Staff Helplines
We have 3 helplines available for staff. You can find this information towards the bottom of today’s Speed Read.

Important Information

NHS Lothian Guide to Patients Discharge and Transfer During COVID-19 Pandemic – UPDATE

This guide aims to provide guidance to ensure the safe and effective discharge of patients and transfers between healthcare settings during the COVID-19 pandemic. It follows national guidance and prioritises infection control practice and staff safety. It can be found at the following link http://intranet.lothian.scot.nhs.uk/COVID-19/PatientManagement/Documents/TransferDischargeOfPatients.pdf There is a glossary for the terms used in the document at the following link http://intranet.lothian.scot.nhs.uk/COVID-19/PatientManagement/Documents/CovidGuidanceGlossary.pdf

Midlothian Community Hospital – ward name changes

Midlothian Community Hospital has been required to make rapid changes to its provision in its response to Covid-19. This has brought about substantial changes for the Mental Health Inpatient Service in Midlothian. It is important to note that these changes had been identified, considered and agreed as part of future plans, however clearly needed to be brought forward as part of Midlothian Health and Social Care Partnership’s response to the current situation.

Bed numbers have been reduced across the two wards, previously known as Rossbank and Glenlee. Minor building works have been carried out in Rossbank Ward to divide it into two separate ward areas. This space is now known as the Rossbank Unit. The two wards within the Unit are now called ‘Rose Lane Ward’ (assessment ward) and ‘Penny Lane Ward’ (HBCCC Dementia). The role and function of each ward is unchanged. The new names are being used with immediate effect.
Anticipatory Care Planning - New resources
A range of new resources are available to staff as listed below.

Effective Communication for Healthcare (EC4H) - Anticipatory Care Planning
EC4H: COVID-19 [https://www.ec4h.org.uk/covid-19-effective-communication-for-professionals/]

Using RED-MAP - video on how to use the RED-MAP approach when talking about Anticipatory Care Planning
[Developed with Royal College of Physicians & Surgeons of Glasgow]
[https://rcpsg.ac.uk/covid-19/digital-education]

Royal College of Physicians of Edinburgh:
Anticipatory Care Planning in Scotland [podcast with Dr Deans Buchanan (National clinical lead for palliative care) and Dr Paul Baughan (Lead GP)]
[https://learning.rcpe.ac.uk/mod/page/view.php?id=7369]

Viral Swabs
The Health Protection Scotland website has a useful resource which has a video on the technique to obtain a Covid-19 diagnostic sample and can be found at the following link:

Staff Testing - Taxi Service
The dedicated taxi service made available to NHS Lothian staff who require transport for Covid-19 testing at Chalmers or West Lothian College, has also now been made available to those staff who work in Health and Social Care across Lothian including Care Homes. Those with an appointment can contact the Flow Centre on 0131 446 4500 Option 1 and option 2, 8am-12midnight, 7 days per week.

Digital Communications
NHS Scotland has available two new systems, Microsoft Teams and NHS Near Me. These will assist staff to communicate remotely and continue to provide our services. You can link to guidance on the intranet

For other advice relating to Information Governance (IT Security or Data Protection) please see our updated information on the Information Governance Intranet page

BP Garage Fuel Offer
In a previous version of speed read we advised that BP garages were offering free fuel for all fleet vehicles using an All-star fuel card until the end of April 2020. We are pleased to advise that this offer has been extended. Further information below.

Any Fleet driver using an ALLSTAR fuel card can get free fuel when filling up at BP garages.

Please note this is for business use only.

More information is available at:
If you have 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 Wellbeing 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 - Reminder

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 - Reminder

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.

**COVID-19 specific guidance**

Official guidance regarding areas such as Personal Protective Equipment (PPE) and patient management is available on the COVID-19 hub on the intranet. Staff should not develop or distribute ‘local guidance’ outside of accepted governance arrangements. Anyone who is unsure about this should speak to their manager in the first instance.

**Hello my Name is……..Photo Stickers for PPE**

During the COVID-19 pandemic, staff are increasingly wearing full masks and other personal protective equipment (PPE) when interacting with patients. It has been noted in other hospitals in the UK that this can increase patient anxiety when dealing with staff.

To reduce patient anxiety at this time, staff can be provided with individual disposable picture name badges with their name and role on them. These badges can be placed on aprons or PPE equipment and disposed with the PPE after each use.

Instructions for producing photo stickers, Publisher template and Petty Cash Request form (if using ELHF to purchase stickers) can be found on the intranet’s COVID-19 PPE Guidance and Infection Control Information page at [http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.aspx](http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.aspx) - scroll down the page to see the documents uploaded.

**Wearing Uniforms and PPE outwith the workplace**

It has been flagged to Professor Alex McMahon, Executive Nurse Director, that a small number of staff have been seen going to and leaving work in their uniforms. Whilst we know that some community staff require to wear their uniforms going to and from patients’ households, the majority of staff should not be going to work or going home in their uniforms.

A request has been made previously that staff mustn’t do this, particularly at this time. Please comply with the guidance.

The NHS laundry system can launder your uniform if there are any issues with taking them home to launder. If you take your own uniform home then we have clear advice on how best to launder them. Uniform and home laundering can be an emotive issue for staff; however, providing that PPE is worn appropriately, there is no evidence suggesting that this poses any risk to healthcare workers or others. Therefore, in line with [Scottish Government National Uniform and Laundering Policy](http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.aspx) (2018):

- Used uniform should be kept separate at all times from clean uniform - during storage and transportation
- Wash your hands after handling used uniforms and before putting on a clean uniform
- All uniform should be laundered at the highest temperature suitable for the fabric, and tumble dried and ironed as per the care label
- Use a detergent that is suitable for your skin type.
In terms of Personal Protection Equipment (PPE), you will all know that guidance sometimes changes in response to updates from Health Protection Scotland, but what hasn’t changed is how to wear PPE at work.

Although Scottish Government have today stated that individuals may consider wearing face covering when in public places, staff are advised to remove PPE provided at work at the end of shift, and on completion of community care sessions. Equally when at work there have been many training sessions and on-line materials provided for staff, but one example is you should not have a surgical face mask hanging around your neck or on top of your head. This is not appropriate and also not safe, so please do adhere to the guidance which can be accessed via the link below.

By using face masks or other items of PPE inappropriately, staff are likely to increase the risk of transferring organisms (not just COVID 19) on their hands to both their own face when replacing a used mask, adjusting a mask and onto other surfaces such as door handles, supermarket trolley handles etc. from their hands.

NHS Lothian’s guidance on PPE (9th April 2020) can be found here

Discharging COVID-19 patients from hospital to residential settings: HPS guidance

Health Protection Scotland has published an update to national guidance for the stepdown of infection control and discharging COVID-19 patients from hospital to residential settings. The document, published on 26 April, is accessible here.

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-9pm, 7 days a week: Phone: 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 53,082 people in Scotland have been tested. Of these:

- 42,048 were confirmed negative
- 11,034 were positive
- 1,415 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