For ease of access, please print and leave in staff areas for colleagues.

All Speed Reads are available on intranet in Covid Base or on the external site here

**ISSUED: 19 JUNE 2020**

**Staff Helplines – Updated location**

We have a number of helplines and support options available for staff. **You can find this information on the NHS Lothian Staff page for COVID-19.**

**Important Information**

**Workforce Guidance**

**Organisational Change – Short-term service changes**

In line with the agreed approach to the COVID-19 response that non-essential meetings/work should be stepped down, general organisational changes were put on hold and the Workforce Organisational Change Group (WOCG) was therefore stood down. The Scottish Partnership Forum issued guidance on Partnership Arrangements which confirmed that organisational changes should be paused and this guidance remains in place. However, the local Partnership Group recognised that short-term changes linked to COVID-19 or remobilisation were still required and a more flexible approach was needed to support the pace of these short-term changes.

On that basis, a set of principles have been developed to address these specific needs. These principles should be adopted in all short-term changes. Where it is determined the changes should continue long-term, these will require formal sign off by the WOCG when restarted. The principles document is available in the Workforce Guidance section of the COVID-19 hub.

**Public Transport**

**Lothian Buses**

Lothian Buses is making the following adjustments to their timetables next week. Further details on their services are available on their website below.

**Specifically for the RIE site, the frequency changes are as follows:**

- Services 7 & 33 increased to every 20-mins on Monday to Fridays
- Services 8, 24 & 48 increased to every 30-mins on Mondays to Saturdays
· Service 21 increased to every 20-mins on Mondays to Saturdays and every 30-mins on Sundays
· Service 38 increased to every 30-mins on Mondays to Fridays, hourly on Saturdays & Sundays
· Service 49 increased to every 20-mins on Mondays to Fridays between The Fort and Sheriffhall, hourly to and from Rosewell
· Service 400 increased to every 30-mins on Mondays to Saturdays, with route extended to Fort Kinnaird on all days of the week

Specifically for the Western General site, the frequency changes are as follows:
· Service 19 increased to every 30-mins on Mondays to Saturdays and a new hourly Sunday service introduced
· Service 21 increased to every 20-mins on Mondays to Saturdays and every 30-mins on Sundays
· Service 24 & 29 increased to every 30-mins on Mondays to Saturdays
· Service 37 – additional morning journeys introduced on Mondays to Fridays from Penicuik to Silverknowes
· Service 38 increased to every 30-mins on Mondays to Fridays, hourly on Saturdays & Sundays
· Service 47 – additional peak journeys introduced on Mondays to Fridays and new hourly Saturday service introduced
· Service 113 – Monday to Saturday frequency increased to every 30-mins

https://www.lothianbuses.com/timetables

First Bus

First bus has no plans to make any new adjustments to timetables next week. However, it will be operating services using more double deck vehicles to meet social distancing requirements and have launched an updated app to provide users with advanced notice of bus capacity. Further details on their services, how they plan to manage demand and social distancing and the ability to feedback directly to the operator are available on both weblinks below:


Scotrail

Scotrail has no plans to make any new adjustments to timetables next week. Further details on their services and how they plan to manage social distancing are available on their website - www.scotrail.co.uk

Changes to on-Street Pay and Display Parking - reminder

From Monday 22 June, the City of Edinburgh Council will resume charges for on-street pay and display parking. For more information on this change, as well as parking prices and times please visit the City of Edinburgh Council website - https://www.edinburgh.gov.uk/parking.

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

Recurring Staff health information - The current Staff Health and Wellbeing information can be found on NHS Lothian website by clicking here: [https://staff.nhslothian.scot/COVID-19/Pages/NHS-Lothian-Staff-Wellbeing.aspx](https://staff.nhslothian.scot/COVID-19/Pages/NHS-Lothian-Staff-Wellbeing.aspx)

Weekly Roundup

This Section contains a summary of information that has appeared in the Speed Reads this week.

RHCYP & DCN Update

This week we formally announced news that a number of our children’s outpatient services, alongside the remaining DCN services are both scheduled to move to the new building at the Little France site in July.

The press release we issued in relation to this announcement is available to read on the [intranet](https://staff.nhslothian.scot/COVID-19/Pages/NHS-Lothian-Staff-Wellbeing.aspx) and [internet](https://staff.nhslothian.scot/COVID-19/Pages/NHS-Lothian-Staff-Wellbeing.aspx).

We have also published the latest RHCYP & DCN newsletter which includes more detail on this week’s announcement, as well as a range of content celebrating the completion of the first phase of the DCN move. This is also available to read on the [intranet](https://staff.nhslothian.scot/COVID-19/Pages/NHS-Lothian-Staff-Wellbeing.aspx).

Annual leave

Updated national guidance has now been issued regarding annual leave for the leave year 2020/21. For the annual leave year 2020/21, employers and employees need to ensure that staff have access to their full annual leave entitlement. The normal processes for allocating and requesting annual leave should apply. Annual leave requests should now be planned for the remainder of 2020/21.

As the primary aim of annual leave is rest and recuperation staff are expected to take their full annual leave entitlement for 2020/21. There is no facility for staff to request payment for untaken annual leave from 2020/21 and the standard rules on the carry forward of leave apply.

Monitoring Absence

Two additional classifications have been added to SSTS for COVID-related matters:

For classification of additional hours, the following reason identifier has been added - Coronavirus Test and Protect

A new additional absence reason as also been added under Special Leave for use where a member of staff has been contacted by the Test and Protect Team to inform them they should isolate - SP Coronavirus - Test and Protect Isolation

All other categories covering absence remain in place. For clarity, the special leave classifications should only be used for those staff who are not able to work from home. Those staff who continue or are able to work from home, do not require to be recorded.
Car Parking – Western General Hospital

Fettes College have confirmed that staff can continue to access some of their parking spaces. In March, departmental passes were issued to department managers/charge nurses, alongside instructions in their use. This parking provision will remain in place for the short term, with its wind down likely to coincide with school return planning. Any changes on this will be communicated through the Speed Read.

Home Working Tax Relief

For staff who are working from home as a result of the COVID-19 situation, you may be able to claim tax relief, directly from HMRC, for some of your bills. Further information can be found on the UK Government website: https://www.gov.uk/tax-relief-for-employees/working-at-home

Promoting Health Literacy: Supporting Good Communication

We are all facing challenges working and living during the COVID-19 outbreak. We want to promote practice that supports good communication so both colleagues and the public can understand and act on all the health information they receive. We can achieve this through supporting techniques that promote Health Literacy.

‘Health Literacy’ is people having enough knowledge, understanding, skills and confidence to use health information, to be active partners in their care, and to navigate health and social care systems. (SG, 2014). To explore techniques to promote health literacy visit the COVID-19 base here. Our Public Health team are offering Webinar Health Literacy Training sessions to help boost your knowledge and skills: Click here if you or your team are interested.

Reducing workplace risk from COVID-19

It is essential that we work together to reduce the COVID risk in our workplaces, as much as we practically can. No area is completely safe from COVID-19 if we don’t observe the rules of hygiene and social distancing. The virus is most commonly spread by droplets, so please remember to follow the following advice:

- Where possible, stay 2 metres away from other people
- Work from home, where possible
- Travel as safely as possible
- Wash your hands & follow cough/sneeze etiquette
- Minimise the number of people you meet with.

Sometimes it is not possible to maintain 2 metres physical distance when we are working, but we must follow the rule whenever we can. Colleagues from Occupational Health have produced guidance and advice on reducing the risk from COVID-19 in the workplace (available on the COVID-19 base of the intranet - published under ‘Other Staff Updates’ - or click on the following link: Reducing Workplace Risk COVID-19

Please remember that failure to maintain social distancing will lead to staff having to self-isolate for 14 days should they be identified as a contact of a colleague with COVID-19.

Update on Test and Protect for NHS, social care service managers and staff

Test and Protect is the Scottish Government implementation of the UK Test, Trace, Isolate and Support strategy. This approach involves identifying people including NHS and social care staff, that have confirmed COVID-19 and undertaking an assessment to identify their contacts in order to ask them to isolate for 14 days.
Occupational Health have produced guidance on what constitutes a ‘contact’, how these would be assessed and how staff and managers can help to keep themselves, their teams and their patients safe. This is available on the COVID-19 base of the intranet – published under ‘Workforce Guidance’ or via the following link – Test and Protect Staff Information.

**NHS Lothian Remdesivir Treatment Guidance**

Remdesivir is an unlicensed medicine being provided through the Medicines and Healthcare products Regulatory Agency (MHRA) Early Access to Medicines Scheme (EAMS) for the treatment of patients hospitalised with suspected or laboratory-confirmed COVID-19 who meet the clinical criteria.

Patients most likely to benefit are those at an early stage of a COVID-19 infection who have high probability of developing severe disease. Contact the Infectious Diseases (ID) Consultant on call for approval to use Remdesivir.

Guidance on the use of Remdesivir to treat COVID-19 patients has been approved by NHS Lothian’s Drug and Therapeutics Committee and is on the COVID-19 Base of the intranet, under ‘Other Staff Updates’, or you can access it through the following link: [NHS Lothian Remdesivir Guidance](#).

**Researchers praise “fantastic response” to COVID-19 Vaccine Trial**

As reported previously, NHS Lothian is collaborating with Oxford University and 17 other sites across the UK in a major clinical vaccine trial testing the new COVID-19 vaccine. There has been a tremendous response to the vaccine study, launched last month and running at the Western General Hospital and the Royal Infirmary of Edinburgh.

“We had a fantastic response, with over 2,700 people in Lothian, Fife and the Borders applying for the study,” said Dr Rebecca Sutherland, Consultant in Infectious Diseases, NHS Lothian. “680 front line health and social care workers were screened by the team and we reached our initial target, given to us by Oxford, of 490 participants vaccinated.

We would like to thank all those who have taken part - it has been a huge undertaking but the goodwill from all involved has been incredible.”

**The importance of Transfusion Traceability**

The Blood Safety and Quality Regulations (2005) require that all blood components are traced from donor to recipient to allow individuals to be contacted in future if required.

The RIE Transfusion Team ask all members of staff who are involved in administering blood components to ensure that they fully complete the transfusion traceability documentation at the time of the transfusion, and to return it to the blood bank as soon as possible. Please remember to:

- Complete the blue tag with signature, printed name, date and time
- Complete pink sticker with two signatures, date and time > place patient’s transfusion record

It can be very challenging to confirm traceability of a transfusion in retrospect, so all efforts by staff to complete the traceability documentation at the time of the transfusion – and to return the blue tag to the lab – are of vital importance and greatly appreciated. Thank you to everyone for all your help with achieving this.

**Frontline Reflections - Open call**

Tonic Arts - Edinburgh & Lothians Health Foundation’s vibrant, award-winning arts programme - is commissioning a film project to share the reflections of staff on working through the COVID-19 pandemic. We invite NHS Lothian staff to be involved in this exciting project and tell their stories.
To participate in this exciting project, please send an email with a short response to the question below to angela.gray@nhslothian.scot.nhs.uk by 5pm on Friday 3 July:

**Q:** Thinking back over the past months, is there an event, moment or thought you remember that gives real insight into your professional world and which people who don't work for the NHS couldn't possibly imagine? **Please note:** a few sentences is sufficient - **250 words max.**

Please also include the following information in your email: name, job/position/role, contact details (email and phone if possible), geographic location in Lothian, gender and age.

**Support yourself and your Team**

It’s important to remember to sustain your energy to enable and support both yourself and your team. This will allow you to keep prioritising your emotional and psychological wellbeing. For ideas and resources go to https://www.promis.scot, the national wellbeing hub for both health and social care. You can also find information about the wellbeing hub on our Intranet [here](#).

### Validated Statistics as at 1400

A total of 222,516 people in Scotland have been tested through NHS Scotland labs and UKG to date. Of these:

- 204,412 were confirmed negative
- 18,104 were positive
- 2,470 have sadly died.

### Important Reminders

You can now find useful links for the latest guidance and information on the COVID-19 [Base](#) on the intranet above the daily Speed Reads.

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