



Even if you are wearing a mask, you should still socially distance



## An update on catering

We are continuing to work closely with our catering partner, Sodexo, to ensure a safe re-  
turn to the reopening of some retail facilities within our Trust. [Click here](#) to see the revised  
opening times of our retail outlets and the plan for the current provision of lunchbags.



Relaunching the LGBTQ+  
Staff Network

Page 2



Wellbeing Appraisals  
for 2020

Page 4



Works ongoing in the  
Emergency Department

Page 6





## Reminder - updating your car parking permit details

**For the attention of Trust car park permit holders. Please disregard if you don't currently have a permit or have recently completed this survey.**

As part of the upgrade of parking equipment at the Trust which began earlier this year and before the outbreak of Covid-19, Saba needs to reissue permits currently in circulation for staff. As such, we need your details to refresh our database which will allow Saba to reissue your permit. This will also include a copy of your terms and conditions of use and valid parking areas for each individual permit.



**TO ACTION:** If you are a car park permit holder, please click the link and complete the form at your earliest convenience before 1 August: <https://www.surveymonkey.co.uk/r/2XHMFT6> - please note, if you have already done so earlier this year, you do not need to complete this. If you can't remember, please fill it in.

Following GDPR guidelines, Saba UK and the Trust have a data sharing agreement in place to enable Saba to manage the permit database in-line with its contractual obligations. Any details gathered in this permit reissue will be used only for its permitted use and will not be used for any other purpose.

**The deadline for this exercise is 1 August at 11.59pm.** Please note, car parking remains free until further notice.



## Relaunching the LGBTQ+ Staff Network

**We are relaunching a Lesbian, Gay, Bisexual, Transgender and Queer plus (LGBTQ+) Staff Network.**

The first meeting will take place on Tuesday 1 September 2020 from 12pm to 2pm over Microsoft Teams. Christine White and Adam Evans (who both work for the People and Organisational Development Directorate) will host the meet up.

All people who identify as LGBTQ+ are welcome and allies too. Please join us as we plan to discuss the intent of the network, its purpose and how we can support and educate each other. Please email Adam or Chris on [adam.evans2@nhs.net](mailto:adam.evans2@nhs.net) or [Christine.white7@nhs.net](mailto:Christine.white7@nhs.net) to register your interest, to ask any questions or make any suggestions



## Approved Procedural Document (APD)/Policy Update

The following procedural documents have been approved; they are available on the Trust's website and will be distributed to the 'emergency access' policy file holders shortly. Please ensure that you familiarise yourself with them and [view the policies here](#).

Revised APD	Policy Number
Audio & Video (Social Media Apps) Usage Policy [NOTE: title change]	CORP/COMM 23 v.2
Standards of Business Conduct and Employees Declaration of Interest Policy	CORP/FIN 4 v.6
Data Protection Policy	CORP/ICT 7 v.6
Freedom of Information (FOI) Policy	CORP/ICT 15 v.5
3rd Party Access to the Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust's Network & Core Patient Systems	CORP/ICT 22 v.4
Serious Incident (SI) Policy	CORP/RISK 15 v.6
Asplenic Patients Policy	PAT/IC 2 v.7
Hand Hygiene	PAT/IC 5 v.8
Tuberculosis - Care of the Patient with Pulmonary or Laryngeal Tuberculosis in Hospital [note change of title]	PAT/IC 23 v.7
Use of Chaperones - Guidance and Framework for Clinical and Support Staff	PAT/PS 2 v.4
Failsafe Alert for Radiological Findings (Communication Protocols)	PAT/T 38 v.5
In Hospital Management of Hypoglycaemia in Adults with Diabetes Mellitus	PAT/T 49 v.4

## SBS Payroll cut-off dates

August's pay date is Tuesday 25 August and [the following](#) cut-off dates apply.

Any information received after the cut off dates will not be processed until September 2020 salaries.



## Changes to the authorisation request form on Trac

The current NHS jobs service is being replaced by a future service developed on behalf of the Department of Health and Social Care.

On 7 July 2020, Trac introduced host of changes and improvements to their system. One major change that is happening is within the vacancy request form, please [click here](#) for more information.







# Wellbeing appraisals 2020

**Over the past few months the world has experienced some unusual and challenging times in responding to the Covid 19 pandemic. This has been no different in DBTH and we are keen to ensure our staff have time to reflect on how they are and their wellbeing.**

During 2020, we will run a different approach to appraisals which will focus on a 'checking in' conversation with staff and line managers, offering time for reflection, identification of support needs and ensuring that priorities are clear for the coming months. In addition, ensuring that all staff are clear on how they contribute to the Trust's vision and objectives.

This is in recognition that people may be physically and mentally exhausted and in need of more support than usual. It is felt important for focus to be placed on wellbeing, enabling people to be in a better position to fully contribute to the Trust objectives.

In addition people may not have been in a position to complete their objectives outlined in their last appraisal. This refreshed process supports the ability for one on one conversations with individuals to ensure they are well and to refocus on achievable priorities for the team moving ahead. It is vital that managers consider and identify priorities that are in line with the refreshed True North objectives.

## **This is a temporary change to the process for 2020 only.**

To support this, a Wellbeing Appraisal document has been prepared to facilitate the conversation. This document also signposts to support available via OH, Vivup and TLC.

The wellbeing appraisal should be undertaken between the months of August to October (4 months) to ensure staff are afforded individual time with their manager following the intense Covid 19 period. It will also ensure priorities and wellbeing are considered ahead of any increased winter pressures or a potential second peak of Covid 19.

Some managers and staff have chosen to still undertake the full appraisal process and that is great and encouraged if felt the right thing to do for the individuals, role and teams concerned.



## Recording of appraisals

The Wellbeing appraisal **should still be recorded in ESR** and can be entered directly through manager self-service under the same process as a usual appraisal.

Appraisal forms should be kept on the individual's personal file for record.



## Training on appraisals

At this time face to face appraisal training is not being undertaken.

However support and guidance on appraisals can be found on the HIVE and via the People Business Partner teams.



## SET Training

SET training has been ongoing throughout Covid, although there have been some gaps in availability.

The Trust is now relaunching SET and encouraging all staff to engage. The majority of the essential requirements will be available online with the exception Moving & Handling and Resuscitation.

Therefore as part of the Wellbeing appraisals managers should check that staff are engaging with SET training where applicable.

## Ghost Broking and leasing scams

**As NHS staff, we are currently entitled to a lot of discounts, as a thank you for everything we do to keep the local population safe.**

Whilst this is certainly a very positive thing and, we would encourage you to take advantage of any legitimate special offers, colleagues may find themselves being targeted by fraud. Indeed, criminals are exploiting the pandemic to scam key workers into parting with their hard-earned money.

In particular, colleagues should be vigilant for leasing scams or "Ghost Broking". Find out more on the Hive [here](#).



## Sponsored Headshave

**Melinda Priestley, Principal Pharmacy Technician, will be doing a sponsored head shave on behalf of the "Huntington's Disease Association".**

This will take place in the week commencing 10 August and will be performed by her colleague Jeanette Stretton in the Chatsfield Suite.

The head shave is to commemorate Melinda's 60th birthday and retirement, after working for the NHS for 41 years. Afterwards, she will also be donating her hair to the "Little Princess Trust". If you want to support Melinda on "JustGiving", [click here](#).



## Please Respect Our Neighbours

**If you go out during your lunch break to smoke outside hospital premises, please be considerate when throwing away your rubbish and use the designated litter areas near the main entrances.**

We've had some reports of staff disposing of their cigarette butts on public property and even the homes of local residents, which obviously reflects poorly on the Trust.

## Thank you Team DBTH

**This letter was sent to the Coronary Care Unit by a grateful patient:**

I am writing to thank you for your amazing work in helping me to recover from my heart attack. I can't thank you enough.

Everyone involved worked outstandingly well in keeping me safe and putting me firmly back on the road to recovery.

I thank everyone for their tenderness and special care and acknowledge the enormous good that everyone in the team did in easing my anxieties.

Your responsiveness to my needs was exceptional and was in evidence throughout my stay. I feel very lucky to have been under the care of a highly skilled team of coronary care doctors and nurses. Without doubt you are a remarkable team of people.

Finally, I just want to say that I feel so lucky that you were there when I needed you. Thank you.



## Leadership and Development training sessions

The following training sessions are available to book onto now:

Date	Time	Topic
21 July	3pm to 4.30pm	Diversity and Inclusion
22 July	10 to 11.30am	Looking after yourself
11 August	12 to 1.30pm	Speaking Candidly and Compassionately
12 August	2 to 3.30pm	Looking out for your team
18 August	2 to 3.30pm	Creating safe spaces
19 August	2 to 3.30pm	Values and Behaviours
26 August	10 to 11.30am	Diversity and inclusion

To book a place and get joining details please email the Leadership and OD team on: [Dbth.leadershipandod@nhs.net](mailto:Dbth.leadershipandod@nhs.net)

The leadership programmes Develop, Belong and Thrive are due to recommence in September on a virtual platform.

For those who have started on a programme or have already submitted an application form. You should have already been contacted by the education centre to see if you would like to attend virtually.

For anyone else please contact the education centre for an application form.



## Emergency Department works



**Alterations as part of the ED Flows project are due to start at the Emergency Department on Monday 27 July 2020.**

This first phase follows on from the demolition of the old ambulance canopy which took place last month. It provides a new Ambulance patient assessment area away from the existing Resus entrance.

In order to achieve this, a new central reception area will be created which will serve the new Ambulance assessment area, as well as walk-in patients.

The works are due for completion at the end of September. For further details please contact Phil Colebourne, Capital Projects Unit, on 644132.

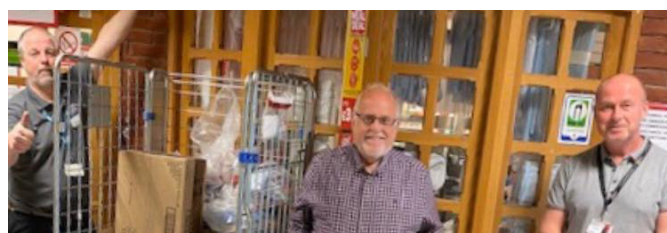


## RVS shop has reopened at Bassetlaw Hospital

**The RVS Shop at Bassetlaw Hospital has reopened.**

Their hours of opening will be Monday to Friday 10am to 2pm and closed at weekends.

We do not currently have a date yet for the coffee shop, but hopefully it won't be too long before that's up and running as well. Welcome back to John and his team.



Join the **Trust's Facebook group** and join the conversation.



## Digital Transformation: Fluid Balance



**From this week onward, the digital transformation team will be delivering fluid balance training at Bassetlaw.**

As of 1pm on Tuesday 28 July, fluid balance will be going live, meaning that they will no longer be recorded on paper. Instead, you will be able to view them electronically on eObs devices and through nervecentre on your desktop.

Please be aware that the hypercapnic model will also have its name changed to the more appropriately named NEWS Sats Scale 2. The digital team will be present during the first week of go live to support ward staff and answer any queries or problems staff may have.

<https://extranet.dbth.nhs.uk/fluid-balance/>

## Mask and PPE update

**Fit testing for the GVS Respirator continues to be available on the DRI site and has now also been made available at Bassetlaw.**

PPE training sessions are one hour and offered on both DRI & BDGH sites Wed 29th July. Both Fit Testing and PPE training can be booked via 644490.



## Updated Structure Charts

**Our organisation Structure Charts have been updated for July.**

To find out who's who at the Trust, please head to [www.dbth.nhs.uk/structure-charts](http://www.dbth.nhs.uk/structure-charts). Please note, these charts are updated regularly, if you need to make a change, contact [adam.tingle@nhs.net](mailto:adam.tingle@nhs.net)







# Your *Health* & Wellbeing update

## Complete this survey to be in with a chance to win

Our Health and Wellbeing provider, Vivup, is asking DBTH colleagues to complete their feedback survey to be in with a chance to win a £50 Amazon voucher.

Please take 3 minutes to answer this brief survey regarding your experience with the Vivup Cycle to Work staff benefit for three chances to win a £50 Amazon voucher. Even if you didn't use or were not aware of this staff benefit, we really value your feedback.

[Enter the survey here](#)

Terms and conditions can be found at: <https://www.vivupbenefits.co.uk/promotional-terms-conditions/>

## Free access to culturally diverse meditations for POC/BAME colleagues

Liberate Meditation has partnered with the NHS to provide to NHS staff with a mindfulness and meditation app that is culturally sensitive with meditations curated specifically for the BAME community by members of the BAME community.

This app aims to reduce anxiety, alleviate stress and promote adequate rest.

When you [sign up](#) for this free app, you will be able to access:

- Experienced teachers that identify as black, indigenous and people of colour;
- Guided meditations on topics such as sleep, mindfulness, grief, and anxiety;
- A supportive and empowering digital community.

More information on this resource is via [this link](#) on the NHS People website. Staff can create an account using their NHS email address. Please promote this locally and through your BAME networks.

## Altruistic August Calendar



Click the calendar to find out how you can take action for happiness next month.

## Keep in touch



@WellbeingDBTH1



Wellbeing @ DBTH

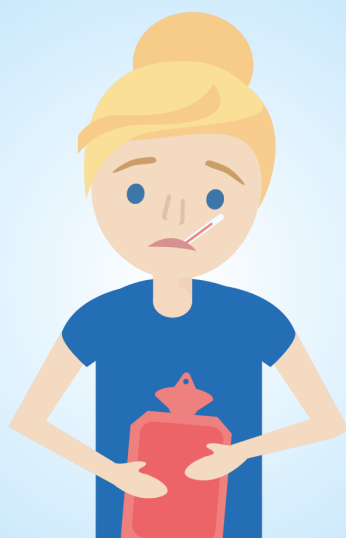
## Mini self-care practice

The Our NHS People website is offering a mini self-care practice called the 5-minute-me space for colleagues who would like some time to practice kindness and compassion to themselves before or after work or during a much needed break.

This can be done alone or with a trusted colleague. Click here for more information and to access the resource.







# Reporting an absence?

## Before the start of your shift

➔ Inform your line manager

➔ Call **0300 30 45 550**

You will be asked your name, assignment number and reason for absence

## When you are fit and ready to come back to work

➔ Call **0300 30 45 550**

and let us know when you're returning



# Photo of the week



*A view of Morley Pond at Greaseborough Dam*

**As lockdown eases we are reintroducing Picture of the Week! Today's snap is sent in by Kirsty Barker, Junior Sister of the Children's Observation Unit, of one of the many dams near Greaseborough and Wentworth in Rotherham.**

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



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