

THE WEEK AHEAD

19 October 2020



This year, we'd planned to run a sample NHS Staff Survey with 1,250 colleagues randomly selected. However, an error on behalf of the independent supplier means that all colleagues have received the invite to complete the survey. So, never ones to miss an opportunity we're pleased to confirm that all #TeamCDDFT colleagues can now share your views and experiences through the survey. Everyone will have received an email from <u>picker_surveys@picker.org</u> on Monday 5th October just after 7pm. The email is titled NHS Staff Survey 2020 - working through the pandemic. The link for you to complete the survey is further down in the email.

Don't worry if you've missed it or deleted it – a reminder email will come into your inbox today from the same address.

To date, we're almost around the national average in terms of responses - but we're really counting on you to make your voice heard and help #TeamCDDFT be up there with the best.

The survey is completely anonymous and takes about 15 minutes to complete. The Trust listens and acts on your feedback. For some examples <u>CLICK HERE</u>

If you don't have easy access to a computer to complete your survey or would just like a few quiet moments away from your workplace to be able to fill in the survey then every Wednesday you can book a slot at either Prospect House or in the education centre at DMH to use one of the computers there.

To help us make sure we can accommodate everyone safely with social distancing please book a slot by calling the numbers below:

DMH Education Centre Library – 01325 743878 Library Prospect house – 0191 3332483

You may even find some goodies in there too!



#DoYourBit #TeamCDDFT – get your flu vaccination now



- UHND dialysis centre
- DMH room 3, education centre
- BAH occupational health department

Please call: 01388 455718 or ext: 55718 to book an appointment at a time convenient for you.

Lines are open Monday to Friday from 9am – 12 noon and then from 1pm – 4pm.

When attending your appointment, please note:

- You must wear a face mask
- You need to observe social distancing
- If possible, please complete the consent form in advance and bring a copy with you. <u>CLICK HERE</u> for the consent form.

For colleagues working in our communities, there are peer vaccinators on each ward who can give you your flu vaccine – please contact the TAP lead for each locality who will advise when and where a vaccine can be obtained.

TAPS leads		
Shotley Bridge	Caroline Bannister	cbannister@nhs.net
Greencroft Stanley	Ali Brown	alison.brown66@nhs.net
Chester le Street	Helena Wilson	helena.wilson@nhs.net
Durham City East	Jo Roberson	joanne.roberson@nhs.net
Durham City West	Alex Roberts	alexandra.roberts5@nhs.net
Easington Whitehouse	Helen Poree & Kathryn	helen.poree@nhs.net
	Lovstad	kathryn.lovstad@nhs.net
Sedgefield 1 (Newton Aycliffe)	Andrea McFadden	andrea.mcfadden@nhs.net

This week, flu vaccines are available by appointment only. Appointments are available across various days and times at the following locations:

Sedgefield 2 (Spennymoor)	Zoe Mitchinson	zoe.mitchinson@nhs.net
Dales 1 (Crook)	Lisa Anson	l.anson@nhs.net
Dales 2 (Bishop Auckland)	Ann Marie Stephenson	annmarie.stephenson@nhs.n
		<u>et</u>
Dales 3 (Barnard Castle)	Sandra Smyth	sandra.smyth1@nhs.net
Darlington (Hundens Lane)	Fiona Christie & Lisa Dalton	fchristie2@nhs.net
		lisadalton@nhs.net

If you have the vaccine with your GP, please email our flu team to let them know along with the date you had the vaccine: cddft.flufighters@nhs.net

Trust Governor Elections



A message from the Foundation Trust Office:

As a Trust we are accountable to our local communities. The Board sets the Trust's direction and develops our plans, and in doing so must consider the views of our staff, patients, the public and stakeholders.

The Board must also make itself accountable to stakeholders for implementing plans in a way which maximises the benefit to the local communities we serve. We do this by recruiting members, from the public and from #TeamCDDFT, and by providing them with opportunities to share their views with us. Most importantly, members can elect Governors to represent their views.

It's really important to note that Governors represent members' views and hold the Board to account for performance against key plans. They do not 'run' the Trust, make operational decisions, nor are they accountable for them. Although someone's personal experiences may have influenced their desire to become a Governor, they should also be objective and represent members' views across a much wider agenda.

If you have an interest in our services, the enthusiasm and desire to engage with members and the ability to work in partnership with colleagues on the Council of Governors and with the Board, we would love to hear from you!

<u>CLICK HERE</u> to view a copy of the above poster, which includes more detailed information. If you have any further questions, please email: <u>cdda-tr.Foundation@nhs.net</u> or visit the election website: <u>www.cesvotes.com/cdd20</u>

Tomorrow is World Evidence-Based Healthcare Day #WorldEBHCDay



WORLD EVIDENCE-BASED HEALTHCARE DAY 2020

20 OCTOBER 2020

#WorldEBHCDay | worldebhcday.org | #EvidencetoImpact

A message from Library Services:

The inaugural World Evidence-Based Healthcare Day will take place tomorrow (Tuesday 20 October 2020). This is an international initiative, aiming to increase awareness of the need for better evidence to inform healthcare policy, practice and decision making, in order to improve health outcomes globally. The theme this year is 'From Evidence to Impact', and organisations across the globe are being asked to share the impact of their work in Evidence-Based Healthcare across all settings – highlighting achievements, lessons learned, and recommendations for future research and practice. For more information, please visit: worldebhcday.org.

If you would like to speak to the #TeamCDDFT Library team about evidence-based practice and how we can support you with this, please email: cdda-tr.uhndlibrary@nhs.net or cdda-tr.uhndlibrary@

It's National Get Online week

Do you want to develop your online skills to allow you to access different learning opportunities? Well, this week is Get Online week, and Bridges to Learning have an online learning hub offering a number of opportunities to UNISON members, family and friends in the Northern Region. <u>CLICK HERE</u> for more information.

Staff car park exit barrier misuse at DMH

A message from Michael Peace, Car Parking Manager:

Colleagues using the staff car parking facilities at DMH are reminded that exit barriers in the raised position are not to be used as a quick entry point to the site.

On occasions it is necessary to raise the barriers, for example to carry out essential maintenance, but never to allow for entry.

Colleagues who use the exit barriers to gain entry have the potential to cause serious harm to other users and cause damage to the infrastructure.

Please also be reminded that the speed limit whilst driving on Trust premises is 5mph.

New end of life patient information leaflet

Understanding what happens when someone is dying: information for relatives, friends and carers A message from Anna Warrilow, Community Services Clinical Governance Officer:

A handy new leaflet has been written by our new Palliative Care Consultant Dr Alex Nicholson and one of his former trainees, Dr Charlotte Doddrell. It provides information and guidance to the relatives, friends and carers of someone who is dying. Providing clear written consistent information is of huge importance and benefit at a difficult time when there can be a lot of information to absorb. It reduces misunderstanding, helps put aside myths and fears, and allows a lot of information to be taken in at the person's own pace. It can also save the ward team some time in explaining what is being done, and ensures that all those close to the patient are given the same message.

Comments from bereaved people in a survey of our Trust indicated that some did not feel they had enough information about nutrition, hydration, medication used for symptoms and the side effects of these. This new leaflet addresses those concerns and also emphasises that we care about the relatives, friends and carers as well as the person who is dying.

Please play your part in delivering excellent care by making sure this leaflet is available to relatives, friends and carers of your dying patients.

CLICK HERE to view and download a copy of this leaflet.

Palliative care advice out of hours

A message from Anna Warrilow, Community Services Clinical Governance Officer:

A reminder that the Trust wide palliative care advice out of hours number is for clinicians only.

Staff benefits savings club 2021

Now into its 4th year, we are delighted to launch the #TeamCDDFT 'Staff Savings Club' for 2021. The scheme is a very popular way for staff to save. We welcome returning savers and hopefully many new ones too.

Almost 1,000 of you joined the Staff Benefits Savings Club in 2020, saving over £700,000 altogether! In November, those staff will receive their savings along with their monthly pay.

The scheme is open to all employees of the Trust and CDD Services and is a convenient and safe way to save - the amount you want to save will simply be deducted from your salary each month. Savings will then be paid out to staff in November 2021 pay with interest accrued.

If you want to join this great savings scheme, all you have to do is complete and sign the <u>Staff Benefits Saving</u> <u>Scheme Form</u> and return it to Payroll by Wednesday 6 January 2021 – and then we do the rest.

Mayor of Darlington offers support



Many thanks to the Mayor, Cllr Chris McEwan, & Mayoress, of Darlington, for dropping in to DMH to offer their support and for arranging for Morrison's to bring some treats. Much appreciated and very thoughtful – thank you!

Pension taxation

A message from Payroll and Pensions:

As of 6 April 2020, the threshold for Tapered Annual Allowance income increased to £200,000 from £110,000. This will see a significant number of people no longer affected by the taper or having their annual allowance reduced (for those who are, the tapered annual allowance will now be reduced as low as £4,000). The Annual Allowance remains at £40,000.

Clinicians are reminded that for 2019/20, should you have a growth of pension exceeding £40,000 (the allowable amount), you should apply to have the tax charge paid from scheme pays and this will not reduce your retirement benefits as in other years. Scheme Pays deadline is 31 July 2021. For Scheme Pays 2018/19 the deadline is extended to 31 March 2021.

- <u>CLICK HERE</u> to view a helpful infographic
- <u>CLICK HERE</u> to view a Pension Tax Awareness video
- <u>CLICK HERE</u> to view general information about the Annual Allowance (AA)

Replacement of Trust Digital Dictation Solution

A message from Mr Andrew Jennings, Consultant Orthopaedic Surgeon & Chief Clinical Information Officer:

A decision has been made to replace the Trust Digital Dictation software. The new product will be provided by M*Modal (part of 3M ltd) and is called Fluency. A project team has been established with clinician and medical secretary representatives. This is a market leading product set from a major supplier and will deliver a number of benefits – access to an advanced, modern product with additional features (including an option for increased use of speech recognition) and importantly the product will integrate with the proposed new Trust Cerner EPR system.

The new solution has several modules:

Fluency Direct

This is a "stand alone" speech recognition product – it will be used initially in a very limited/trial basis only, but will be used in a much more widespread way when we move to EPR implementation.

Fluency Flex

This is the product all authors/clinicians using dictation will use to create audio to be sent for transcription and to approve completed letters.

Fluency for Transcription Text Editor

This is the product Medical Secretaries will use for transcription, editing and document creation.

Timescales

Wave 1 will see full implementation in trauma & orthopaedics in November 2020. All other specialties will follow between January and March 2021.

If you have any queries, please contact myself or Health Informatics Facilitator Project Manager Roy Westhead: roy.westhead@nhs.net

Health & wellbeing festival, Friday 23 October 2020

Recently we brought you details of the first Health and Wellbeing Festival, taking place later this week on Friday 23 October 2020, organised by NHS England/Improvement. It includes a great line up of speakers for you to enjoy, learn and share, with support from our partners across the region.

<u>CLICK HERE</u> to access the full brochure, including details on how to register.

Pathology annual user survey

A message from Rebecca Sedman, Pathology Quality Manager:

Pathology is committed to providing a service of the highest quality by evaluating the needs and requirements of its users.

A user survey has been developed to help us to provide you with the most efficient and effective service and analyses all aspects of the diagnostic support service.

The annual user survey, is aimed both for external and internal customers and will also be used to assist in the annual review of the services we provide.

The survey can be accessed <u>HERE</u>.

The closing date of the survey has been extended to Friday 30 October 2020.

Friends and Family survey – a reminder

A message from Michelle Smith, Patient Experience Support Officer:

As you will be aware, the electronic Friends and Family Survey was launched on 1 September 2020. We are receiving some excellent feedback from patients using our online survey, however we are still receiving a high amount of paper surveys from certain areas.

We do appreciate there are patients who are unable to access the online survey, however we would appreciate it if colleagues could raise awareness amongst patients to encourage them to complete it online, where possible.

Posters have been distributed, so please ensure these are displayed where patients can see them. If your area requires more posters, please email: <u>michelle.smith25@nhs.net</u> or <u>amanda.scaife@nhs.net</u>.

You can <u>CLICK HERE</u> to view details of the survey or by scanning the QR code on the poster and business cards.

Fraud alert – phishing emails

Phishing, vishing and smishing - what is it?

Any website, online service, phone call or text message that poses as a company or brand you recognise.

Any contact like this is designed to convince you to hand over valuable personal details or your money or perhaps download something that infects your computer. The three terms are all plays on the word 'fishing', in that the fraudsters fish for potential victims by sending emails, social media messages or text messages or making phone calls which contain urgent messages in the hope of persuading someone to visit the bogus website.

Such emails or messages are often purporting to be from large Banks, Building Societies or Credit Card companies, but more recently have been seen to include many other organisations. The NHS and its employees are not exempt from such attempts and has been the victim of such crimes in the past. Recently we updated you on attempts by fraudsters to access our Electronic Staff Record (ESR) system in an attempt to gain access to individual employees' records to enable changes to be made to personal details, including individual's bank account details for payment of salary.

You may receive a phishing email indicating that something in your ESR account requires attention. It may also include a false incentive such as notification of a pay rise, or, it may say that unless you log in and confirm your details you run the risk of a late payment of your salary. The email would usually contain a weblink claiming to be a legitimate log in for ESR. The sender's email address may appear to be genuine, i.e. look the same as the email address from which a genuine notification would normally arise. The malicious link will direct you to a hoax log in page for ESR which appears authentic. If you do enter your log in details believing the page to be legitimate this will allow the fraudsters to collect your username and password. From here they can access your ESR account, change your bank account details and divert your salary payments into an account controlled by the criminals before the crime can be detected and stopped.

To protect against salary diversion cyber enabled fraud, you should always be vigilant and aware of the dangers of phishing attacks. Email addresses are easily created by fraudsters and blocking these emails will not stop further attempts being made.

You would never receive a genuine email from your Payroll, HR or Workforce Services (ESR) teams asking you to log in to ESR by clicking on a link.

Some helpful dos and don'ts		
If you receive an email of this nature purporting to be from payroll, HR or Workforce Services teams asking to update their ESR details, never respond and/or give out their personal details.	You should never click on any suspicious looking links as this can provide verification of their active e-mail address and may facilitate the targeting of further malicious emails.	
You should be vigilant of email addresses that appear to be from your NHS organisation however slightly altered,	If in doubt, verify the authenticity of the email by contacting the team/individual that appears to be the sender (ie the genuine team/individual) through your	

email addresses that are not recognised, or that use public domains (such as @gmail.com)	normal means of communication i.e. the numbers held on StaffNet or through the Switchboard. The internal generic phone number for Workforce Services (ESR log in queries), Payroll, Pensions and Expenses is 55455, or you can ring externally on 01388 455455. Do not reply directly to the email or call any number given on the email.
Change your ESR passwords on a regular basis and closely monitor your bank account statements to make sure that funds have not been diverted.	Contact the Local Counter Fraud Specialist (LCFS) if you believe you have been a victim of cyber enabled payment diversion fraud by either the Fraud Hotline: 0191 441 5936 or by email: <u>counterfraud@audit-one.co.uk</u>
Use a separate password for your work account and never reveal your password to anyone. Create a strong and memorable password by using three random words. Avoid using predictable passwords such as dates, family and pet names.	If you believe you have been a victim of this type of fraud you should carry out a credit history check, which would help identify if loans, mortgages or any other type of credit have been taken out in your name.

Monthly Payroll Submission Dates and Pay Dates

Please see below for the submission deadlines and pay dates for the next few months.

Month	Deadline for submissions to payroll	Pay day
November	Wednesday 4 November 2020.	Wednesday 25 November
December	Wednesday 2 December	Wednesday 23
	2020	December*
January	Wednesday 6 January 2021	Wednesday 27 January
February	Wednesday 3 February 2021	Wednesday 24 February
March	Wednesday 3 March 2021	Wednesday 31 March

* There was some miscommunication last week which stated that the December pay date would be 30th December. Please note the December pay date is confirmed as Wednesday 23 December. Apologies for any confusion.

Breast reconstruction awareness webinar

Our plastic surgery team is hosting a webinar on Saturday 7 November, 9.00am – 11.00am, for those who have received, or are receiving, treatment for breast cancer and who may wish to know more about the breast reconstruction service.

Mr Collin, Mr Osmani and Mr Wokes, Plastic surgery consultants, will be joined by other members of their specialist team, including a support nurse and Macmillan information facilitator, Susan Remillard, Breast Cancer Nurse Specialist, Melanie Jones and Helen King, plastic surgery dressing clinic senior nurse.

The webinar offers a chance to meet the team. There will be lot of information about the service, the options available, plus a chance to ask questions - only they will be visible and participants will be able to submit any questions in writing during the event – protecting their privacy.

Consultant plastic surgeon, Mr Tom Collin, said, "Every year more than 55,000 people are diagnosed with breast cancer in the UK. Outcomes for patients with breast cancer are improving all the time and treatment options are increasingly sophisticated. We are interested in helping anyone who has had surgery for breast cancer who has an asymmetry; whether that is from a mastectomy or from a wide local excision or a lumpectomy. We want to support patients through what can understandably be an anxious time."

To find out more about this free event, email: <u>haitham.khashaba@nhs.net</u>. Please register in advance using the following link: <u>https://us02web.zoom.us/webinar/register/WN_aSd07DiFRSeb5QZq57LEiQ</u>.

Changes to immunology service

A message from Pathology:

As part of the Trusts strategy to increase capacity for covid testing, the Immunology department is moving from UHND to DMH. The new service will be fully live from Monday 2 November 2020 but there will be some planned disruption to services from the week commencing Monday 26 of October 2020.

During the week commencing Monday 26 October, no samples will be processed for the following tests:

- Allergy work
- TTG's
- Tryptase
- GBM
- MPO/PR3
- CCP
- Immunoglobulins and electrophoresis
- Serum free light chains

Samples received prior to 1pm on Friday 23 October will be processed. Anything received after that time will be stored and analysed then the new service resumes.

Urgent testing can be arranged through consultation with the duty biochemist, through switchboard.

B2M and Rheumatoid factor will be tested at DMH from today (Monday 19 October) and C3/C4 requests will be sent to James Cook.

Further information will be provided in next week's bulletin. If you have any questions please contact DMH blood sciences manager Nicola McKeague: <u>Nicola.mckeague@nhs.net</u>

Covid-19 in healthcare workers - outcomes and immunity study (CHOIS)

CHOIS is a study looking at potential long-term health problems and immune responses in NHS staff members that have recovered from Covid-19. This is such a new virus that we don't know how the virus may affect people's health in the longer term and whether long-term immunity is produced.

We are asking staff members to help with this study, whether or not they have had Covid-19 infection. If you have already had the swab or antibody (blood) test you could still help with the study regardless of the result.

If you agree to take part, we will ask you to do several things. First, we'll ask for a blood sample for antibody testing and storage. Second, we'll ask you to fill in a survey about your general health and any symptoms you had if you had Covid-19. Third, we'll ask you to fill in a similar but shorter survey every 6 months for 18 months to check on your general health. Finally, if you do develop any further illness, we'll ask that you have another Covid-19 swab test and provide another blood sample via the Occupational Health department. If you

prefer not to receive a personal (email) invitation to take part in this study, please telephone or email the Occupational Health department using the contact details below.

If you are able to help with this study, please contact the research team either by:

- DMH: cddft.choisdmh@nhs.net / 01325 743468
- UHND: <u>cddft.choisuhnd@nhs.net</u> / 0191 3332521

Patient safety message

A message from the Patient Safety team:

We would like to remind you that where staff/departments identify that policy has not been followed, they must report the issue via the Ulysses incident reporting system. The team look at all incidents reported and issues with particular policies can then be raised for further discussion, particularly if an issue is repeatedly identified. A 'one-off' event to one team may be happening in multiple locations, and this data is essential in promoting learning and staff/patient safety. Please keep up the good work of reporting incidents as it really does lead to positive change for our patients and colleagues.

Training & development opportunities

Additional enrolment opportunity for funded Leadership Masters

A message from Clair Bage, Learning & Development:

It was recently announced that 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 was thought the final enrolment for this qualification with the Masters attached would be in September 2020. However Teesside University School of Health & Life Sciences have now been able to add an additional enrolment in December 2020.

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

As with all apprenticeship applications, staff 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.

Safeguarding Children virtual training via MS Teams

This message is intended for qualified staff who require level 3 safeguarding children:

We have cancelled a number of safeguarding children training sessions due to the current Covid-19 situation. However, we are now offering virtual MS Teams training until the end of November 2020, when we will then reassess the situation.

Thursday 5 November	1-4pm	Roles &
		Responsibilities
Monday 16 November	9-12pm	Roles &
		Responsibilities
Tuesday 24 November	9-12pm	Roles &
		Responsibilities
Thursday 26	9-12pm	Neglect
November		

These virtual sessions are condensed to 3 hours, and you will receive some pre course reading and activities that must be completed prior to the session.

Numbers for each session are limited, so it is important to advise us if you do book a place then are unable to attend, to allow the place to be offered to others.

To book a place, please email: cdda-tr.SafeguardingChildrenTraining@nhs.net

Whilst we understand not everyone has the ability or facilities to attend virtual Teams meetings, there are still some eLearning packages for colleagues to access to ensure compliance.

NHS Clinical Entrepreneur Programme open for applications

Applications for the NHS Clinical Entrepreneur Programme opened on Tuesday 15 September 2020. The educational workforce development programme is designed for healthcare professionals who want to develop and scale their most innovative ideas for patient benefit.

The programme was launched in 2016 and has already recruited over 500 individuals including Nurses and Midwives, Pharmacists, Doctors, Dentists and Healthcare Scientists, and Allied Health Professionals from a range of diverse backgrounds. Places on this prestigious programme will be offered, through a competitive process, to applicants who have developed clinical innovations to improve patient care and support service redesign through commercial and non-commercial enterprises.

CLICK HERE to apply or to find out more.

AHSN NENC hosting trio of healthcare events in November

The Academic Health Science Network for the North East and North Cumbria is hosting three events in November for healthcare professionals with an interest in cardiovascular disease, pharmacy, and maternity and neonatal.

Registration is now open for the following regional-focussed online events, which are all free to attend:

- 4th November AHSN NENC Cardiovascular Disease (CVD) Prevention Programme Launch
- 12th November Polypharmacy: supporting the pharmacist workforce
- 23rd November Maternity and Neonatal Safety Improvement Network Event

<u>CLICK HERE</u> to find out more or to register.

Sad news



at the end of the month.

It is with great sadness that we share with you the news that Janet Christine Whitworth recently passed away.

Janet worked with us for many years and more recently worked as a discharge coordinator and a coordinator in the enhanced care observation team based at UHND.

A book of condolence will be available in the chapel at UHND for those wishing to write a message or share a memory - this book will be passed on to Janet's family

Janet's funeral will be held at Jesmond Parish Church tomorrow (Tuesday 20 October) and permission has been given for colleagues to wear their uniform to line the street at the church. If you wish to attend, please be there for 12pm promptly.

Those who cannot attend the church are welcome to pay their respects at a socially distanced gathering being held at UHND near Trust HQ at 12 noon.

Maria Dent and Janet Mortimer will also be having a collection, with money being divided between Janet's chosen two charities - Macmillan and Newcastle's Maggie centre. Contributions can also be left with staff in the Ops centre at UHND until 5 November 2020.

Compliments

Well done to our community midwives at Chester Le Street, who recently received some kinds words from a patient: "We would like to thank you all in the Community Nursing team based at Chester le Street for your help and support during my first pregnancy. I would particularly like to thank Bobby my community midwife for her help and support. She was extremely professional, listened to my concerns and put me at ease. Bobby went above and beyond when I was worried and in pain after the birth of my little boy to ensure all was well. I would also like to say a big thank you to the breastfeeding support workers, particularly Caroline, for her daily contact in the 10 days to ensure that feeding was going well."

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: <u>CLICK HERE</u>.

Internal vacancies

To see current vacancies and information on the application process: <u>CLICK HERE</u>. For regionally restricted non-clinical vacancies: <u>CLICK HERE</u>

Have you got news for us?

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

Please <u>CLICK HERE</u> 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