

Team Update



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North East Floods—A Major incident for NHS Highland

A multi-agency major incident was called in Highland in response to the storm and flooding on 26 October in East Highland.

Management Teams and staff in Ross and Cromarty and Caithness and Sutherland co-ordinated actions and interventions for the continuity for services in these areas and support for other agencies.

The level of risk was assessed with regard to potential flooding and loss of sanitation at Ross Memorial Hospital. Staff liaised throughout with Scottish Ambulance Service and with Raigmore Hospital over the possible need to evacuate patients. The situation with regard to hospital services at Dingwall was under constant assessment and re-assessment and the high tide passed without incident.

Management also kept in touch with the OOH hub to ensure there was appropriate OOH doctor coverage in light of the road closures and worsening weather expected.

Highland Council contacted Ross Memorial Hospital for the supply of blankets and towels for several evacuated people.

“Everyone was superb, calm and supportive of others, all pulling together, considered in their responses and going that extra little bit that makes these things easier to manage. Thanks all those involved.” said Alison Phimister, Assistant General Manager, Mid Highland CHP

Roger Gibbins, Chief Executive, says:

“I would like to express my thanks and appreciation to all staff who have worked above and beyond the call of duty during the bad weather affecting the Mid-Highland and North CHPs.

Staff in NHS Highland have shown their initiative in responding to the staffing and clinical issues which occurred due to the weather. I know many staff have gone to extra lengths to ensure they got in to work and that shifts were covered, and that those who needed help and assistance were supported. Once again, many thanks to all staff for all their hard work and effort.”

The major incident came just a couple of days after the first meeting of the Emergency Planning and



Picture: Anne Macleod, Senior Radiographer and Tina Rae, Enrolled Nurse, Ross Memorial Hospital.

Service Continuity Group, which has been set up to review and harmonise NHS Highland’s Major Incident Plan and Service Continuity arrangements.

Public Holiday Dates are on page 5

Inside ...

Page	
2	Smoking Ban Proposals
3	Medical Director
3	December Pay
4	Agenda for Change Update
5	Public Holidays
6	Acute Medical Assessment Unit
6	Caithness Laboratory Investment
7	Translated Materials
8	Syringe Pump Changeover Programme
9	Letters
10	Staff Flu Jab
10	Events

Moving towards a site wide smoking ban

The Board is consulting staff and patient groups on aspirations to ban smoking on all sites across NHS Highland and has asked the Tobacco Working Group, which reports to the Area Partnership Forum, to identify and recommend solutions to the implementation of a site wide smoking ban.

Changes to the Tobacco Policy are being proposed, which strengthen NHS Highland's commitment to providing a safe and healthy environment for all staff, patients and visitors. In line with this changes are being proposed to our No Smoking Policy to reflect our move to have smoke-free sites for the delivery and support of all NHS Highland activity.

This would mean that Smoking would not be permitted in all NHS Highland buildings and their grounds (whether owned or leased), vehicles, and areas, which ventilate into buildings. There would be no exceptions to the ban in any of NHS Highland's facilities.

The Board recognises the substantial change and the challenges involved in implementing such a complete ban, but feels that this is an important strategic step towards a healthier population.

If you wish to comment on the proposed changes to the Tobacco policy, please write to Douglas Seago, Raigmore Hospital, Old Perth Road, Inverness.

Appointments:

Dr Alison Graham will be leaving her post as Medical Director for NHS Highland at the end of January 2007. Alison will be taking up a new post as Medical Director of NHS Lanarkshire.

This is a great loss to NHS Highland. Alison has made a valuable and significant contribution to the NHS in the Highlands over the last eight years and she will be very difficult to replace. We will miss her wise advice at the NHS Board.

I am sure that you will join me in wishing Alison well in her new post.

We are arranging for recruitment of Alison's successor immediately. Inevitably, there is likely to be a gap between Alison leaving and her successor taking up post and we will need to review how her responsibilities will be covered. We will let you know when this has been agreed.

Roger Gibbins, Chief Executive, NHS Highland

From the editor ...

Some staff have raised concerns about the expense of sending out last month's Team Update to all staff. As Anne Gent, Director of HR, has explained, we had to post a pension leaflet to all staff and we decided to take advantage of this necessary expense to enclose a special edition of Team Update. We always make sure this is available electronically, however, many staff still do not have electronic access to read this or print it off. They may work remotely, where it is often difficult to download documents, or in a ward situation, a clinician may not in the course of her/his day have access or time to see the Intranet. Also, we have a large number of facilities staff who don't have electronic access. This was a one-off opportunity where we could circulate the Team Update to bring everyone, regardless of their role or electronic access, up to the same speed with regard to news about NHS Highland and raise awareness about where to get information. We also have staff governance obligations to ensure all staff are kept informed about the organisation and important information about

agenda for change etc. I do appreciate this is duplication for a number of staff, but the over-riding view was that this was, for a relatively small printing cost, (some 9p per staff), a worthwhile thing to do.

If you would like to write an article or submit information or photographs for the Team Update or the Staff Magazine, *in-touch.*, please write in to me or email the Corporate Team via the email address on the NHS Highland Website: staff@haht.scot.nhs.uk

If you would like a copy of this or a previous edition of the Team Update, please contact Erin Greig on 01463 705771 or myself on 01463 704781. Remember, **your** news and views are important!

Ruth Cleland

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NHS Highland, Assynt House, Beechwood Park,
Inverness IV2 3HG

Email: ruth.cleland@haht.scot.nhs.uk

APF to take a lead role in tackling Dignity at Work issues

October's Team Update reported on the initial findings of the staff survey, which were discussed at length at the Area Partnership Forum (APF) meeting in September and the Board meeting in October.

Bullying and harassment has been highlighted as a priority for the organisation to tackle, with the APF taking a lead role. Early discussions are taking place as to what has been achieved so far and what can make an additional difference.

A staff governance action group, chaired by Anne Gent, Director of HR, and reporting to the APF, has been meeting to analyse and develop a coordinated response to the key themes identified in the survey. The report analysis is broken down by area and each of the operational units is identifying local themes, which can be tackled locally.



New Rights for Expectant Mothers

Expectant mothers with babies *due* on or after 1 April 2007 have new rights to maternity leave and pay. Babies with a due date prior to 1 April 2007 will not qualify for these new provisions even if they are born on or after 1 April 2007. Changes to the rules affecting adoption leave, adoption pay, and return to work, where adoption placement is due on or after 1 April 2007 will also come into effect at this time. These changes mirror statutory maternity provisions.

Employees should be aware that we are still awaiting HDL direction with regards to how this will impact on contractual maternity provisions. Our Maternity Packs will be updated with this information as soon as this becomes available.

Under the new regulations:

- Statutory Maternity Pay (SMP) increases from 26 to 39 weeks;
- All women qualify for 26 weeks' additional leave following 26 weeks' ordinary maternity leave regardless of length of service;
- The notification period for an early return to work rises from 28 days to eight weeks;
- Employees may work up to 10 "keeping in touch" days during maternity leave without trig-

gering a return to work or affecting SMP;

- The start of the Maternity Pay period has been brought into line with the start of Maternity Leave. SMP or MA will start on the same day as your Maternity Leave, i.e. the day stated in your notice or, if applicable, the day after your first day of pregnancy related absence (in the four weeks immediately prior to your due date) or the day after the birth.
- Employers can maintain "reasonable contact" with women on maternity leave.

Future Changes

Further changes to maternity provisions are expected by 2010. The government intends to increase maternity pay to 52 weeks by 2010 and to introduce additional Paternity Leave (APL) and Additional Statutory Paternity Pay which can be taken in the second six months of the child's life. Indications are that some of the APL could be paid if the mother has returned to work and has had some of her entitlement to SMP or MA left at the time of return.

If you have any queries regarding your entitlements please contact your Personnel Officer for further advice.

December Pay

Monthly paid staff will receive their December pay on Thursday 21st December. Weekly paid staff will receive their pay on Thursdays as normal.

Agenda for Change - Progress Update

All staff will have received a detailed update on progress in the last edition of Team Update which was posted to your home address, so this month we're taking the chance to remind you of some of the processes which are essential if we're to successfully conclude implementation as early as possible. But we do have some updates too:

- o We now have more jobs back from Scottish level following consistency checking there. We hope to be able to assimilate staff in these jobs in December. Managers and staff representatives for these groups will be invited to a Briefing Session in early January.
- o Briefing sessions are also underway in Paisley for managers and staff reps in Argyll & Bute. Details of these have been circulated. Please remember that the order in which staff groups are assimilated is different in Argyll & Bute compared to the remainder of NHS Highland, and queries on this should be referred to the AfC Team in Paisley.
- o We plan to pay arrears to a further group of about 450 staff in November. This will mean that over 50% of staff assimilated will have their arrears by Christmas. We have to fit in payment of arrears as best we can with the assimilation timetable, which means we action the straightforward calculations first. We recognise this can be frustrating for staff who have been waiting for arrears for some time, but we feel on balance this is the best way forward.
- o **Responsibilities of Managers**

There is detailed advice for managers on the Intranet, but we need to emphasise a few points:

- o We need all outstanding job descriptions NOW. We send out updates to managers on a regular basis but we still have almost 80 job descriptions outstanding.
- o We need managers to provide the employee data we request in full and by the deadline given, otherwise we can't assimilate all staff at the same time. Please note that this information is NOT available from the pay unit and must be sourced from employees' personal files. This can be a major task so please ensure sufficient administrative and clerical resource is allocated to allow you to meet the deadline set.
- o Managers should advise staff leaving the organi-

sation that we can only pay arrears to them if they write to the Pay Unit or Personnel, preferably quoting their former pay number.

- o Managers also need to submit KSF Outlines by email to the KSF mailbox by 31 December. Where outlines have already been submitted, managers and staff should be familiarising themselves with the PDP&R process and aiming to submit this paperwork in line with the guidance on the Intranet and by no later than 31 March 2007.

KSF—Key Points for Managers

- All e-mails to the KSF Mailbox must include the post reference number in the "Subject" of the e-mail
- (Argyll and Bute Outlines should indicate "A&B" in the "Subject" of the e-mail)
- Only one outline per e-mail (remember to include the post reference number).
- Foundation and Fully Developed outlines in the same e-mail is fine.
- Resubmissions should be indicated by including "Resubmission of..." in the "Subject" of the e-mail. (Remember to also include the post reference number)
- Please complete all the following information (found in the WORD templates of the Core 1 Dimension):
- Title of post, who created the outline, confirmation that the outline is agreed between postholder and manager, who the post is to be assigned to (include all names if more than one), who the postholder reports to (and what their position is) and a description of the Job Purpose. All this information is required before it can be put forward for consistency checking.
- Please avoid submitting an outline more than once unless it has been changed and is being "resubmitted".

Highland HealthVOICES Network - Public Partnership Forum



Highland HealthVOICES Network (HHVN) – the Public Partnership Forum for NHS Highland, is a group of individuals with an interest in health matters who are keen to get involved with the work of NHS Highland. Membership now stands at nearly 230 and there are members located throughout the whole area.

The members of the network join by completing a simple registration form on which they note their interests, which range from alcohol services to visual impairment, and tell us how they would like to be involved. Some members are happy simply being kept up to date with service developments, but others are involved in a range of projects and working groups, reference groups and focus groups, including participating in the CHP and SSU committees. A regular newsletter has been developed and articles of interest to members are always welcome from staff.

Registration forms are available from NHS Highland's website in the <http://www.show.scot.nhs.uk/nhshighland/> in the 'Getting involved' section and from libraries, service points, GP surgeries and hospitals. Anyone can be a member – providing they live or have a substantial interest in Highland region. Since April we have been working with our

colleagues in Argyll and Bute on the development process for the Public Partnership Forum for their area.

If your department is considering service review, change or development, remember you have to involve patients and carers in that process. The HHVN is only one of a range of methods of involving the public. For example, there are many existing patient/carers/voluntary groups with specific focus and expertise. The HHVN coordinating staff can provide information on the most appropriate ways of involvement and contact information.

If you would like to find out more about how members of the Network could help you or if you want to involve the public in a project, please contact the co-ordinating office. A template for use in asking for involvement of members for use by staff is also available from the Intranet. Remember the Highland HealthVOICES Network is a resource for everyone in NHS Highland, please make use of it.

For more information please contact Joyce Thompson at Assynt House, tel: 01463 704702, or email pypi@hnb.scot.nhs.uk

Public Holidays for 2007-8

The Area Partnership Forum have agreed the following designated set of dates for public holidays. Differences in patient flow patterns and school holidays between the Argyll and Bute and Highland areas have been taken into account and mean that there is a variation between the two areas of two of the dates.

This differential approach was considered the best way forward for staff in the coming year and further discussions will take place later next year on the approach for future years.

The dates for Argyll and Bute CHP are to be:

Friday 6 April 2007
Monday 9 April 2007
Monday 7 May 2007
Monday 24 September 2007
Tuesday 25 December 2007
Wednesday 26 December 2007
Tuesday 1 January 2008
Wednesday 2 January 2008

The dates for NHS Highland (excl Argyll and Bute CHP) are to be:

Friday 6 April 2007
Monday 7 May 2007
Monday 6 August 2007
Friday 12 October 2007
Tuesday 25 December 2007
Wednesday 26 December 2007
Tuesday 1 January 2008
Wednesday 2 January 2008

GP Surgeries share only the Christmas and New Year dates, therefore operational managers will need to assess service requirements, such as routine laboratory services.

The NHS Highland Modernising Medical Careers website is now live. It contains useful background reading as well as up to date information on MMC issues relating to NHS Highland.

It can be accessed via the intranet, the SHOW site or by clicking on the following link; <http://www.nhshighland.scot.nhs.uk/Careers%20and%20Staff/mmc/>

Excellence Awards



Picture—Picking up the award for Health Improvement - Stramash Expeditions - from left to right Sharon MacKechnie, Niall Urquhart, Jennifer Matheson, Muriel Kupris and Elaine Garman from NHS Highland

Community Services “Stramash” scored Gold again in the Health Improvement Category of the Excellence Awards, with its “Expeditions” project. In less than three years their summer programme has taken Argyll and Bute Council from being in the position of not providing an outdoor education programme to the status of being the leading provider of a summer outdoor programme in Scotland.

Dr Viv Shelley, from sponsors NHS Highland, said, “This project was implemented in a creative way to ensure that no children were excluded from the programme. It has made a positive contribution towards improving the health and well-being of hundreds of children across Argyll and Bute.”

Acute Medical Assessment Unit Development

A new development will see a number of changes being introduced to the current medical admissions ward (6a Raigmore). To mark the changes the Ward will be re-named as the Acute Medical Assessment Unit [AMAU].

Benefits to the Unit will include increased facility for next day assessment in an outpatient clinic. GPs will also be able to get advice from a consultant over the phone when they make a referral. These developments will be supported by the appointment of a new Acute Care Physician, Dr Martin Wilson. The post is initially for 5 months, but is likely to be extended if the anticipated benefits are confirmed.

Commenting on the benefits of the Unit, Dr Wilson said: “In the past patients who were

referred for immediate medical assessment often had to be admitted to facilitate rapid investigation and assessment. Now, we will have more options available which will allow us to work with GPs and patients to reduce the need to admit some patients.”

The new services will sit alongside other existing rapid access services in Raigmore, including the Rapid Access Chest Pain Clinic and the Neurovascular Clinic.

Chief Operating Officer - Elaine Mead added; “This development is about delivering care for patients in the most appropriate environment for their needs. We are constantly trying to reduce delays and provide appropriate alternatives to people having to be admitted to an acute setting.”

Investment in Caithness Laboratory

The North Highland CHP is investing around £50,000 to improve and modernise laboratory facilities in Caithness General’s bloodbank, with the aim of getting it re-opened as soon as possible. The money is being targeted at a number of structural changes, including new equipment and fittings, a new ventilation system and modern floor coverings.

The recent inspection, which led to the closure of the laboratory, identified a number of issues, which are now all being addressed,

before a re-inspection in the New Year.

Sheen Craig explained, “An internal investigation has begun into what has gone wrong so that something like this can never happen again. We have developed an action plan to address every issue raised by the inspection and the investment we are putting into the laboratory will help us to meet national standards. We are also examining systems and protocols to ensure that we are providing a safe and high quality service in the future.”

Earlier this year new Content Management software was purchased for our web pages. We are now at the stage of appointing a Consultancy to implement the necessary changes to our public website and our Intranet. The changes will mean that we will have a more manageable site with a search engine and better accessibility for disabled groups.

A key difference for staff across the organisation, is that departments will be able to publish and update their own information, without going through IT

Helpdesk. For example, you will be able to publish minutes of meetings directly onto the website, and training will be provided to enable departments to develop their own webpages, within agreed parameters and standards, and maintain them. The software will have built in reminders, archive and delete functions, which will mean our webpages will be more up to date and more easily maintained.

We will keep you informed as this project progresses.

Translated Materials

A new page, listing information leaflets currently available in alternative languages, has been added to NHS Highland's SHOW website *{insert website address}*. This webpage contains leaflets and booklets which can be downloaded by staff and members of the public. English language versions are also available here. Items on the page are those which we have received from national organisations, such as NHS Health Scotland, and those which staff in NHS Highland have sourced elsewhere or have had translated.

Cathy Steer, Joint Acting Health Promotion Man-

ager said: *"If we are to give equity of service, it's so important to be able to access information in other languages and also to have the English versions so we know what we're giving people."*

We are keen to add items to the page so as to share them as widely as possible. If staff find any useful documents in other languages or have items translated locally, please email them and their English language equivalents to Natalie Morel, Policy Development Manager, Community & Health Improvement Planning Team – natalie.morel@hnb.scot.nhs.uk

NHS24 Translation Services

NHS 24 and NHS Highland are working in partnership to reach out to people who do not speak English as a first language. NHS 24 has produced an information sheet, which has been translated into several languages explaining the patient journey, during the out-of-hours period, and how callers, who do not speak English, can request a translator. Tom Greatrex, Director of Corporate Affairs for NHS 24 said: "For people who do not speak English, NHS 24 provides telephone interpreters for 120 different languages, through language line." He

went on to say, "We want as many people as possible to use this resource in case they need to access NHS 24. We therefore have asked all our partners in local NHS Boards, along with all local authorities throughout Scotland to offer the materials to non- English speaking individuals and families who they may come into contact with." All the foreign translations can be downloaded and printed from either www.nhs24.com or www.nhshighland.scot.nhs.uk/language.

We have a link direct to this from our external website under Hot Topics.

Scottish Liaison and Discharge Planning Nurses Forum

The purpose of this forum is to bring together nurses whose role is primarily concerned with managing the discharge of patients with complex needs from hospital care from hospital care. The forum is used to share good practice and discuss innovative solutions to the complex issue of good discharge management.

Previously the group have met in the central belt, however, in September colleagues from across

Scotland travelled to Inverness, where the forum was hosted in the RNI.

Two members of the Unscheduled Care Project came to talk to the group about the work that has been done in NHS Highland, focussing on Raigmore, in our medical directorate, specifically in 6a and A/E

Syringe Pump Changeover Programme

A training programme to support the planned syringe pump changeover programme has been running throughout Highland. Information about the new McKinley T34 syringe pump is available on the NHS Highland intranet - under Resources for Clinical Staff - Equipment Changeover for Syringe Drivers or at <http://intranet2.nhsh.scot.nhs.uk/clinical/default.asp>.

Trainers have been identified from each of the North, South East and Mid Highland Community Health Partnerships. Care homes, Marie Curie and Specialist Services Unit have also been invited to send nominated trainers. A list of trainers will be added to the intranet site once training is complete and circulated to clinical managers.

Roll-out training took place in October and November.

Locality training leads are Lis Phillips - MacMillan Nurse, Broadford for Skye and Lochalsh
Kathryn McCall - MacMillan Nurse, Belford Hospital

for Lochaber

Louise Shakespeare - MacMillan Nurse, Caithness General Hospital for Caithness
Marion MacKay - MacMillan Nurse, Lawson Memorial Hospital, Golspie for East and North West Sutherland
Wilma Halley - MacMillan Nurse, Highland Hospice, Inverness for South East CHP
Chris Magee - MacMillan Nurse, Ross Lodge, Dingwall for Ross-shire

The new pumps will be in place from 15th November and this will be facilitated by the local trainers. The return of pumps will be co-ordinated by locality management.

All Graseby MS26 syringe drivers (and any MS16a syringe drivers) must be returned to John Crossley at the Medical Physics Department, Raigmore Hospital, Inverness by 20th November 2006.

Community Network TV Initiative

The community network TV initiative has placed nine 42" plasma TV screens at various locations around Inverness, including Raigmore Hospital, and one in the health centre in Tain. The TVs broadcast a 30 minute loop of 'infomercials' including community safety messages, emergency messages and local information.

The project is led by Inverness City Partnership, and a multi agency steering group has overseen its development. We have been involved with the project to ensure that there is a range of health information included in the play list, and currently the system is running 'infomercials' promoting the smoking cessation service, positive mental health, physical activity and healthy eating. We can change the ads broadcast in the play list at regular intervals to ensure a

variety of health information is broadcast, and can tie this in with our health campaigns.

The system allows us to add 'For Your Information' static messages which will appear between the video ads, and the initiative could prove to be a valuable tool in encouraging healthy lifestyles and engaging the community in consultation. Although the TVs are only placed in Inverness and Tain at the moment, it is hoped that the network can be expanded to include additional localities across Highland.

If you would like more information about the system or have any ideas about information or messages we would like to see appear in the loop, please let me know.

Cathy Steer cathy.steer@hnb.scot.nhs.uk



NHS Highland

Are you a potential leader in your field?

Do you want to make a difference to the quality of patient care while enhancing your own career?

Contact Jennifer Lobban, 01463 706915/706880

Audrey Macdonald

Audrey Macdonald, Medical Secretary to Mr Paul Fisher, died suddenly on 25 October. Audrey, who was 28, had worked at Caithness General Hospital for 11 years and was held in high regard by all those who knew her. Her work was done with quiet efficiency and she will be sadly missed by friends and colleagues, whose thoughts are now with Audrey's family.

Letters to NHS Highland



"The staff in A&E and in ITU gave the most superb care to my husband. They also supported me and appreciated the shock and distress that I was experiencing. Thankfully, after several weeks my husband is now in rehabilitation and is making good progress. I have already congratulated and thanked your team in ITU but I do hope that you will recognise not only their expertise but their most excellent teamwork."

Patients Relative from Edinburgh

"These days when most of the remarks about the NHS are criticisms, may I thank everyone in Raigmore Hospital for their expertise and their help.

My husband had a slight heart attack while on holiday and from the paramedics, the doctor on the scene, the doctors and nurses in CCU, and everyone on the ward - and the receptionist - the care and kindness could not have been better. Also the people of Inverness were fantastic - from the young man who drove me to the hospital to the young lady who insisted in showing me the bus train station."

Patient's Relative from 'Angus

"We are writing to tell you how much we appreciate the care and expertise we have experienced during our recent stay at Lorn & Islands District Hospital.

Having been in more than once we are most impressed by the surgical team and anaesthetists, the nursing staff, the care assistants - in fact everyone involved with the patients. The atmosphere in the wards was professional but very friendly, the staff had time for their patients and the excellence of their teamwork was apparent.

All in all the hospital is a credit to the National Health Service. Please pass on our thanks to everyone concerned."

Patient from Isle of Islay

Make NHS Highland a Greetings Card Free Zone this year!



- Save Money on Seasonal cards and gifts!
- Prevent waste paper/card!
- Cut stress levels – who to send a card to!
- Help children and families in third world countries!

in aid of Oxfam

NHS Highland staff are being asked to support the Oxfam Unwrapped scheme to give worthwhile gifts to third world countries instead of giving traditional seasonal cards (or even gifts).

Last year some departments took part. For example, eHealth asked staff to sign a giant Christmas card and saved enough money to buy 7 goats for African families.

This year, the aim is to raise enough money across NHS Highland, to buy a classroom (costs £1700) and a number of goats (cost £24 each).

How can you help?


- Don't buy or send Christmas cards for friends or colleagues
- Sign a local "Departmental Card" or leave a message on our Intranet "Season's Greeting Bulletin Board"
- Make a donation and Sign a gift aid form


Gift aid donation forms have been distributed to most sites and you will be able to download them from our Intranet page. (see Hot Topics)


Oxfam Website <http://www.oxfam.org.uk>


- All proceeds/profits will go to Oxfam.
- Oxfam GB is a registered charity (no 202918).
- Oxfam works with others to find lasting solutions to poverty and suffering."

SHOCKING FACTS ABOUT ENERGY WASTAGE

 An open office window loses enough energy in a day to produce 250 fleece jackets.

 A photocopier left on overnight wastes enough energy to make 800 A4 copies.

 A PC monitor left on overnight wastes enough energy to print 800 A4 pages.

 Lighting an empty office overnight wastes enough energy to heat enough water for 1,000 cups of tea.

Staff Flu Jab

The staff influenza campaign will be starting in January, a little later than usual due to the unforeseen circumstances surrounding the co-ordination and distribution of vaccine nationally. Dates and locations of clinics are as follows:

8 Jan	Invergordon clinic (OPD) & Raigmore
9 Jan	Nairn OPD & Raigmore
10 Jan	Glospie & Raigmore
11 Jan	Wick OH room & Raigmore
12 Jan	Dingwall & Raigmore
15 Jan	Portree & Raigmore
16 Jan	Broadford & Raigmore
17 Jan	Raigmore & Fort William (Belford)
18 Jan	Wick & Grantown & Raigmore
19 Jan	Raigmore & Thurso & RNI
22 Jan	Invergordon & Raigmore
23 Jan	Raigmore & Fort William (Glen Nevis)
24 Jan	Nairn & Raigmore
25 Jan	Wick & Raigmore & Kingussie
26 Jan	Raigmore
29 Jan	Raigmore & Fort William (Belford)
30 Jan	Raigmore & Dingwall
31 Jan	Grantown

(Check the Intranet (Staff Section) for times or contact the Occupational Health Team.

A further series of Workshops on the Freedom of Information (Scotland) Act 2002 has been arranged for 2007. They run from 2pm to 5pm and are usually at Assynt House in Inverness. The dates are: 8th January; 11th June; 12th February; 13th August; 26th March; 15th October; 16th April; and 17th December 2007.

Contact Chris Meecham on chris.meecham@hnb.scot.nhs.uk or on 01463 704857 to book a place.

Further training sessions outwith Assynt House can be arranged on request. Copies of the slides used in the event, along with other information on the Freedom Of Information (Scotland) Act 2002, are available on the NHS Highland website at <http://www.nhshighland.scot.nhs.uk/Publications/Fol/index.htm>

The next Team Update will be issued on 12 Dec
Submissions by deadline 5 Dec

Forthcoming Events:

NHS Highland Board Meetings 2006
5 December (North Highland)

National One Day Learning Workshops for Unscheduled Care
Tuesday 27th February 2007 – Dunblane Hydro Hotel

For further information or to reserve a place, contact: Maimie.thompson@haht.scot.nhs.uk
01463 706229

Get WISE Staff Briefings

If you would like a session in your area contact ruth.cleland@haht.scot.nhs.uk or phone 01463 704781

Raffle Draw and Auction

15 December
Supporting Friends of Raigmore Hospital
Contact Florence Munro 01463 704463 for details

If you would like to advertise your event here, please contact Ruth Cleland on Tel: 01463 704781 or Erin Greig on Tel: 01463 705771

eLibrary www.elib.scot.nhs.uk

Have you registered yet?

VSO Opportunities

Sharing Skills and Changing lives

Do you have the skills and want to help in Africa? If so then read on.

In an exciting new partnership between Voluntary Service Overseas (VSO), the international development charity, and NHSScotland, Scottish healthcare professionals can for the first time volunteer overseas for up to two years without losing out on their pensions and employment benefits.

To kick-start the partnership, VSO needs to recruit a small number of Scottish healthcare professionals to work in Malawi.... **To find out more look in the Staff section on the Intranet.**