Important Information

Workforce Issues

The NHS Lothian Workforce Guidance has been updated to provide further information on the entitlement to carry over or be paid for leave from 2019/20 which was untaken as a consequence of COVID-19 and clarifies the position of staff who had booked leave and have asked for this to be rescheduled.

The guidance also provides information on the application of annual leave and public holidays to those self-isolating, shielding, over 70 or pregnant. The guidance advises the following:

- Staff are encouraged to take leave given the health and well-being benefits and the requirement to grant all staff their statutory entitlement for 2020/21. One week is considered reasonable unless there are exceptional circumstances or it can be rescheduled within a short timeframe.
- Staff in the Over 70s or pregnant at 28+ weeks gestation groups should be considered on the same basis as staff at work for the allocation of annual leave on the basis that they are to follow strict social distancing requirements in line with other staff who are in the workplace or working from home.
- For staff who have been advised by their healthcare provider to shield as they are in the high risk of severe illness category, there is no expectation that they will take annual leave during the notified 12 week period. This reflects the additional restrictions placed on this group within the home. This will be reviewed in due course. This also applies to staff who are required to self-isolate, given the requirement to remain within the home.

For staff in the self-isolating or shielding categories, the following applies in terms of public holidays:

- Staff who would not normally work public holidays will be considered to have had the public holiday and the hours should be deducted from their leave entitlement;
- For staff on a standard rota who are due to be working a public holiday, they should receive public holiday rates and the hours should not be deducted;
- For staff on a flexible rota, the normal arrangements should apply over the leave year in terms of

Staff Helplines

We have 3 helplines available for staff. You can find this information towards the bottom of today’s Speed Read. ▼
numbers of PHs worked. If these fall within the period of self-isolation/shielding, they will receive PH rates and hours will not be deducted. If they were not rostered during this period, as they were due to work other PHs in the year, they will have the hours deducted from their leave entitlement.

Process documents have been produced which guide staff and managers on the allocation of annual leave and the process for carry over or payment of leave outstanding from 2019/20. These documents are held in the Workforce Guidance section of the COVID-19 hub and are attached to the latest version(10) of the Workforce Guidance.

For eligible staff i.e. those who were unable to take their 2019/20 leave as a consequence of COVID-19, who wish to obtain payment for their untaken leave, Managers should email the payroll team at PayrollRegistry@nhslothian.scot.nhs.uk with the following details: name, payroll number and hours due.

Reusable PPE

The Scottish Government Department of Health and Social Care current advice to NHS Boards remains that single use PPE should not be reprocessed and that reusable PPE should be reprocessed in accordance with the manufacturer’s instructions.

PPE - Tiger Masks (ear loop) - fluid resistant surgical face masks (FRSM)

1. Appropriate use and managing discomfort

NHS Lothian has been provided with FRSM which are secured with elastic ‘ear loops’ rather than conventional masks that have ties. We are aware that some staff have reported issues with these being more difficult to achieve a secure fit with (as the loops are not adjustable) and some staff are experiencing discomfort caused by the loops rubbing against their ears if worn for longer periods. Manufacturers have been made aware of this issue and are in the process of developing a solution to this problem. We will keep you updated with any progress in relation to this. Please secure your FRSM across your nose using the pliable strip at the top of the mask. This will help keep the facemask in place and with careful adjustment should help any rubbing over the ears.

2. Use of adaptors

Social media postings are offering crocheted/knitted face mask 'adaptors' with buttons, around which the loops of the facemask are intended to be secured. These items are being promoted as washable/ reusable. These are not recommended or endorsed for use in NHS Lothian. We are exploring options to secure offers of single use plastic adaptors which could be used.

If a single use adaptor is used to secure the ear loops, staff must take care when taking the mask and adaptor off to minimise the risk of contamination during doffing, and wash or decontaminate hands afterwards.

3. Dated Stock

8 million Tiger Medical masks have been revalidated from the pandemic stock and dispatched to all health boards and social care. These products are part of the UK pandemic stock holding and NHS Supply Chain and Public Health England have worked with manufactures and/or independent test houses to formally test certain products, to see if it is possible to extend their life via accelerated age testing. All revalidated PPE stock like the Tiger Medical masks have passed strict quality assurance tests and are relabelled with a new shelf life (as appropriate) and are safe to use. Any that are not up to standard are destroyed before the rest of the product is distributed from the pandemic stock.
Changes to COVID-19 staff testing referral process

All referrals are now being logged via TRAK and to support data collection, data analysis and organisational reporting requirements, managers are now asked to submit the following information in their email request: Full Name, DOB, Postcode, House Number, Mobile, Date of Onset of symptoms, Post Title and Site. An email has been circulated via the Everyone Email groups to inform managers of this change, with immediate effect.

Minute’s Silence – 28 April 2020 at 11am

Tuesday, 28 April 2020 marks the annual International Workers’ Memorial Day. This year’s theme is Coronavirus and it will be dedicated to those key workers who have died from COVID-19. Following an approach from Trade Union colleagues, NHS Scotland will participate in the minute’s silence in honour of our colleagues who have died from COVID-19. NHS Lothian fully supports the tribute to those who have lost their lives to Coronavirus and would therefore encourage everyone who is a position to do so, to participate.

Guidance for Patients using CPAP and NIV Therapy in Hospital

The NHS Lothian Respiratory and Sleep Medicine service have developed some specific guidance for patients who use CPAP and NIV in hospital. This applies to all patients who are started on CPAP or NIV during an admission, or who bring their own machines into the hospital with them.

The guidance highlights modifications to the equipment circuit set-up in accordance with BTS recommendations and PPE and infection control requirements. You can find the clinical guide within the patient management section on the COVID-19 intranet hub.

For further information and support in making necessary modifications, please contact Laura Jess, Lead for Sleep Medicine on 0131 242 3877 or laura.l.jess@nhslothian.scot.nhs.uk

Offers of donations of fabric face masks

We are very grateful to the public for their continued support and many offers of help. Many people have been offering to make fabric or cloth face masks for use by staff, our patients and others in our health and social care areas.

NHS Lothian are not currently experiencing any shortages in the supply of surgical face masks. Unfortunately NHS Lothian are unable to accept any fabric masks, as these are not suitable for use in a healthcare setting, and do not provide the correct level of protection required.

Access to Outpatient Results

Access to the Trak Outpatient Results Review Workbench has been extended so that staff who may find it useful (e.g. if you are having to work from home) can review and sign-off their Outpatient Results electronically. NB– outpatient laboratory and radiology results will continue to be printed* and issued as normal.

The Trak Outpatient Results Review Workbench must be set up using the name of your clinic(s) and you should ensure that (apart from the clinic names which are specific to you) the screen is set up as shown here. Should you require any assistance, please email resultsreview@nhslothian.scot.nhs.uk

*excludes OP labs results for clinics held at SJH

National Guidance for supporting Student Nurses and Midwives in Community Teams

A set of national guidance in the form of Frequently Asked Questions (FAQs) have been developed by
NES with Board partners to support those supervising and assessing pre-registration nursing and midwifery students in community or integrated care placements during the COVID-19 period.

1. FAQs for those supervising and assessing preregistration nursing and midwifery students in community teams in primary and integrated care.
2. FAQs for team leaders in community teams in primary and integrated care
3. FAQs for students on placement in community teams in primary and integrated care

Full details are available on the intranet and internet

For more information please contact Gillian Taylor, Strategic Lead for Practice Learning gillian.taylor@nhslothian.scot.nhs.uk

Interpreting and Translation Service

The NHS Lothian Interpreting and Translation Service (ITS) is still open as normal and offers a range of face-to-face and remote services to support communicate between patients and staff. This includes British Sign Language for deaf patients.

Some specific resources have been developed related to Covid-19. These include:

- Communication for people with sensory loss during the COVID-19 pandemic: advice for health and social care staff in Scotland
- NHS Inform information on COVID-19 in a variety of languages
- Coronavirus poster with photosymbols in a variety of languages
- NHS Lothian guidance on visiting during the COVID-19 pandemic in a variety of languages (issued 24/03/2020)

Please check the intranet page for regular updates and do not hesitate to contact us on 0131 536 2020 option 5 to find out how our services can help.

Leading through COVID

A new evidence based resource has been developed to support those in formal leadership roles during these uncertain and challenging times. Leading Through Covid is designed to create a pause to ensure that leaders are mindful of their own needs, as well as the emotions and wellbeing of those around them. The resource, available on HR Online Covid Hub, encourages leaders to reflect on how they pay attention to a range of elements associated with staff wellbeing. These include caring for staff, preparing staff and expressing gratitude. It also signposts to resources which may also be helpful, including the new Leading Through Covid Coaching Conversations being offered by our OD team and the Psychological First Aid resources on TURAS.

Project Wingman lounge now open at the RIE

We are delighted to announce the launch of a Project Wingman lounge at the Royal Infirmary. The facility, which is staffed by air and cabin crew from across the UK’s different airlines will offer a welcoming and relaxing space for staff to unwind. The volunteer captain and his crew will be on hand to provide warm drinks as well as light snacks for staff. The lounge is open to all staff from 7.00am-9.00pm every day and is located in the Arthur Seat Suite within the Post Graduate Education Centre.

Red Dot Radio

From today, Red Dot Radio are back with their live request show between 8-10pm. Visit: www.reddotradio.co.uk and click the listen live link. The service is also available on the bedside radio systems around the Western general Hospital, on the televisions in the Royal Victoria Building (usually
channel 800 or 802) and on the Hospedia entertainment system in the Royal Infirmary (channel 1 on the radio).

City Cabs – UPDATE

City Cabs are no longer providing free taxis for staff. Staff can still avail of 40% discount on bookings on production of a valid ID.

If you have any information that you would like to be considered for the Speed Read please send it to lothian.communications@nhs.net by 3.30pm each day.
Please ensure that your service is content with information before sending.

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.

Online Tools to Help During Covid-19

Staff health and wellbeing is critical at all times, but we recognise the extraordinary challenges being placed upon staff in this difficult time.

A range of excellent wellbeing online tools have been made available to NHS Staff during Covid-19, free of charge, details of these resources can be found at: http://intranet.lothian.scot.nhs.uk/COVID-19/StaffWellbeing/Documents/Online%20Tools%20to%20Help%20During%20Covid-19.pdf

The Vibe Clinic

The Vibe Clinic is an online space where people with a shareable skill stream 30-min sessions for NHS staff & other key workers.

Sessions can include music, fitness, yoga, meditation, circus skills or any other form of positive energy. These are Live Streamed on Facebook at set times throughout the week, so that those working in healthcare and key roles can check in on their lunchtime or at home after a shift to feel the positive vibes.

Please like, follow and share the Vibe Clinic as widely as possible with colleagues, family and friends! https://www.facebook.com/vibeclinic2020/?view_public_for=100296761632659.

A Reminder

This Section contains important information previously issued which is unchanged:

Oxygen management during COVID-19 and beyond
Oxygen should always be prescribed, titrated and weaned appropriately. For up to date guidance go to Patient Management. NOTE: The new oxygen target ranges do not match the national guidelines. Prescribe oxygen targets on the main drug and administration chart. Circling 4 times a day will prompt oxygen saturation checks at drug rounds. Document new ranges in the SPECIAL INSTRUCTIONS box so that the NEWS score can be adjusted accordingly.

Please CONSERVE Oxygen, when not in use - turn off supply and unplug 02 flow-valves ASAP. This can save 15-20% of all piped oxygen.

Please do not hoard portable oxygen cylinders this puts staff and patients at risk. Estates, pharmacy and BOC are working together to ensure increased frequency of orders and runs to clinical area.

**Guidance on staff testing and process for booking taxis (if do not have own transport)**

The Occupational Health Department have produced up-to-date guidance on staff testing, including the opening of a testing centre in West Lothian and the procedure for booking taxis if staff do not have their own transport but need to attend to be tested. All referrals for testing continue to be made by an individual's line manager. Taxis are booked through the Flow Centre after an appointment for testing has been offered by Occupational Health. Guidance can be found on COVID-19 BASE under Workforce Guidance

For further information please contact Alison McClintick, Chief Nurse (Occupational Health and Safety) alison.mcclintick@nhslothian.scot.nhs.uk

**PPE Training for Facilities Staff - now available online**

As well as the face-to-sessions being delivered to all Facilities staff the presentation is now available to watch from the Covid-19 Training pages. The training has been developed by NHS Lothian's Clinical Education & Training and Infection Prevention & Control Teams in line with current national guidelines. The intranet page also has links to other guidance and contact details for the staff support helpline.

**PPE - Safe Use of Surgical Face Masks – Video**

Lindsay Guthrie, Lead Infection and Prevention Control Nurse has recommended this short video that demonstrates the safe use of surgical face masks and gives a helpful explanation about why this is important for your own safety as well as those of patients.

**Visiting at the End of Life**

In response to the developing COVID-19 pandemic, the newly established Welcoming Policy was suspended on 13th March with further restrictions on visiting on 19th March and the final suspension of all visiting on 24th March, with the exception of patients receiving end of life care, in-patient children's services and those accompanying partners during childbirth.

NHS Lothian recognises that visiting someone at the end of life is essential and are committed to supporting this to happen in a number of ways. Two guidance documents have been prepared to support clinical teams:

- [Connecting Patients Families, Carers and Friends during Illness and at the End of Life throughout COVID-19](#)
- [Infection Prevention and Control advice to support visiting patients at the end of life during COVID-19 Pandemic](#)

For further information please contact Gillian McAuley, Nurse Director Acute Services gillian.mcauley@nhslothian.scot.nhs.uk

**Refresher training**
The Clinical Education Team has set up a range of specific upskill and refresher training to support clinical services.

These sessions are open to all clinical staff - nurses, midwives, AHPs, medics and support staff. The focus is PPE, Infection Prevention & Control, Deteriorating Patient and Respiratory/Airway Management. This is an online resource. Click here for information on these sessions.

## Staff Helplines

### We have 3 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, 9am-5pm.

**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 as 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.

### Staff Listening Service

The Staff Listening Service is currently a phone-based listening service for all NHS Lothian staff. No appointment is necessary. It offers a place to explore your thoughts and feelings in a non-judgemental and safe environment. Whatever concerns you, the Staff Listening Service is there to offer confidential support from a member of the Spiritual Care team, and to signpost you to specialist services if appropriate.

To call for immediate support between 9am and 9pm, 7 days a week: **07888 998084**

The service is available for staff across NHS Lothian. Calls normally last up to 30 minutes, and you are welcome to call on more than one occasion.

## Validated Statistics  as at 1400

A total of 50,294 people in Scotland have been tested. Of these:

- 39,773 were confirmed negative
- 10,521 were positive
- 1,262 patients who tested positive have sadly 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
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