



Celebrating our Volunteers this Christmas

A festive lunch to say thanks to our volunteers who give their free time to provide invaluable services for DBTH

Page 2



Your weekly DBTH update **11 December 2018**



Cast brings Robin Hood to DBTH

Page 4



Order the perfect stocking filler today!

Page 6



Volunteer at the new Macmillan Pod

Page 7



Honouring our volunteers at celebratory Christmas lunch

DBTH has thanked its volunteers, who give their free time to provide invaluable services at our hospitals, at a celebratory Christmas lunch.

The volunteers were invited to an afternoon tea style lunch, complete with Christmas songs and cakes.

Suzy Brain England, Chair of the Board, was there to personally thank the volunteers for the time they generously donate to delivering additional services at Doncaster Royal Infirmary, Mexborough Montagu Hospital and Bassetlaw Hospital.

Suzy said: "We rely upon our volunteers to provide assistance where we otherwise cannot. Their compassion and dedication to the Trust is impressive and appreciated. They support thousands of patients who pass through our doors every day. We always appreciate this vital contribution, especially around Christmas time, when we dedicate more time to seeing our friends and family.

"The festive season is the perfect opportunity to let our volunteers know just how important they are to us and I was delighted to be able to thank our volunteers in person for supporting DBTH in their free time. You are all invaluable to us."



Chief Executive Listening Events for December

Come along for a chat with Chief Executive, Richard Parker this December. Across three sessions, this is your opportunity to speak with Richard about anything and everything.

All are welcome, so come along and find out more about upcoming plans for the Trust and ask the Chief Executive those burning questions you have:

- 13 December at Bassetlaw Hospital's Boardroom from 11.30am to 1pm
- 20 December at Montagu Hospital's Boardroom from 9.30 to 11am
- 21 December at Doncaster Royal Infirmary's Learning Rooms 1 & 2 from 2 to 3.30pm.



DBTH Choir's Christmas performance

The DBTH Choir will be singing Christmas carols on 18 December in the main foyer at Doncaster Royal Infirmary.

Anyone is welcome to join them for some festive cheer at 5.30pm. The group will also be taking their Christmas performance to the Gresley Unit and the Stirling Ward this evening, to help get some of our patients into the Christmas spirit.



Improvement works in main entrance to DRI



Starting Wednesday 12 December, there will be some improvement works in the main entrance of DRI.

The Gate 4 entrance will still be open for pedestrians but the area under the canopy currently used as a drop off point will be shut. The works will continue until 21 December and start again on 7 January with completion anticipated at the end of January.

The Above and Beyond Committee - Get your bids in!

Following the official launch of DBTH Charity, we are making it even easier for members of the team to make charitable bids.

In November, the 'Above and Beyond Committee' met for the first time, to consider applications from members of staff. With five submissions, this ranged from development courses for colleagues, new equipment for our services and the funding for a job post pilot.

All wards and departments can submit bids to access the generous donations that the charity receives from patients, relatives, staff and local businesses. This means that you can apply for funding to cover those extras that will benefit patients, above and beyond what is ordinarily expected.

If you have a project in mind, whether it is one that's already underway and requires additional support, or a new initiative that you'd like some funding for, you can submit your bid now through the online form here: <https://www.dbth.nhs.uk/above-and-beyond-committee/>

This form will be submitted to the charitable funds team within finance, who may ask for additional information or clarification prior to the next Above and Beyond Committee meeting, which are held on a monthly basis.



IPC advent calendar



This year's Infection Prevention Control (IPC) [Advent Calendar](#) is now live. Featuring a new message from the team every day in the run up to Christmas, there's plenty of fun in store, alongside some important messages. So make sure to check in regularly!

Cast panto comes to DBTH

Cast in Doncaster put on a very special performance for the Trust on Friday (7 December) as their seasonal pantomime was live-streamed for patients, visitors and staff for the second year running.

Our IT, TED and Communications colleagues and the local theatre have been working hard in order to deliver this Christmas treat for patients and visitors. As a result, Friday's performance of Cast's 'Robin Hood and the Babes in the Wood' was filmed and screened live within wards and services, as well as a special performance in DRI's Lecture Theatre.

Featuring breath-taking special effects, glittering sets and stunning costumes, this year's show 'Robin Hood and the Babes in the Wood' is jam-packed with sing-along-tunes and is the perfect festive treat for all ages.



Spending time in hospital throughout the Christmas period can be challenging for patients. While ward areas are always busy and activities are planned to entertain around treatments, patients can miss out on festive happenings. By bringing panto to the hospital, we hope to have delivered a little seasonal cheer to staff, patients and visitors alike.

Extending the festivities to members of Team DBTH, the pantomime was also screened to more than 100 off-duty staff, and their children, in the hospital's Lecture Theatre, raising £200 for charity in the process. With a Cast team member on-hand, the audience were in fine voice and even had the opportunity to get involved with various interactive elements of the show.

And finally we must say a huge 'thank you' to the colleagues that made it happen, some of whom who got involved in the pantomime itself: Scott Ashmore, Matt Wratten, Adam Tingle, Elliott Wilson, Brittany and Lee Frankland, Daniel Washbourn and Matty Lovell-Davies.

A further thank you must go to our partners at Sodexo who donated 100 juice cartons and selection boxes for those watching in the Lecture Theatre, as well as RJ Toys who did similarly for the Children's Ward and, finally, to our service team (the true heroes of this piece) who had the task of cleaning the Lecture Theatre in the wake of 100 excited and festive children.

Relocating printers and MFDs

Please be advised that the IT Department within the Trust do not have the ability to move Konica Printers/Multi Functional Devices from one location to another.

If you wish to relocate a Konica Printer/MFD then you need to log a call with Konica, select number 6 after calling the IT Service Desk number 644190 or call direct on 0871 574 7200.



Please do not move the Printers/MFDs by yourself. After receiving the call Konica will arrange for the Printer/MFD to be moved and IP addresses to be updated. IT only need to be involved if it is a CaMIS printer- If this is the case please call IT Service Desk after the Printer/MFD has been moved by Konica. Please note Konica relocations can take a few weeks so earlier planning is essential.

Emergency wash bags donated to neonatal ward

The neonatal unit have had a wonderful, hand-made donation from Trinity Church in Goole.

The church have handmade bespoke changing bags and filled them with necessities for new mums of premature babies who deliver unexpectedly and don't have time to get a bag together over the Christmas period.

They are really appreciated and will make a huge difference to the families the unit cares for. A huge thank you to the kind ladies and gentlemen who put their time and effort into making them!



Digital DBTH: Electronic Patient Record - Drop in sessions

Last week, the IT team held a couple of drop-in sessions at DRI, in order to introduce the upcoming paperless strategy.

Lead by Mike Whiteside, Chief Clinical Information Officer, these events were perfect for asking any questions you might have about how the project will affect you and your ways of working.

To give Bassetlaw staff the same opportunity, another drop-in session will be taking place this Friday (14 December) over at the Hub. It will run from 10.30am – 2pm.



Change to NHSmail password resets

The IT Service Desk now spends roughly 30% of its time resetting and unlocking NHSmail accounts. This can mean that crucial IT jobs are delayed.

To address this, the team will no longer be handling enquiries of this nature, from Monday 4 February onwards. After this date, you will need to use alternative methods to reset your NHSmail account. These include:

- **Self Service** - By adding a mobile phone number to your NHSmail Profile and setting a series of security questions, you will be able to reset and unlock your own account.
- **Call 0333 200 1133** - The National NHSmail service desk will be able to provide the usual support. However, please note that you will be expected to answer some security questions first.
- **Contact your department administrator** - IT are currently setting up certain individuals with NHSmail admin rights. The identified members of staff will then be able to reset and unlock accounts within their department. This is currently being organised and more communication will follow.

Self-Service is the recommended method, as it is the most simple and convenient. For this to work, all you need to do is update your NHSmail profile with a mobile phone number. Guidance on how to do this is available [here](#).

Thank you for helping your IT department.



The perfect stocking filler! Grab a copy of our book 'Good Health' this Christmas

'Good Health' chronicles the organisation from its humble beginnings in the 19th century to the achievement of 'Teaching Hospital' status in 2017.

Filled to the brim with pictures from yesteryear, this is a Christmas treat for employees and patients, both past and present. For a limited time in December, all copies come gift-wrapped and signed by the author Garry Swann.

To purchase a copy (RRP £6.99) you can visit one of our special 'Good Health' pop-up stalls on the following dates:

17, 18, 19 December, outside East Dining Room at DRI from 11am to 2pm and on 20 December, author Garry Swann will be signing books in the East Dining Room from 11am to 2pm.

You can also pop in to the Communications Department (just beyond the Fracture Clinic at DRI) between 9 and 5pm, Monday to Friday.

Finally, you can order a copy online by [clicking here](#).



First Steps in Clinical Research: Managers and Clinicians

On Monday 26 November, we hosted our very first Council for Allied Health Profession Research (CAHPR) event.

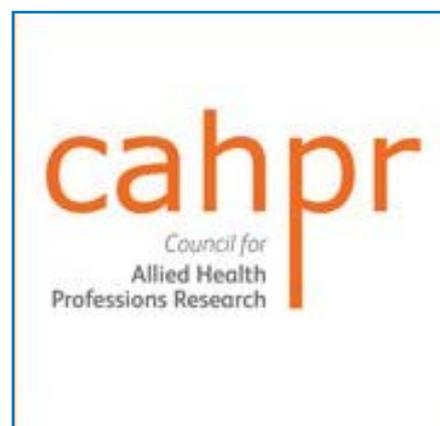
Held in the DRI Education Centre, the session was dedicated to Allied Health Professionals (AHP) interested in taking their first steps in research, whilst also showing managers how they can support their staff in pursuing this goal.

The evening turned out to be incredibly successful, with around 40 people attending from both DBTH and surrounding trusts including Rotherham Doncaster and South Humber, Hull and East Yorkshire Hospitals, Sheffield Teaching Hospitals, Mid Yorks Hospital and Northern Lincolnshire and Goole Hospitals. The level of enthusiasm and engagement shown was really encouraging and there was a great deal of positive feedback as well.

Professor Karen Sage, from Sheffield Hallam University, who was speaking at the event said:

"It was a real pleasure to be there and one of the most interesting and rewarding ones to listen to, and the feedback reflected that. It was amazing how quickly the time flew with thoughtful questions and a palpable desire to engage".

We're hoping to run further CAHPR events in the future.



Take your badge home



Please make sure that you take your ID badge home with you at the end of a shift. In order to keep security on our sites, please do not leave them on your ward or in your desk drawer overnight. Thank you.

Volunteers needed for new Macmillan Pod at DRI

A new Macmillan 'Pod' has opened in the main outpatient area of DRI to help those affected by cancer.

The pod, which will provide support, information and advice, has been funded by Macmillan Cancer Support, a charity which helps people affected by cancer through their journeys. While the facility is now open to the public, further work is ongoing to build consultation rooms and will be fully launched in January 2019.

The new centre provides a friendly, private environment for patients, carers and family members affected by cancer. They can access appropriate information and support, from managing symptoms to advice on benefits and financial support. The pod can provide expert help and has a wide range of Macmillan booklets to take away.

The pod will be staffed by trained Macmillan volunteers on weekdays between 8.30am and 4.30pm.

Macmillan are still looking for more volunteers to work in the new Pod. The volunteers will be trained to give them the knowledge they need for the post and their role will be to direct patients to the most relevant information that they need, to arrange appointments, manage resources and take details from people for referrals.

Joanne O'Marr, from RDaSH's Living Well Information and Support Service, said: "Would you like to be involved in the launch of the Macmillan information pod when it officially opens in January? We would love to hear from you.

"Volunteers will provide valuable information to people affected by cancer at Doncaster Royal Infirmary and will receive comprehensive training. In return we ask them to volunteer for a minimum of four shifts per month."

If you would like to get involved please email joanne.o'marr@nhs.net or Nicola.ramshaw@nhs.net or call 01302 644403.



Offers for DBTH staff at Ye Olde Bell

Ye Olde Bell Hotel and Spa in Retford is offering free privilege club membership to DBTH staff.

The membership gives you access to regular discounts and offers in the hotel, restaurant and spa. In November they offered members a complimentary overnight stay when dining with them on the Speciality Grill Evening.

This month they are offering a full spa day including lunch at a discounted price of £65- and keep an eye out for their Peaky Blinders evening.

Download the membership application form [here](#).



The new fax number for endoscopy is 642912. Please use this number from today.

#BeBatteryAware

A safety alert has been issued before Christmas to bring to light the dangers of button batteries which are found in toys and some household items such as car key fobs and remote controls.



The small round batteries can cause serious harm or death if they are swallowed by children. The danger starts as soon as the battery comes into contact with a wet surface, such as in the oesophagus (food pipe), nose or ear, it starts to discharge its 'current' and begins a chemical reaction, causing significant damage to the surrounding tissue.

Serious internal burns can occur in the upper chest region, leading to long term problems with breathing and swallowing. The damage can be fatal.

More information on the dangers of button batteries can be found [here](#).

Digital DBTH: Changes to Paper Requesting

As of 4 February 2019, Pathology and Medical Imaging will no longer be accepting paper request slips. This means that any requests from these areas will have to come through the ICE system instead, as this will lead to patient-related benefits.



From an inpatients perspective, it has been possible to request through ICE for a number of years now. Meanwhile, the functionality was made available for outpatients back in October of this year.

If you have not had your ICE system training yet, please contact Dave Collins, IT trainer, on ext. 642280. If you have any queries or issues regarding the ICE system, email dbth.icesupport@nhs.net.

SBS Payroll Contact Details

To update an employee's record on ESR, it is important that you use the relevant contact details, otherwise your requests will not be seen. To make sure that your change is actioned, please submit information to one of the following email addresses:

- SBS-S.DBH@nhs.net
- SBS-S.DBHabsence@nhs.net
- sbs-s.272hr@nhs.net



Meanwhile, if you have a query that needs answering, you should contact the SBS service desk by ringing 0330 1235794. Alternatively, you can raise a support request on their [portal](#).

Diabetes Nurses fax number has changed. Please send all hypo forms and referrals to 01302 642945.

EU CITIZENS GET SETTLED STATUS

EU citizens make a huge contribution to the health and social care sector. We want you to stay after the UK leaves the EU. To do this you will need to apply to the EU Settlement Scheme.

You can apply early

The health and social care sector is participating in a pilot to test the application process before it launches to the public by 30 March 2019.

If you are an EU citizen and you work in the health and social care sector, you can apply to the EU Settlement Scheme pilot from 29 November 2018.

**For more information about the
EU Settlement Scheme visit:**

www.gov.uk/eu-settled-status



HM Government

EU Settlement Scheme – Private Beta

Equality and Diversity Group

The next Equality and Diversity Group meeting will occur on 21 January 2019 and will this time be held in the DRI Boardroom, from 12pm to 2pm.

As always, the session is open for absolutely everyone to attend. Given that it starts at midday, attendees are encouraged to bring their lunch along with them.

Some people may struggle to make time for the meeting, so if you can only come along for 10 minutes, then please feel free. After all, this is a completely open forum created for the benefit of our staff, so you only need to contribute as much or as little as you want.

For more information please contact Sean Tuplin, Lead Coach, on ext. 642561 or email sean.tuplin@nhs.net. Meanwhile, you can find the group's facebook page [here](#).



Digital DBTH: Bed Management System

The new bed management system went live on the 10 October 2018.

Since then, the application has received great feedback from clinical staff, who have remarked that it makes their jobs less complicated by simplifying many of their working processes.

Patient admissions are recorded faster, time is saved and focus can therefore be channelled into care and real time operational issues.

Speaking about the application and all of its benefits, Jeera Atkinson, Ward Clerk for ATC, said: "The Bed Management system is fantastic and I have nothing but praise. There are no missing admissions, everyone is accounted for and we can easily keep track of locations. It's been a massive help to us on the ward and I'm sure that it will be even better as it evolves in the future"



DCC raffle raises over £1,000 for DBTH Charity

A raffle on the Department of Critical Care has raised £1,185 for DBTH Charity, thanks to the generosity of staff, patients, visitors and local businesses.

The raffle, organised by Claire Pass, Nursing Assistant Practitioner, featured some top end prizes including a man's designer suit, a ground run experience with a Vulcan bomber, restaurant meals, tickets for the Yorkshire Wildlife Park, vouchers for hair and beauty treatments as well as gifts from Lush.

All of the prizes were donated when the request for hamper items reached local businesses and supporters of DBTH Charity.

Staff on the unit have been letting the lucky winners know what they will be taking home this week. If you bought a ticket and want to check, you can see the full list on DCC.



Memory tree on Ward 16

This year, the stroke unit (ward 16) have created a special way for visitors to remember their loved ones whilst supporting DBTH Charity.

They have created a Christmas memory tree, with personalisable baubles available for £1, for people to place a special message to someone they are thinking about on the tree.

Patients, relatives and staff are all welcome to make a donation and place a bauble on the tree for a present or past loved one.



The Buzz is taking a break this Christmas!



The last edition of Buzz before the Christmas break will be on Monday 24 December.

After this edition, the Buzz will be taking a break until Tuesday 8 January. If you have an article you would like including in the Christmas Eve edition, please email it to dbth.buzz@nhs.net before 1pm on Friday 21 December.

If you have an urgent message for staff during the break, please email amy.lee11@nhs.net.

Logging in to Skype for Business

You may have recently noticed that Skype for Business has been opening whenever you turn on your PC. This is because our IT Team have installed the application onto every computer in the Trust and have rolled it out to all staff.

This means that everyone should be able to use the instant messaging service, so long as they have access to a work computer. To find out more about the benefits, as well as how to log on, [click here](#).



Bereavement Office has relocated



The Bereavement Office has recently moved to the basement corridor and can now be found right behind the chapel. Rest assured that the entrance should be clearly visible and is well signposted. Meanwhile, the family room has similarly been relocated and visitors must be escorted there by a volunteer, who they will meet at the main foyer.

Please note that whilst the physical location of the Bereavement Office has changed, the contact number, ext. 643516, remains the same.

Please note that there will be no lunchtime lecture this Friday (14 December).

Estates get LEAN to improve helpdesk times

The Estates Management team at DRI have started using a number of 'lean management' techniques as a way of improving performance.

This has helped to make their internal processes more efficient and they have seen a marked improvement in the number of help desk jobs being completed in their target response times.

The team used data analysis tools and visual information boards to identify the trends in the type of work reported to the helpdesk in order to speed up their processes. The team also introduced a short daily meeting (usually about 10-15 minutes) where the performance of the previous day was reviewed and key issues discussed. This meeting allowed the management team to identify operational issues and trends much sooner, leading to a more responsive approach throughout the team.



The Estates Management team have caught the improvement bug and are planning to continue this work. They want to apply these new techniques they have learnt to other areas in their department and achieve further improvements. In addition to this excellent work by the Estates team, the Quality Improvement team are also trialling different methods and formats of 'visual management' within the Trauma and Orthopaedic Improvement Programme.

Visual management is displaying information on a board or wall so that staff members can review status quickly and at a glance. Team huddles are then held to ask:

- Are we on track with where we wanted to be?
- If not, is there a plan in place or a possible corrective action to be done?
- Have we captured any problems along the way?
- Have we tested our improvement ideas to fix them and measured their impact?

If you would like support from the quality improvement team to make a positive change in your area, please contact the team on Petra.Bryan@nhs.net or call 642079. Or, if you would like to hear more about the Estates project, please contact Mathew.Gleadhall@nhs.net or call 644134.

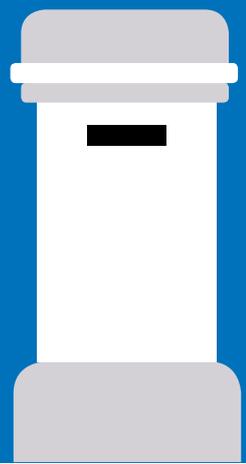
Christmas Mail Arrangements 2018

Christmas Eve (Monday 24 December)	Early Royal Mail collection- outgoing mail needs to be with the DRI postroom for 11am
Christmas Day (Tuesday 25 December) Boxing Day (Wednesday 26 December)	No collection or deliveries on all Trust sites
Thursday 27 December Friday 28 December	Normal deliveries and collection on all Trust sites
New Year's Eve (Monday 31 December)	Early Royal Mail collection- outgoing mail needs to be with the DRI postroom for 11am
New Year's Day (Tuesday 1 January)	No collections or deliveries on all Trust sites
Wednesday 2 January onwards	Normal deliveries and collections on all Trust sites

UK latest recommended posting dates 2018

Tuesday 18 December	2nd Class and Royal Mail signed for
Thursday 20 December	1st Class and Royal Mail signed for
Friday 21 December	Royal Mail Tracked 24
Saturday 22 December	Royal Mail Special Delivery Guaranteed

For Bassetlaw and Montagu, to guarantee mail for franking, it will need to be on the **10am and 10.30am shuttles** respectively for guaranteed franking.



Chequer Road Clinic is on the move

In the coming months, services provided by Doncaster and Bassetlaw Teaching Hospitals will be moving from the Chequer Road Clinic.

Rest assured, Audiology, Children's Speech and Language Therapy, Breast Screening and other services at the clinic will continue to be provided for local people and we are currently in the process of securing new premises.

There are a number of reasons for the move. As the needs of technology and patient demand increases, the Chequer Road Clinic is no longer ideal and therefore we will be moving a different venue, but one more suited to the needs of the Trust, as well as our patients.

We want to thank you in advance of this change and will communicate as soon as possible once new premises have been confirmed. Please note, all appointments at Chequer Road Clinic will continue as normal.



Apprenticeships for existing staff

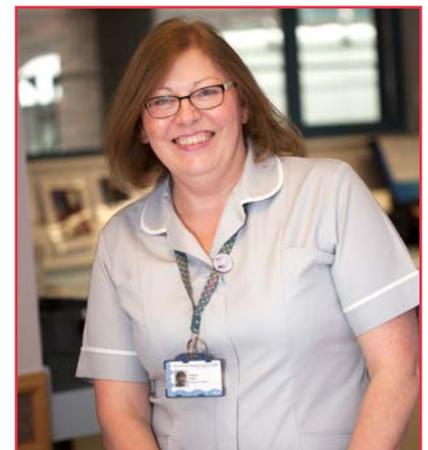
Looking for further development opportunities? Then an apprenticeship might be the next step for you, as they offer plenty of scope for advancement.

The following opportunities available for existing staff:

- ILM Team Leading Level – For existing staff that undertake team leading responsibilities – Duration: 12 months
- ILM Management Level 3 – For existing staff that undertake Managerial responsibilities – Duration: 18 months
- Business and Admin Level 3 – For Existing Admin and Clerical Staff (Bands 2-3) – Duration: 18 months
- Business and Admin Level 4 – For Existing Admin and Clerical Staff (Bands 4) – Duration: 24 months
- Senior Clinical Support Worker Level 3 – For All Clinical Support workers including HCA's Band 2 upwards – Duration: 20 months.

Please note that apprenticeships are subject to line manager approval and identification within the individual's appraisal. The durations listed above are applicable to all staff working 30 hours or more. For those working less than that, the duration will be extended. All apprenticeships require 20% off-the-job study leave, which is a requirement that must be agreed upon with your manager.

To apply: Once agreed with your manager, a study leave application needs to be completed and forwarded to your Education Lead. For further information, please contact your Education Lead or email dbth.apprentices@nhs.net.



Neyber Christmas prize draw



If you log in to your Neyber account, or create and activate a new one before midnight on 12 December, you will automatically be entered into a prize draw to win £1,000 worth of shopping vouchers for Christmas! Head to neyber.co.uk/Christmas to log in or create your account today.



Your *Health* & Wellbeing update

New Year, New You!

Are you resolution ready?

With less than a month to go until we head into 2019, it's time to start planning for the New Year, New You.

Over the next few weeks we will be providing details of all different ways you can make a change and make 2019 a year to remember. Each week will have a theme so you can get tips and tricks on making a positive change in any area of your life. This week we're looking at physical activity.

Running - set yourself a target

However big or small your physical target is, you have all year to achieve it so go at your own pace and don't worry.

Park runs are a fun, non-serious way of reaching an impressive target without the stress of training for a daunting big event. These 5K runs are held on Saturday mornings across the UK, they are open to all, and most importantly they are fun!

All you have to do is register beforehand at: www.parkrun.org.uk

Couch to 5K is a great way to reach a goal by following a set weekly programme to build yourself up gradually.

You can access the timetable here.

Prefer to be part of a group?

If you live near Doncaster, Doncaster Pacers run a nine week running course starting on 17 January.

By the end of the course you will be able to run for 5K or 30 minutes! For more information go to:

<http://doncasterpacers.co.uk/>

If you live near Worksop the Worksop Runners facilitate two recreational running groups affiliated to Worksop Harriers and Athletics Club:

- Sisters on Sunday (SOS)- ladies-only sessions on Sunday evenings. For more information [click here](#).
- Just One Goal (JOG) offers mixed sessions on Tuesday and Thursday evenings.

6 benefits of running

Running is proven to be good for not just your physical health, but your mental wellbeing as well. Here's the top six reasons you should take it up as a hobby:

1. It improves your general health
2. It has the potential to prevent disease
3. It can help you to lose weight
4. It boosts your confidence
5. It can help to relieve stress
6. It has the power to eliminate depression.

Simply the Vest

DBTH has a collection of running vests available for staff to borrow when taking part in events to raise money for DBTH Charity!

Please email the Health and Wellbeing Team for more information or to borrow a vest. You can also email dbth.comms@nhs.net to let us know about your fundraiser!



'Dachsher', Dancer,
Prancer and Vixen



Photo of the week

Nicola Utley's beautiful Dachshund, Reuben, sporting his festive gear ready for Christmas.

Please keep your photos coming in, by sending them to dbth.buzz@nhs.net (in jpeg format) and we will publish some of the best in future issues.



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