikes) to key workers in health and social care in Edinburgh or Perth to enable them to get to work safely. The Bike Station has set up the Hero Bikes free bike scheme, to help key workers in need get where they need to be. The bikes come with a helmet, lock and lights.

To qualify you must be 16 or over and able to demonstrate proof of your role as a key worker e.g. ID card, payslip etc. All workers as defined by UK Government are eligible, and includes health and social care staff.

Staff interested in this offer should email:
heroedinburgh@thebikestation.org.uk or heroperth@thebikestation.org.uk

Staff Health

St John’s Hospital, Staff Wellness Hub

A Staff Wellness Hub has been launched today (15 April) at St John’s as part of their staff wellbeing programme.

The Hub aims to support our incredibly hard working staff during these challenging times and provides a space for staff to recuperate and relax away from the clinical settings. The Hub includes a Quiet Room providing a place to unwind as well as a positivity wall for thoughts and doodles and a Relaxation Room for yoga and mindfulness. Mats and resources are provided. The Hub is situated in the Education Centre on the first floor.
**Drop in Support Sessions**
These are being led by psychology and spiritual care colleagues every Monday to Friday. Sessions will be held in the Murieston room within the new Staff Wellness Hub and available to drop in between:

- 9.30am-11.00am
- 12 noon-2.00pm
- 3.00pm-4.30pm

The Hub and support sessions are available to all staff.

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**A Reminder**

This Section contains important information previously issued which is unchanged

**Pan-Lothian Virtual Grand Round**

We are holding the inaugural Pan-Lothian Virtual Grand Round from the Western General Hospital (WGH) on Wednesday 15 April. The Infectious Disease/ITU team at the WGH will present the clinical pathway of a COVID-19 patient from admission to hospital. It starts at 12.30pm sharp. The videolink will be open from 12.15pm. The talk will last around 45 minutes with 15 minutes to cover questions. To find out more click here

**Use and Cleaning of Electronic Devices – Tablets/iPads**

The donation of iPads has been very welcome and help patients to stay in touch with their family and friends while strict visiting restrictions are in place.

To reduce possible infection transmission it is important to follow infection control and prevention guidance when cleaning electronic devices such as tablets/iPads.

More detailed information can be found on the Covid Base on the intranet.

**COVID Dashboards**

To enable us to support planning around Covid-19 we are using tableau dashboard technology. Staff who require access can email wav.dashboards@nhslothian.scot.nhs.uk to obtain a consent form.

**Use of Social Media**

Ward teams have been asking if it’s ok to post videos on NHS Lothian’s social media feeds when patients leave their wards having recovered from Covid-19. It’s great to be able to do this, when patients are happy for that to happen, but you must obtain written consent to do so. This protects you and your patients.

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.
Endura – cycle clothing offer

Endura, a Livingston-based cycle clothing company, is currently offering 50% off everything on its website for NHS staff. More information can be found at www.endurasport.com

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.

Validated Statistics  as at 1400

A total of 34,064 people in Scotland have been tested. Of these:

- 27,316 were confirmed negative
- 6,748 were positive
- 699 patients who tested positive have died.

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

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