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

Important Information

Annual Leave
Staff and managers are reminded that annual leave should continue to be taken in line with normal departmental practice. The rest and recuperation which comes from annual leave is key to supporting health and wellbeing at any time including when restrictions are in place. All staff are therefore encouraged to take annual leave whether still in the workplace or working from home. It is recognised for the group of staff directly supporting the Covid-19 response this may be more challenging but managers should support leave requests wherever possible.

Travel Advice
The latest Scottish Government workforce guidance includes a comprehensive section on safe travel for staff. The guidance can be accessed at the following link:


COVID-19 testing admissions for 70 years plus
Following a Scottish Government instruction to swab all over 70s requiring admission to hospital regardless of symptoms, we have discussed how to implement this, taking account of our small number of single rooms and possible additional harm caused by poor flow across sites.

This directive is based on trying to identify early those with asymptomatic disease or atypical presentation and we know that age alone is not the only risk factor for this.

This applies to all admissions from the community to hospital (acute, MH, Community Hospital). It does not
apply to transfers between hospitals.

We will keep this under early and regular review but from now please follow the following pathways:
http://intranet.lothian.scot.nhs.uk/COVID-19/PatientManagement/Documents/Testing%20admissions%20for%2070%20years%20plus.pdf

You can also find this on COVID-19 Base under Patient Management.

Information on Staff testing

- 2 sites available - Monday - Saturday West Lothian College and 7 days per week at Chalmers Hospital
- all referrals by manager through ohenquiries@nhslothian.scot.nhs.uk with Covid-19 staff testing as the subject line
- staff should not access the Edinburgh Airport testing as the result does not link to the staff member’s GP record nor occupational health and takes longer

RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

- additional guidance to assist managers in assessing whether RIDDOR applies has been placed on the Covid base under ‘Workforce guidance’

Offers of staff testing

If you receive offers of testing from a source outside NHS Lothian or UK Gov centres, please be aware we cannot vouch for the accuracy of these and you are advised not to accept them. Also as previously mentioned, if you receive an offer for PPE this should be sent to offersofsuppliescovid19@nhslothian.scot.nhs.uk

Approaches from journalists and the media

Staff are reminded that they should not agree to any TV, radio, print or web-based interviews with journalists without first consulting the NHS Lothian Communications Team. The Communications Team will be able to advise you on the processes which have to be followed, including the permissions that you will be required to get prior to any interview proceeding. This would also apply to requests for case studies, photographs, videos, diary pieces, blogs etc.

If requests are approved, the Communications Team will be able to provide you with guidance and support.

Staff are asked to contact the team by emailing lothian.media@nhs.net or if urgent and out of hours to call 07770 396 958.

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 -

NHS Lothian Guide to Patients Discharge and Transfer During COVID-19 Pandemic – UPDATED 29 April

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
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]

**Staff Testing - Taxi Service**

The dedicated taxi service made available to NHS Lothian staff who require transport for Covid19 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](https://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.asp).

For other advice relating to Information Governance (IT Security or Data Protection) please see our updated information on the [Information Governance Intranet page](https://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.asp)

**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**

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. Click below for instructions or see yesterday's Speed Read (29 April) [http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.asp](http://intranet.lothian.scot.nhs.uk/COVID-19/InfectionControlInformation/Pages/default.asp)

**Wearing Uniforms and PPE outwith the workplace**

Yesterday we issued a reminder that 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. See yesterday’s Speed Read (29 April) for more information.

**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](#).

**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.

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**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](mailto: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

There have been 54,639 people in Scotland tested for COVID-19

- 43,286 confirmed negative
- 11,353 positive
- 1,475 patients who tested positive have sadly died.

Important Reminders

Please refer to these websites 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