

Thursday 14 March 2024

Important – please read - Covid inquiries and retention of information/records As you will no doubt be aware, there are multiple inquiries and investigations ongoing into various aspects of the Scottish and UK response to the pandemic. These can request a variety of evidence in support of their considerations. As such, it is essential **all information is retained**, including emails, Teams messages, text or other messages relating to what we did, how we worked, and how we made or received decisions. This also includes more formal information including, but not limited to, reports, reviews, briefings, meeting minutes and associated papers, personal notes, correspondence.

All medical records must be retained, even where they have moved beyond their normal retention periods, as we cannot know which cohorts of patients and their outcomes will be in scope. This applies to ALL medical records, not just those where COVID-19 may have been a factor, or which you think might be relevant to the inquiries/investigations. **All medical records are to be retained in their original format and must not be destroyed, even where it would be normal to do so.** We will provide further updates when available.

Reminder - key guidance for managers, budget-holders, and staff on financial year end processes Here is a link to the guidance to be followed, and the deadlines for submission of the required information, as we complete the 2023/24 financial year end. This includes where applicable specific returns for accrued income / expenditure, and stock holdings: [Year-end guidance for managers, budget holders, and staff](#) (intranet link, networked devices only).

Compliance with this guidance is critical to the successful completion of NHS Grampian's financial year end and annual accounts process. If you have any queries on the guidance, please contact your aligned Management Accountant or Finance Manager for clarification.

When Central Stores orders go astray We often receive requests for items in the brief regarding orders which have gone missing/not been delivered to the correct location. We've taken advice from the Procurement team, and they've asked us to share the following guidance:

In an organisation the size of NHS Grampian there is always the chance of a Central Stores order being delivered accidentally to the wrong location. If you have had items mis-delivered to your department, labelled for another area, please contact your local porters or transport to have them collected and delivered to the correct area. You should state these have been delivered to the wrong location, giving them your location and the labelled location of the order, so redelivery can be arranged. Stores cages should also be returned to Central Stores as soon as possible. This will avoid having to condense cages for larger areas which can lead to mis-deliveries.

Request for the return of red transport boxes to CDU The Central Decontamination Unit (CDU) at Foresterhill is currently experiencing a shortage of the red transport boxes, of all sizes. These boxes are vital for the transportation of medical equipment. Can all areas please locate any that have been mislaid and return them to CDU without delay? Thanks in advance from the team.

Reporting vending machine issues Vending machines issues were raised in last week's Ask Adam video. If you spot a fault or other issue with a vending machine in any of our sites, please report these directly to Abercromby, the company responsible for the machines. The serial number of each device is clearly displayed, and anyone can call Abercromby, 24/7, on 0141 554 2563 (you'll need to leave a message out of hours). Alternatively, you can email info@abercrombyvending.com.

ICYMI - Safe Transfer of Patients (SToP) drop-in sessions Further drop-in sessions will be held, this week and next, to allow staff to ask questions and discuss SToP with senior managers. The sessions will also provide an update on the progress of the project and its next steps. The meetings will take place, via Teams, at the following times:

- Tomorrow (Friday), 2.15-3.15pm
- Wednesday 20 March, 9-10am

If you wish to attend the meeting, please email gram.pipdirector@nhs.scot and a link will be provided.

Climate week North-East Online lunchtime talks on Sustainability and Health in collaboration with Aberdeen University and Climate Week North-East start next week on Monday 18 March! We have talks about the wider meaning of 'sustainability' in the NHS and how to influence change, Green Endoscopy, an update from the NHS Grampian Sustainability Team, Greener GP Initiatives and Sustainable, Healthy Diets. To see all the talk details and sign up click here: [University of Aberdeen School of Medicine, Medical Sciences and Nutrition and NHS Grampian present \(cloud.microsoft\)](#)

Grampian Respiratory MCN conference This event will take place at the Aberdeen Altens Hotel on Wednesday 1 May. There will be a range of plenary sessions and workshops, along with exhibition space. The event costs £35 per person, with a registration and a full programme available via Eventbrite: [Grampian Respiratory MCN Professional Conference 2024 Tickets, Wed, May 1, 2024 at 8:30 AM | Eventbrite](#)

Master class modules to support people engaging with research in health & social care The National Institute for Health and Care Research have created a suite of free online resources designed to encourage and support health & social care professionals into and with research careers, available here: [New online courses to help support research careers | NIHR](#)

Tune of the day Today's request goes out to Claire Donald, lead specialist dietitian in the bariatric service. Claire is wrapping up on maternity leave and Alice and the team have asked for Paloma Faith and [My Sweet Baby](#). As ever, I am delighted to oblige! (EP)

If you want to request a tune, follow up on items included in this brief, or suggest an item for sharing, drop us an email via gram.communications@nhs.scot