



THE WEEK AHEAD

28 September 2020



#DOYOURBIT #TeamCDDFT

Get the flu vaccination this year

It's never been more important
#PROTECTYOURCOMMUNITY

Flu vaccination will be available from 1st October 2020

All vaccinations will be delivered initially on an appointment only basis unless you have a peer vaccinator within your area (community teams). Community staff should contact their TAP leads to arrange.

This year all staff requiring immunisation must complete an online consent form. This form is also your request for an appointment. The link for the online consent form will be issued over the coming days. Please note appointments will be allocated via email only, please don't telephone the occupational health department.

On submission of the online form, Occupational Health will then arrange an appointment and this will be **emailed** to you, please check your inbox.

Appointments will be available at the three main sites between 07:30 and 20:00, weekends will also be available.

Occupational Health will endeavour to accommodate your appointment request as far as is feasible - priority will be given to frontline healthcare workers.

Telephone requests for appointments will not be processed, any queries should be sent to: cddft.flufighters@nhs.net

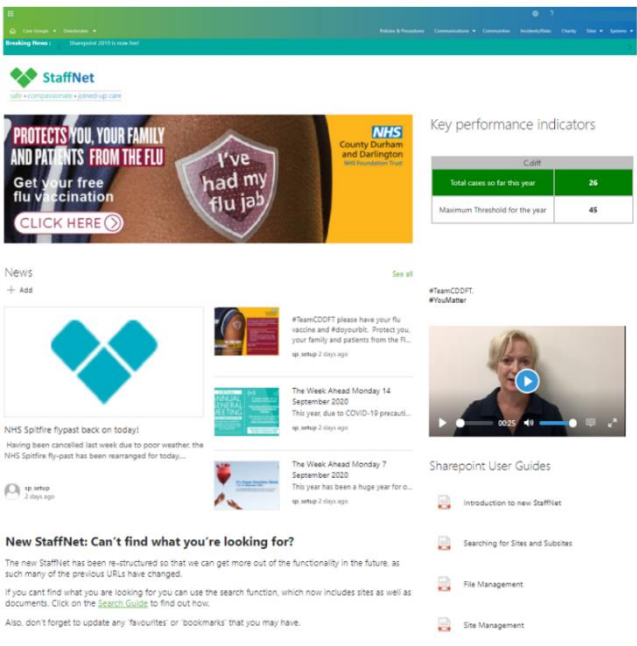
Appointment attendance:

Due to the requirement for social distancing and enhanced infection control precautions, please arrive as close to your appointment time as possible. Surgical masks must be worn.

If you are unable to attend your allocated appointment, please email: cddft.flufighters@nhs.net as soon as possible so that this slot can be allocated to another member of staff.

NHS England and NHS Improvement have written to all frontline colleagues about the important role they will play by having the free flu vaccine. To read the letter in full: [CLICK HERE](#).

StaffNet - we've updated!



As previously communicated, we have moved from the previous SharePoint platform to MS SharePoint 2019, as the current platform comes to the end of its support period this month. Behind the scenes we have been working with the supplier to replicate our current sites, communities and content. Meaning that everything we have will now also be available within the new sites.

Following successful testing of the new sites, we are now in a position to complete the migration and switch over to the new environment.

At 6pm on Sunday 27 September 2020 we switched to the new SharePoint area.

Go-live

To support you at go-live, PDF user guides and FAQs are

available from the new homepage of the intranet.

If you have stored links, such as favourites or bookmarks, these may not work in the new environment and will need to be updated. This is due to changes in the overall site structures to improve performance.

Can't find what you're looking for?

Use the search function to locate your sites or libraries - [CLICK HERE](#) to access a helpful 'how-to' guide.

If you cannot access the new StaffNet homepage, or if the old page is still showing, please restart your PC or laptop, to ensure it has the correct settings.

If you are still having problems, or if you are working from home using VPN, please follow the steps below to help resolve any issues:

- Select 'Start' (bottom left hand side of your screen)

- Type CMD, press enter and a black dialogue box will appear (as pictured, left)
- Type in GPUPDATE in this dialogue box and press enter

If after this you continue to experience issues locating sites or content please log a call with the ICT Helpdesk. Please also note that all new sites and developments are currently paused.

The new StaffNet area and communities pages have a different look and feel to our current sites, that is partially due to the differences in the functionality available within the new platform and also because we are still working on the branding and themes of the sites, please bear with us while we progress through this. Lots more functionality and content is coming your way!

Visitor restrictions - poster



In light of the increased restrictions announced recently, we made the difficult decision to reintroduce a temporary suspension on visiting from Friday 18 September. [CLICK HERE](#) for more information.

If you need copies of our new visitor restrictions poster, shown here (click to enlarge), for entrances to wards/departments please email: cdda-tr.communications@nhs.net as soon as possible.

Staff survey 2020 – coming soon!

NHS Staff Survey 2020

NHS
County Durham
and Darlington
NHS Foundation Trust

Coming soon!

- ✓ Completely anonymous
- ✓ Online survey
- ✓ Share the good and the bad
- ✓ Another listening channel
- ✓ Your views count

#YouMatter #CivilitySavesLives



Taking to the skies to say 'thank you'



Last week, the iconic World War II Spitfire toured the country, emblazoned with 'Thank U NHS'. It circled Darlington Memorial Hospital and University Hospital of North Durham, to the delight of the many well-wishers and staff. It's great to be appreciated – thank you!

Witnessing of wills during the pandemic

A message from Tracy Cadas, Legal Services Manager:

Please note that the issue of patient wills is entirely the responsibility of the patient.

Staff as witnesses to wills

It has always been Trust policy that staff do not get involved at all in this process and do not assist even in the witnessing of wills. This has mainly been to prevent the Trust becoming embroiled in lengthy court battles over the validity of wills following death. However, during the pandemic and due to many more people dying unexpectedly, it has been agreed that staff can on occasion assist dying patients by witnessing their wills.

The following issues must be taken into account:

1. Staff can witness patients wills only as a last resort (if there is no one else who can do this for the patient i.e. there are no relatives available and their solicitors cannot assist them) and should be considered on a case by case basis
2. Only staff on a Band 7 or above can assist patients in this way
3. If a member of staff is to be a beneficiary of the will, then they also cannot be a witness to it
4. No member of staff can be made to witness a will if they do not want to do this

Changes to the law

Current law states that a will must be made “in the presence of” at least two witnesses. However while isolating or shielding and at a time when relatives have not been able to see their families let alone their solicitors, some have understandably turned to video link software as a solution e.g. Zoom or FaceTime.

New legislation in September 2020 will allow wills to be witnessed by video link and this will be deemed legal as long as the quality of the sound and video is sufficient to see and hear what is happening at the time. Any will witnessed by video technology from 31st January 2020 until 31st January 2022 (this may be extended) will be legally accepted. Two witnesses are still required.

Other matters to note

Any video recording of a patient’s wishes in this way must be carried out on a patient’s own device. The Trust will not make or retain copies of such recordings.

When recording the witnessing of wills, it is imperative that no other patients can be seen.

Staff car parking space reduction at DMH

A message from Michael Peace, Car Parking Manager:

On Friday 2nd and Saturday 3rd October 2020, there will be a complete closure of spaces in the staff car park adjacent to the Women’s Centre at Darlington Memorial Hospital, to allow for the positioning of the new and temporary MRI scanners.

The car park should be back in service after 6pm on Saturday 3rd October 2020.

Apologies for any disruption or inconvenience this causes.

Discharge Lounge reopening at DMH

The discharge lounge at Darlington Memorial Hospital will re-open for patients from Wednesday 30 September 2020. The lounge will be open Monday to Friday, from 9am – 7pm.

To book an ambulance at the weekend, please contact the discharge lounge at UNHD on: 0191 3332818

Change of contact details for ward 52 at DMH

A message from Lisa Bellwood, Ward Clerk, Ward 52 at DMH:

Please note, ward 52’s new nurse in charge mobile number is: 07799034424

Sunflower research study



Our research team are celebrating recruiting the 50th patient for the Sunflower study!

The Sunflower study is a randomised controlled study funded by the National Institute of Health Research. The study aims to establish the clinical and cost effectiveness of direct to surgery versus pre-operative imaging with MRCP in patients with symptomatic gallstones undergoing laparoscopic cholecystectomy at low or moderate risk of bile duct stones.

Consultant Bariatric Surgeon and principal investigator for the study Mr Zaher Toumi, recently thanked the research team and Louise Duncan and Mark Birt in particular, for the excellent work they have done to recruit patients to the study. He also thanked other colleagues across the Trust who referred patients for recruitment and above all, huge thanks to the patients who, selflessly, agreed to participate in the study in order to help other patients in the future.

If you have patients with gallstones who might be suitable for the study, or if you have any questions about the study itself, please do not hesitate to contact the research team on ext. 32521 or by email: louise.duncan13@nhs.net or mark.birt1@nhs.net or zahertoumi1@nhs.net

A big 'thank you' to volunteers



A message from Susan Remillard, Macmillan Information Services Facilitator:

Last week we celebrated two of our volunteers, Maggie Kennedy (right) and Yvonne Walker (Left), who have gone above and beyond to support cancer patients during the pandemic. They have both continued to volunteer once or twice a week since March and are valued members of our Macmillan Volunteer Team.

The team treated Maggie and Yvonne to cake and flowers, in a socially distanced environment, and wanted them to know just how much we appreciate them.

The Macmillan Information and Support Centres are still open and striving to support anyone dealing with cancer – you can call us on: 01388 455230, 01325 743008 or 0191 333 2815.

Alternatively, you can email: cdda-tr.macmillancddft@nhs.net

Contribute to the ongoing development of Health and Wellbeing support

A message from the Workforce Experience team:

You can help us improve the experience of our #TeamCDDFT colleagues and other essential workers working in County Durham or Darlington, during the Covid-19 pandemic.

We continue to focus on your health and wellbeing by offering the appropriate support. Your participation in this work will further help us in the continued development of our offer as a Trust and towards the wider needs of the community.

Frontline and essential workers are most likely to have come across difficult situations during the pandemic and be troubled by their own, or others', actions that they feel go against good practice.

As part of a multiagency group, we have designed a quick survey to identify these situations and anything colleagues feel would help nationally or locally.

The survey can be accessed [HERE](#) and will take no more than 10 minutes to complete.

We realise colleagues are busy or have been asked to complete other surveys. This survey is voluntary and any responses are greatly appreciated. Please feel free to share this with other essential workers in County Durham and Darlington. If someone isn't sure if they are classed as an essential worker or were unable to work during the pandemic, they are still welcome to complete the survey.

Although some analysis may take time, the survey may identify quick actions that can improve the experience of essential workers during any second wave.

Total Reward Statements now available!

A message from Payroll and Pensions:

Total Reward Statements (TRS) for 2020 are now available to you, through ESR Self Service. You can access this to review your employment benefits and NHS Pension Annual Benefit Statement.

So far, 1,831 #TeamCDDFT colleagues have accessed theirs, so why not check yours today! Remember, if you wish to keep a copy you can print or save your statement, as you will receive a new one in 2021.

Anyone without an NHS Pension Annual Benefit Statement may get this updated later in the year. If that doesn't happen, please email: cdda-tr.pensions@nhs.net and we will order a statement for you.

You can keep up to date with NHS Pensions by subscribing to the **Member Newsletter** [HERE](#).

Medical and dental annual pay award 2020/21

A message from Payroll and Pensions:

The pay award for consultants and 'SAS' doctors (including Trust Associate Specialists) has been implemented and will be reflected on September 2020 payslips.

As the award is backdated to April 2020, arrears are due and will also be paid in September. The award is 2.8% to basic pay. There is no increase to Clinical Excellence Awards.

'Doctors in Training' pay was increased in April 2020 in line with the existing pay deal for that group of doctors.

Monthly payroll submission dates, pay dates and ESR downtime

Please note that next month's deadline for submissions to Payroll is **Wednesday 7 October 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 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 October 2020 through to March 2021. The exact timings of the downtime, including end times, will be detailed before the downtime event and are subject to change.

- Friday 2 October 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
- Friday 29 January 2021 from 18:00
- Friday 26 February 2021 from 18:00
- Friday 5 March 2021 from 18:00
- Friday 26 March 2021 from 18:00

Important patient safety messages

Blood transfusion incident for shared learning

The original error started in the lab where there was a transposition of labels. The compatibility label attached to the unit of blood did not contain the correct Donor unit. This should have been noticed at the point of collection when the ID checks are performed by the person collecting the blood component. The unit was taken to the clinical area where again the error was not detected twice more by the colleagues performing the bedside check.

Please be reminded that all checks must be performed fully and correctly at both the collection stage and during bedside checks, to prevent any discrepancies and the possibility of the wrong unit being transfused to the wrong patient, as per the NEVER EVENT we had in 2018. Incidents like these are SHOT (Serious Hazards of Transfusion) reportable, which will be raised against the lab as this was the original source of the error.

RCA refresher training

RCA refresher training is now available as eLearning and can be found under '439 e-learning Root Cause Analysis certification' on ESR. Once identified colleagues have completed the initial one-day face to face training, eLearning should be completed every 3 years to maintain the competence.

Newsletters

[CLICK HERE](#) to view the latest issue of the Pathology newsletter, which aims to provide communication to all users of our laboratories on a number of topics from daily laboratory life, new service developments, changes in practice and other staff news and announcements.

Training & development opportunities

Safeguarding virtual training from Darlington Local Authority

A message from the Safeguarding Adults team:

Please find below an update on safeguarding training offered by Darlington Local Authority.

Darlington Safeguarding Partnership are now offering multi-agency Safeguarding Training via Microsoft Teams. We are grateful for your patience, understanding and support during these unprecedented times.

We had a number of safeguarding training sessions which were cancelled due to COVID-19, however, we are pleased to be in a position to offer virtual MS Teams training until the end of October 2020, when we will reassess again and may be in a position to increase the training offerings and subject matters.

These virtual meetings are condensed to a maximum of 2 hours, whilst covering all the training material of a full face-to-face training session, and certification is still provided on completion of training. Numbers for each session of virtual training are limited, so it is important to advise us if you do book a place then are unable to attend, to allow the placement to be offered to others.

You can access our Virtual Training Programme via our website: <https://darlington-safeguarding-partnership.co.uk/>

To book a place, please email: DSP.Training@darlington.gov.uk

Whilst we understand not everyone has the ability or facilities to attend virtual Teams meetings, there are still some eLearning packages which can also be accessed via the website above.

NMC Assessor Preparation Workshops

A message from the Practice Placement Facilitator team:

We still have places available for the NMC Assessor Preparation Workshops - all sessions run from 1pm - 4pm.

Friday 23 October 2020	Lecture Theatre, Education Centre, Bishop Auckland Hospital
Thursday 12 November 2020	Lecture Theatre, Education Centre, Bishop Auckland Hospital
Friday 4 December 2020	Lecture Theatre, Education Centre, Bishop Auckland Hospital

Tuesday 16 February 2021
Friday 12 March 2021

Lecture Theatre, Education Centre, Bishop Auckland Hospital
Lecture Theatre, Education Centre, Bishop Auckland Hospital

All nurses with a previous mentorship qualification are required to attend to ensure they can continue to assess students under the new NMC Standards for Practice Education.

If you have any queries, please contact Katie Pike: katiepike@nhs.net or Heather Watson: heather.watson3@nhs.net.

Staff news



Retirements

Recently, colleagues on ward 16 at University Hospital of North Durham wished a fond farewell to Staff Nurse Marion Tindale. Marion (pictured in all 3 images) qualified in 1975 and has worked within surgery on the Durham site for all of these 45 years. Marion retired and returned part-time 5 years ago and made her decision to formally retire earlier this year. Marion will be a huge miss to the surgical team but we would like to wish her well in her retirement.

Louise Keating, Staff Nurse in Endoscopy at UHND and former ward 16 Sister, is also retiring this week. Louise has worked within surgery since 1988 and will be returning to work on the staff bank following her retirement. Louise will also be a huge miss!

Compliments

A letter, thanking colleagues on ward 11 at Darlington Memorial Hospital, was recently published in The Northern Echo: "I was admitted to ward 11 at DMH a few weeks ago with bowel cancer. I would like to thank Mr Harrison and his team and Sarah Dixon and her team of nurses for the excellent care I received. Everybody was so kind to me. I was very afraid because I'd never been in hospital before. Our hospitals in the Northeast are the best in the country, never mind the south, give me the dedicated NHS workers any day. God bless them all."

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

For regionally restricted non-clinical vacancies: [CLICK HERE](#)
The link to internal vacancies will be available soon, following the StaffNet update.

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.



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

