

THE WEEK AHEAD

3 August 2020



This is your Monday reminder that you can handle whatever this week throws at you – we've got this #TeamCDDFT!

In order for us to provide excellent care and support to our patients, it's important that we take care of our own wellbeing. Don't forget, you can visit the one-stop health and wellbeing [resource hub](#) on StaffNet, and you can also take a few minutes every few weeks to share how you're feeling in the NHS [People Pulse survey](#).

Rotation day for Junior Doctors – Foundation & Specialty

A message from the Medical Education team:

We'd like to remind all colleagues that on Wednesday 5 August we will see 200+ junior doctors rotating in and out of the Trust. We would like to thank all trainees leaving us for their hard work and efforts during your time with us and we hope we see you in the future!

This week welcomes the start of our shadowing week for the new Foundation Doctors. Many of you will play a vital role in welcoming the unfamiliar faces onto wards and departments and this experience will shape their first impression of the Trust. During shadowing week, the new F1 doctors will be purely observing existing trainees, and are not to be considered as active F1s.

Please note: This status will change on Wednesday 5 August upon commencement of their post.

Please think back to your first day within #TeamCDDFT or in fact the daunting first day as a newly qualified nurse or doctor, and be that friendly and supportive face everyone needs during their training programme.

The Medical Education team will be providing all new doctors with a robust induction programme throughout the week and any questions regarding our new trainees can be sent to:

cdda-tr.MedEdpostgradtraining@nhs.net or cdda-tr.CDDFTFPTEAM@nhs.net

A&E x-ray picture competition at UHND

The Radiology department are upgrading their equipment to Digital Radiography (DR) and are holding a competition to display some children's artwork within the waiting area at University Hospital of North Durham. The theme for the artwork will be 'things that make me happy'.

The competition is open to everyone up to the age of 16 and the best pictures will be displayed in the waiting area. Pictures should be submitted on one side of A4 paper and must include the name, age and contact details of the entrant on the back, with a short description of what the picture is of. Entries should be submitted in an envelope addressed to: Rachel Flattley, Radiology department, University Hospital of North Durham. Alternatively, they can be handed in to the Radiology reception at UHND. All submissions will follow infection control procedures before being displayed. Please note, the competition is open to all staff family members and the closing date is Monday 24 August at 5pm.

Eat Out to Help Out scheme



Every Monday, Tuesday and Wednesday during August, you can enjoy 50% off food and drinks (up to a maximum of £10 discount per person) within the restaurants at Darlington Memorial Hospital and Bishop Auckland Hospital. This discount is part of the Government 'Eat Out to Help Out' scheme and can be used for all items that are consumed within the restaurants.

There's no limit to the number of times you can use the offer during the period of the scheme, and you don't need to produce a voucher.

Please note, this offer does not apply to takeaway items or alcohol and you can't get a discount for someone who is not eating or drinking.

New library online catalogue

A message from Stephen Dodd, Library Service and Learning Centre Manager:

To help #TeamCDDFT colleagues search more easily for items held in stock by the library, our online library catalogue has been upgraded. [CLICK HERE](#) to visit the new catalogue. To access your library account, click 'sign in' and reset your password.

Please contact [Library Services](#) if you have any enquiries.



Home Artificial Nutrition Week

A message from Sarah Lumley, Clinical Lead Dietitian:

This week is Home Artificial Nutrition (HAN) Week. At CDDFT, Nutricia are contracted to support the Nutrition and Dietetics department, other healthcare professionals and our patients to ensure we are providing the right nutrition for service users. You can [CLICK HERE](#) to view an overview of the support they offer – this can be useful when talking to patients and explaining what they can expect.

If you have any queries, please contact the Nutrition and Dietetics Team.

Final enrolment opportunity for funded Leadership Masters

A message from Clair Bage, Learning & Development Advisor:

The Education and Skills Funding Agency (ESFA) have made the decision to withdraw the Masters element from the Level 7 Leadership degree available via the apprenticeship levy funding.

It is likely that the final enrolment for this qualification with the Masters attached will be in September 2020.

If you would like further information on the qualification and enrolment please email: clair.bage@nhs.net

As with all apprenticeship applications, colleagues must be supported by their managers to help achieve the 20% off the job element of the apprenticeship, however this does not necessarily mean 1 day a week out of the workplace.

Local blood donor sessions

Please [CLICK HERE](#) to view details of upcoming blood donor sessions, taking place in Bowburn throughout August 2020. Please note, those wishing to participate should register and book an appointment.

Policies and procedures update

The following documents have been approved and are now available on the Policies and Procedures page on StaffNet:

Agile Working Policy [POL/PD/0061](#)
Blood Transfusion Sampling and Labelling [POL/TRANSFUSION/0012](#)
Paediatric Transfusion [POL/TRANSFUSION/0031](#)
Systemic Anti-Cancer Treatment (SACT) Operational Policy [POL/HAEM/0002](#)
Management of Epidural Analgesia Infusions in Adults [POL/CSBO/107](#)
Critical Care Admission Policy [POL/SUR/0005](#)
Use and Management of Gastrostomy Tubes in Adults [POL/CDDCS/0015](#)
Adult Hyperosmolar Hyperglycaemic State (HHS) [POL/MED/0004](#)
Administration of Subcutaneous Medication via the T34 Syringe Pump [POL/EF/CLIN.E/0004](#)

Paediatric Entonox® (50% Nitrous Oxide/50% Oxygen) for acute procedural pain [POL/CSC/0004](#)
Management of Regional Analgesia Infusions [POL/CSC/0001](#)
Medicines Reconciliation Policy [POL/MM/0006](#)
Pharmacy Staff Transcribing and Enablement Policy [POL/MM/0018](#)
Trust On-call Partnership Agreement [LA/PD/0002](#)
Data Security and Protection Policy [POL/HI/IG/0003](#)
IT Mobile Devices and Communications Policy [POL/HI/ICT/0036](#)
SystemOne Enhanced Data Sharing Model Policy [POL/HI/0035](#)
Standard Operating Procedure Using the Electronic Prescription Service (EPS) in SystemOne [PROC/HI/SYS/0087](#)
IT Security Policy [POL/HI/IG/0002](#)
Patient Escort Policy [POL/N&Q/0052](#)
Production of Clinical Information [POL/N&Q/0002](#)
Job Planning Policy [POL/HR/M/0054](#)
Consent to Examination or Treatment [POL/N&G/0004](#)
Access Control Policy [POL/HI/IG/0009](#)

We'd also like to remind colleagues to ensure they are using the most up to date version when policies/procedures or guidelines are being reviewed. Please ensure you are using the correct version before commencing any review of your documentation. The correct Word version can be obtained from the Corporate Records Team.

Payroll submission dates (monthly payroll) and ESR downtime

Please note that this month's deadline for submissions to Payroll is **Wednesday 5 August 2020**. If forms are not submitted by this date, payroll amendments will not be processed until the following month. In order to ensure that employees suffer no detriment, authorising managers will need to prioritise these submissions. Managers already using Self Service must ensure their changes are made within these timescales. Please be aware for those of you using Health Roster, you still need to finalise substantive and bank shifts on the 1st of every month.

Overpayments to Staff

The periodic internal audits continue to highlight concerns about overpayments to staff caused by late information received in to the Payroll Department. The most common examples are;

- Late Termination Forms - Employee remains on the Payroll after they have left employment.
- Late Change Form - Employee continues to receive payments based on higher hours etc. after reductions have taken place, usually following a return from maternity leave.
- Sickness Absence not notified - Employee continues on full pay when they should be receiving half pay or no pay.

- Career Break not notified - Employee continues to receive full pay when they should be receiving no pay.

Each of these creates a potential financial loss to the Trust, and at the very least severe inconvenience to the employee concerned. For Managers, regular checking of the whole time equivalent listings provided by Finance is an effective way to reduce continued occurrences of these overpayments

Details of all overpayments of this nature are provided to Care Group and Corporate leaders for further analysis.

Please remember that although the Payroll closes mid-month a salary can be stopped up until 11am on the day before pay day.

The cut off dates for 2020/21 submissions are Wednesday 9 September 2020, Wednesday 7 October 2020, Wednesday 4 November 2020, Wednesday 9 December 2020, Wednesday 6 January 2021, Wednesday 3 February 2021 and Wednesday 3 March 2021.

ESR – advance notification of downtime

Users are advised that the following downtime is provisionally scheduled during July 2020 through to December 2020. The exact timings of the downtime, including end times, will be detailed before the downtime event and are subject to change:

- Friday 28 August 2020 from 18:00
- Friday 25 September 2020 from 18:00
- Friday 23 October 2020 from 18:00
- Friday 30 October 2020 from 18:00
- Friday 27 November 2020 from 18:00
- Thursday 31 December 2020 from 18:00

Monthly generator testing at DMH

On the DMH site, it is necessary to undertake routine monthly testing of the standby electrical generators, using the site's electrical load. The site has three generators and each will be tested once per month as per the following programme:

	Generator 1	Generator 2	Generator 3
August 2020	05/08/2020	12/08/2020	19/08/2020
September 2020	02/09/2020	09/09/2020	16/09/2020
October 2020	07/10/2020	14/10/2020	21/10/2020

As a consequence of the test, the areas indicated will experience an electrical interruption of up to 5 seconds on the date and time stated. Each generator serves a

different area of the DMH site and the areas affected on Wednesday 5 August 2020 are available to view [HERE](#).

All affected departments will be visited by a member of the Estates team prior to the interruption, to confirm that the testing can be undertaken. For further information before or during the shutdown, please contact Paul Saunders on Extension: 43074, mobile: 07810 505954 or email: paul.saunders3@nhs.net

Histology department at UHND pathology opening times

A reminder that the UHND histology department opening times are: Monday to Friday, 8.30am to 5pm. Any urgent formalin fixed samples received outside these hours will not be processed. They will be prioritised when the department opens.

Update on phlebotomy service at DMH

A message from Nicola Sherriff, Pathology General Manager:

As services will be aware, the model for outpatient visits has been changing, with virtual consultation development. To support patient diagnostics, the phlebotomy service has been working to complement this change.

At Darlington Memorial Hospital, the phlebotomy room has moved permanently from outpatients. The current location is in a pod room, based outside Outpatient B entrance. There are two rooms in this pod (covid antibody testing and OP phlebotomy).

- Patients having remote consultation should be directed to this location to have blood samples taken
- Request forms for blood tests should be sent to the pathology laboratory for pickup by the phlebotomy team
- Request forms should be clearly completed with all relevant information, including the requesting consultant and location (OP clinic)
- Requests will be registered on the Trust computer systems for the clinic consultant

Training & development opportunities

Maths and English functional skills

Sunderland College will be running distance learning courses in Maths and English functional skills for #TeamCDDFT colleagues, commencing 20th September. The courses run with the assistance of a tutor and are at level 1 or level 2. If you are

interested in participating or if you would like further information, please contact Union Learning Rep Sandra White: Sandra.white18@nhs.net or call: 07769168102.

Staff news



Retirement

We'd like to wish Kathleen Webster a long and very happy retirement, after 31 years of service to the Trust. Kathleen joined #TeamCDDFT in 1989 and initially worked in Health Records at SBH before joining Central Appointments and the 2ww Booking Team in 2008. Colleagues commented that Kathleen had been an asset to the team, was always

willing to help and was especially good at sharing her wealth of knowledge with new starters.

Compliments

Well done to our Community Care Nursing team in Chester le Street who recently received a lovely compliment from the family of a patient. An extract from the letter read: "From the bottom of our hearts, we would like to express our deepest gratitude for the wonderful, loving care and support you gave to our mum since she has been at home for the past year. All the nurses who have been in and out of the house daily have become like an extended family where we have developed personal connections with many of you. We have been truly blessed to have such a fantastic group of nurses taking care of mum. Nothing was ever a hassle. Any issues we had were acted upon with speed. All the ladies were professional, knowledgeable as well as being compassionate, kind and caring. In addition, to providing mum with the best possible care, we as a family were also fully supported to the highest degree."

Press and media coverage

Each week, we like to share with you recent press and media coverage relating to the Trust.

To view Media Watch: [CLICK HERE](#).

Internal vacancies

To see current vacancies and information on the application process: [CLICK HERE](#).

For regionally restricted non-clinical vacancies: [CLICK HERE](#)

Have you got news for us?

News, achievements & events can only be included in The Week Ahead if you tell us about them.

Please [CLICK HERE](#) to download and fill in the bulletin pro-forma, which is now required when submitting items for inclusion in The Week Ahead.

The weekly bulletin is issued each Monday and the pro-forma must be sent to the communications team by **5pm on the Thursday** preceding the Monday you would like your item to appear.



#tellusthegoodstuff - email: cdda-tr.Communications@nhs.net

