



Wellbeing Support at DBTH



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Looking after our People

This staff Support Pack has been specially developed to help you identify any wellbeing support you may need.

We care about your health and wellbeing as a valued member of Team DBTH. We want you to stay fit and well, happy at work, as we know this enables you to provide excellent care to our patients.

We have a range of support to help you maintain and improve your health and wellbeing.

For most of us, our job is a huge part of our life. The workplace is where we spend much of our time, and we bring our whole self to work every day.

Therefore it's crucial we look after ourselves.



Why it's important

As an organisation we are clear about how we treat our patients and how we treat each other, these are Our Values: 'We Care'

- We always put the patient first
- Everyone counts
- Committed to quality
- Always caring and compassionate
- Responsible and accountable
- Encouraging and valuing our diverse staff

This support guide gives advice on how to care for yourself and others, and signposts to other health and wellbeing services we offer at DBTH.

At DBTH we want to make sure that you have the right support at the right time. Help us to understand what support you need by sharing your thoughts and ideas on how we can continually develop our Health and Wellbeing support, email: dbth.health-wellbeing@nhs.net.

Support from DBTH

The Trust has an extensive Health and Wellbeing offer to help you look after all aspects of your wellbeing from your mental and physical health, to your financial and social health.

Vivup portal

As a member of DBTH staff, you have access to the [Vivup health and wellbeing portal](#), which is your one-stop shop for all of our health and wellbeing schemes.

Through the portal, you can access lease car schemes, make home electronics savings through salary sacrifice, sign up for a cycle to work scheme or gym membership, and also access health and wellbeing tips to look after your mind and body.

Get help through the Employee Assistance Programme (EAP)

The Vivup portal also gives you access to a 24/7 professional advice and guidance service.

Vivup's team of mental health support specialists can offer help and advice on a range of personal issues. From day to day challenges, to mounting pressures in the workplace, the EAP team are there to listen offering differing levels of support to employees including a helpline,

virtual counselling, online cognitive Behavioural Therapy (CBT) and much more.

The team of trained wellbeing and counselling practitioners are contactable any time of the night or day, 365 days of the year to provide help and support when you need it the most.

Just call 03303 800 658 or click the poster below.

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Supporting our staff's mental health in times of need

We would like to make you aware of our Vivup Employee Assistance Programme (EAP), to ensure that help is available to all of our employees

To access the service, simply call
03303 800658*
Or to find the full range of services available, visit
vivup.co.uk

Help at any time, available
24/7
365 days a year

Our Vivup EAP provides a range of information and practical support for problems at work and home including:

Anxiety | Bereavement | Stress | Depression | Workplace Issues | Trauma | Relationships | Finances | Family Difficulties

Confidential, impartial assistance for life's ups and downs

*Calls charged at local rates

Visit vivup.co.uk



Talk Listen Care (TLC) Service

As a member of DBTH staff you also have access to TLC - an anonymous talking service, which is here to support you through the Covid-19 pandemic.

We understand that these are challenging times and we are here to help. When you contact the service, you will be asked a series of key questions relating to the support you need.

The team will assess your needs, ensuring we provide the best support and subsequently signpost to support that is available to you.

Get in touch with the team at:
dbth.tlc@nhs.net or 01302 642583



The TLC service has been created to support you as member of Team DBTH by responding rapidly during this difficult situation. The TLC service can be used as and when required and can be accessed by emailing dbth.tlc@nhs.net.

Please note: Staff counselling services are also available 24/7 by calling the Vivup Employee Assistance Provision on 03303 800 658 or going to vivup.co.uk.

The team has a wide variety of skills and knowledge and have offered their service because they recognise the importance of supporting staff through difficult times.

The TLC service is here to support you throughout the Covid-19 pandemic. We understand that these are challenging times and we are here to help.



About the team

TLC is a multi-disciplinary team consisting of:

- Chaplaincy
- Safeguarding
- Occupational Health
- Union
- Leadership and OD
- Human Resources
- Coaches
- Patient Safety
- Health and Wellbeing
- Psychotherapists and Counsellors

- **Bassetlaw** - C1, Clinical Therapies & X Ray
- **Mexborough**- General Office



Rainbow Gardens

In June 2020 the Trust launched an appeal to raise money to create two memorial gardens, one at DRI and one at Bassetlaw Hospital.

These spaces were to be created to give staff, and our local communities, spaces to go to reflect and remember those we have lost to Covid-19 including two of our colleagues. We surpassed our original target of £35,000 and (up to November 2020) have raised £43,000.

The garden at Bassetlaw Hospital was completed in September 2020 and work on the garden at DRI commenced in October 2020.

Rainbow Rooms

We have created numerous safe spaces across the Trust for you to have a well-deserved rest, or just a break away from your work area.

These spaces are stocked up with donations and lots of helpful information from the Health and Wellbeing Team.

They are a good facility to utilise if you need a moment to collect yourself, some time to process your emotions or a chance to step out of your work setting for a moment.

You can find a rainbow room:

- **DRI**- Ground floor Clinical Therapies, X Ray, Within CT Department, Kestral Ward, Ward 24 & Ward 26



Wellbeing Champions

There are Wellbeing Champions on each hospital site who:

- Champion and promote relevant health messages in your work area
- Provide basic information of services which are available both within the workplace and in the community
- Promote and enable a healthy culture
- Sign post colleagues to relevant and appropriate services

To find your nearest Wellbeing Champion email: dbth.health-wellbeing@nhs.net



Self-help Workbooks

The Trust hosts a number of self-help workbooks on The Hive.

Provided by our Health and Wellbeing provider, Vivup, these are designed to help you understand and give support on a variety of subjects including: anxiety, alcohol, depression, post-traumatic stress etc.

[See the full list of available workbooks here.](#)

Occupational Health Service

Our Occupational Health team provide an impartial, confidential service that is available free to all members of Team DBTH.

You can access the service either by referring yourself or through referrals by your line manager. Appointments are booked in advance; exceptions are only made in the case of emergencies such as needle stick injuries.

To speak to the team email dbth.occhealth@nhs.net or call 01302 642581.

Staff Physiotherapy service

All staff who work for DBTH can access free physiotherapy via Occupational Health. Both of our staff physiotherapists are skilled and experienced in dealing with musculoskeletal disorders such as:

- Acute injuries
- Sports injuries
- Sprains
- Strains
- Muscle pain
- Neck and Back pain
- Chronic injuries

Call Occupational Health on (01302) 642581 to make an appointment at either DRI or BH.

Reiki

We have a Reiki Practitioner at the Trust who works across sites.

Reiki can help you feel deeply relaxed and calm. You can either sit or lie down to receive reiki and you will be fully clothed. While you relax, the therapist will use gentle touch either on or just above the body. The therapist's hands will remain still, with no movement or pressure.

The peaceful stillness can give you a sense of calm that can benefit your overall wellbeing can help to aid relaxation and help reduce pain, tension, stress, anxiety, insomnia, hot flushes, sickness and lethargy.

To access this free service email: dbth.reiki@nhs.net.



Complimentary Therapies

Our colleagues are invited to enjoy two free complimentary therapy sessions which are available on all three sites and include a choice of:

- Massage
- Indian head massage
- Reflexology
- Reiki
- Relaxation massage
- Warm wax hand massage
- Foot massage
- Relaxation facial to include therapeutic de-stress facial massage, back, neck and shoulder massage.

To book please email BeautyWorkshop@aurorawellbeing.org.uk or call DRI – 01302 644662, Bassetlaw – 07827 231001, Montagu – 01709 649122.



Climbing Out

We work closely with the wonderful charity- Climbing Out. They offer fully funded places on 5-day outdoor activity programmes, aimed at rebuilding confidence, self-esteem and motivation in people who have been through a life changing injury, illness, or trauma.

They combine outdoor activities (from kayaking to abseiling) with mental resilience and personal development coaching, enabling their participants to accept what has happened in the past and start to find a new way forward.



As well as their programmes, they also run walk and talk days, online workshops and have lots of free resources on their website. We have dates available for our 2022 programmes.

To book on of the programmes please email dbth.health-wellbeing@nhs.net

Andy's Man Club

DBTH works closely with Andy's Man Club, raising awareness of the importance of getting men to talk and remove any stigmas around mens mental health.

We hosted a series of presentations across all three sites and there are also walk in sessions held every Monday at 7pm across the whole of the UK.

To find your nearest club visit: <https://andysman-club.co.uk>.



Extra Support

Candid conversations training will enable our people to have confidence in having challenging conversations with colleagues, family and friends.

By communicating clearly and openly about what's on your mind, you can be even more effective and productive. Keep an eye on the weekly [Buzz](#) article on how to book onto these sessions.

Coaching sessions are also being hosted by our trained coaches who will help you to look at things in a different way whether this is in your personal life or training and development at work.

To book a session please email dbth.leadershipandod@nhs.net

Our Health and wellbeing team also support local and national health campaigns which you can follow in Buzz or the staff Facebook covering a range of topics including:

- Menopause
- Alcohol Awareness
- Diet and Exercise
- Alternative Therapies
- Stoptober- quit smoking
- Patient Safety
- Competitions including Movember and Steps Challenge.

Financial Wellbeing

The Money Advice Service provide all NHS employees with free and independent financial support.

They offer:

- **Support Line offering free and impartial money advice**

Freephone 0800 4448 0826 Monday to Friday 8am to 6pm, Type Talk 18001 0800 915 4622

Text WhatsApp 07701342744 to start a conversation on debt, credit or pensions guidance.

- Web Chat <https://webchat.moneyadvice.service.org.uk/newchat/chat>

- **Online Support: Hub of Resources**

All financial wellbeing offers and resources to make your money work better for you are accessible via <https://people.nhs.uk/guides/financial-wellbeing/steps/financial-wellbeing-resources/>

- **Virtual Interactive Events: Managing Your Money**

Join interactive learning conversations about managing your money and talking through a range of supportive topics to help you get on top of your finances go to: <https://people.nhs.uk/events/category/financial-wellbeing/>



Highfive App

The Vivup Highfive recognition app is a simple way to send positive messages to others across the organisation. Through a couple of clicks, you can send a message of support straight to your team member.

Use it to welcome a new colleague to the team, support a great idea, recognise a job well done or wish someone a happy birthday.

Get started

To get started, first search Vivup highfive on the App Store or Google Play and download the app.

When you first open the app, it will ask you to enter your invitation code which is the letters **DBTH followed by your employee number** (case sensitive and without spaces).

Your employee number is found on your payslip and in your My ESR profile. For example, if your employee number is 12345 you would enter DBTH12345

You will then be prompted to enter a unique reference specific for everyone within DBTH, which is: **DBFTHi5** (case sensitive and without spaces).

When you are logged in any highfives you have received will be waiting in the app for you.

Instructions on how to send a highfive can be found on the Hive here:

<https://extranet.dbth.nhs.uk/health-and-wellbeing/vivup-highfive-app/>



Coaching, Training & Development

Candid conversations training will enable our people to have confidence in having challenging conversations with colleagues, family, and friends.

By communicating clearly and openly about what's on your mind, you can be even more effective and productive. Keep an eye on the weekly Buzz article on how to book onto these sessions.

Coaching sessions are also being hosted by our trained coaches who will help you to look at things in a different way whether this is in your personal life or training and development at work.

To book a session please email dbth.leadershipandod@nhs.net

Speak Up

The Speak Up Guardians work alongside the Trust's leadership teams to support the organisation in becoming a more open and transparent place to work, where all staff are actively encouraged and enabled to speak up.

If you wish to raise a concern, please speak to the appropriate speak up partner or contact the Speak Up Helpline on 01302 644300 or contact the confidential email service on Dbth.guardian@nhs.net

More information is available here: <https://extranet.dbth.nhs.uk/ftsug/>



We are here for you

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Equality and Diversity

Candid conversations training will enable our people to have confidence in having challenging conversations with colleagues, family, and friends.

We will not tolerate any form of discrimination, victimisation, harassment, bullying or unfair treatment on the grounds of a person's age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race including nationality and ethnic origin, religion or belief, sex or sexual orientation.

Fair Treatment for All

Equality and diversity is at the centre of how we lead our people at DBTH. We recognise that we are all different and we value the unique contribution that each individuals, knowledge, skills and experiences can add to achieving our goals. Two of our core organisational values reflect this:

- Everyone counts and encouraging and valuing our diverse staff.
- We want everyone to feel that they belong at DBTH. That's why we believe that everyone is responsible for making DBTH a great and inclusive place to work.

We expect our people to:

- Be exemplars in their behaviour towards work colleagues and service users, living the values of DBTH in every interaction and situation
- Actively challenge behaviour that fails to meet our values and report to their line manager/supervisor where necessary
- Assess the impact of policies and services on a diverse group (including the protected characteristics listed in the Equality Act).
- Complete mandatory training on equality and diversity and understand how to apply it in your behaviour towards colleagues/ service users.

Introduction and purpose of staff networks

The role and purpose of the Staff Networks is to enable our diverse staff, Trade Union leads and other stakeholders to engage with and support the Trust in furthering Equality, Diversity and Inclusion and embedding it as 'the way we do things around here' for the benefit of all staff and service users.

There are three networks currently each one focussing on the following themes.

- DBTH Dyslexia, Ability and Long-Term Conditions Staff network

- DBTH Black, Asian, Minority Ethnic (BAME) Staff network
- DBTH Lesbian, Gay, Bisexual, Trans, Queer/ Questioning, Intersex, Asexual and other sexualities (LGBTQ+) Staff network

Our primary focus will be to:

- Eliminate unlawful discrimination
- Eliminate unlawful harassment
- Fulfil the NHS Mandated duties regarding workforce
- Promote equality of opportunity
- Promote good relations and positive attitudes
- Encourage participation in public life

The networks play a vital role in identifying issues, gaps or barriers as well as developing proactive interventions that improve and enhance organisational culture/behaviours, services or opportunities for staff, patients or communities.

How can I join?

Membership is open to all staff with a positive in-terest in driving forward diversity and inclusion within DBTH as an employer. To be inclusive we are using the widest terminology for membership of the networks.

Email the networks on the following address: dbth.diversityandinclusion@nhs.net



Mental health and wellbeing apps

We have researched some free apps available to help with everything from sleeping to mindfulness and yoga and menopause:

Silver Cloud: Provides supportive and interactive programmes, tools and tactics for mental and behavioural health. They address wellbeing, life balance, time management, communication skills, goal setting, relationship management, anger management, stress, relaxation and sleep.

Stay Alive: A suicide prevention resource, packed full of information and tools to help you stay safe in a crisis. You can use it if you are having thoughts of suicide or if you are concerned about someone else.

Daylight: Helps people experiencing symptoms of worry and anxiety, using evidence-based cognitive behavioural techniques, voice and animation.

Sleepio: A clinically evidenced sleep improvement programme that is fully automated and highly personalised, using cognitive behavioural techniques to help improve poor sleep.

Unmind: Mental health platform that empowers staff to proactively improve their mental wellbeing. Using scientifically backed assessments, tools and training you can measure and manage your personal mental health needs, including digital programmes designed to help with stress, sleep, coping, connection, fulfilment and nutrition.

Headspace: Science-backed app in mindfulness and meditation, providing unique tools and resources to help reduce stress, build resilience, and aid better sleep.

MyMindPal: An app built by happiness experts that gives you simple techniques that help you increase your positivity, reduce stress levels, learning to live in the present moment and bouncing back from tough times.

Liberate Meditation: Offers culturally sensitive and diverse meditation techniques and talks that have been curated for the BAME community. This app aims to help reduce anxiety, alleviate stress and promote rest.

Movement for Modern Life: Online yoga platform that brings together world class yoga teachers, inspired movement and mindfulness into your home or a place of comfort. It encourages people to look after their physical health in order to promote good mental health and wellbeing.

Bright Sky: Provides support and information for anyone who may be in an abusive relationship or those concerned about someone they know. The app is also available to use in Polish, Punjabi and Urdu.

Balance: Designed by menopause specialists to help you become more informed and prepared for the perimenopause and the menopause by allowing you to take control of your health and body.



Other useful resources

Vivup Benefits / NHS People /
NHS Every Mind Matters
Samaritans / NHS Employers Covid
NHS support apps

Looking after yourself

Daily Routine

Try to maintain a daily routine as much as possible. Get up at the same time, follow your usual morning routines, and go to bed at the same time to provide structure to your day.

Eat Well and Stay Hydrated

Try to eat a healthy, balanced diet. Your body needs the right amount of nutrients and minerals to be able to function properly, and hydration is equally important. Making healthy choices about your diet can make you feel emotionally stronger. Doing something positive for yourself lifts your self-esteem. A good diet helps your brain and body work efficiently, too.

Exercise

Try to do a least one form of exercise a day. This could include walking, cycling, dancing in the kitchen, anything to get you up and moving.

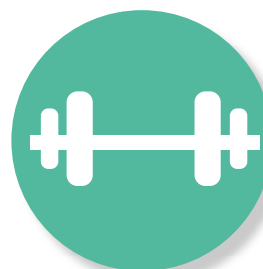
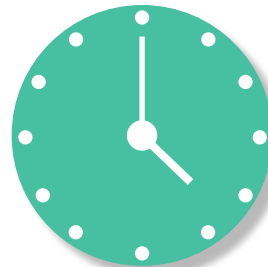
Even moderate exercise releases chemicals in your brain that lift your mood. It helps you sleep better, stay energized and keeps your heart healthy. Choose an exercise that you enjoy. [This dedicated website](#), set up to keep NHS staff fit and healthy during Covid-19, is free for all NHS staff.

Sleep

Getting a good nights sleep is so important when looking after our health. Here are some tips to

improve sleep:

- Try and keep regular sleeping hours. This programmes the brain and internal body clock to get used to a set routine.
- Make sure you wind down before bed- a hot bath, reading, gentle exercises, whatever works for you.
- Try and avoid using electronic devices for an hour or so before you go to bed as the light from the screen on these devices may have a negative effect on sleep.
- [More tips and advice can be found here.](#)



Keep in contact with friends

Social contact is very important for mental wellbeing. We may not be able to meet up with our family and friends at the present time but we can keep in touch in other ways by calling, texting, facetimeing, etc.

Talking with those close to us helps to share our thoughts and feelings which in turn can help to release tension, rather than keeping it inside. It helps strengthen your relationships and connect with people. Lots of people find talking to a counsellor about things that are troubling them helpful.

Relax

Find time to unwind. Watching a TV series, listening to music, meditating, taking a long bath are all things we can do to help us relax.

If you're working from home try to set boundaries to give yourself an unwinding period. Relaxation techniques can also help with feelings of anxiety. Mindfulness exercises can also help you to relax: [Click here.](#)



Be Kind to Yourself

These unprecedented times bring uncertainty and fear for us all. Lots of us struggle with being kind to ourselves and we are often kinder to others. What would you say to a loved one going through a difficult time? Use those kind words and apply them to yourself, remember you are trying your best and not to be too hard on yourself. It's ok not to be ok.

Try to limit time spent watching the news

Consider limiting the amount of time spent watching the news as it can be overwhelming. Limit time you spend listening or scrolling through the social media to see news updates.



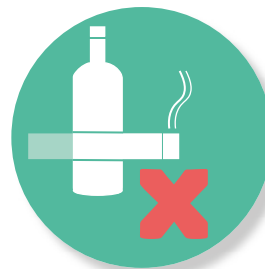
Don't smoke, use alcohol or drugs to cope with emotions

Limit your alcohol intake. When times are hard, it's tempting to drink alcohol because it "numbs" painful feelings. But it can exaggerate some feelings and make you feel angry or aggressive. It can also make you feel more depressed. If your feeling stressed or overwhelmed the best recipe is to talk to someone, whether this be a friend, volunteer, health professional or a helpline.

Ask for help whether this be physical or mental health needs. Keeping a journal during this time is a useful way of expressing yourself and enables you to manage difficult thoughts and feelings. For advice, tips and tools to help you make the best choices [click here.](#)

Try to focus on what is within your control

It's natural to get lost within our worries, but this isn't good for your wellbeing. Instead try to focus on mindfulness exercises which can help you to focus on being present.

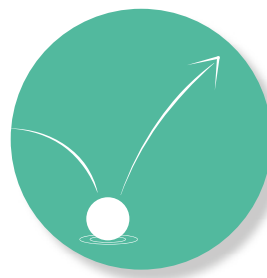


Build your resilience

Resilience is what allows you to cope with life's ups and downs. Making something worthwhile out of painful times helps your resilience grow. Starting a support group to help others, or creating something, for example, writing, painting or singing, can help you express pain and get through hard times. The Mental Health Charity Mind offer [support and advice.](#)

Manage your stress levels

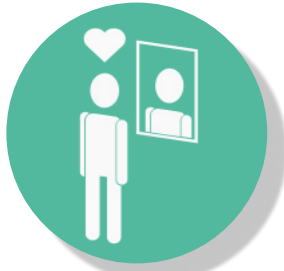
If you have a lot of stress in your life, find ways to reduce it, such as learning time-management techniques. Introduce regular exercise and time to yourself. Taking control of your time in this way can effectively reduce stress. If you have feelings of anxiety, breathing techniques can help.



Boost your self-esteem

Self-esteem is the way you feel about yourself. The best way to improve your self-esteem is to treat yourself as you'd treat a valued friend, in a positive but honest way. Notice when you're putting yourself down, and instead think, "Would I say that to my best friend?"

You probably wouldn't. Tell yourself something positive instead, such as: "You're a bright person; you'll get there."



Stay in touch!

email: dbth.health-wellbeing@nhs.net



Wellbeing @ DBTH



@WellbeingDBTH1

At the end of the day....

At the end of the working day or shift it is helpful to take a moment as a team to reflect upon the day what has been challenging but also what have been some of the positives. The Going Home Checklist gives some useful steps.



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Going home checklist

- ✓ Take a moment to think about today.
- ✓ Acknowledge one thing that was difficult during your working day - let it go.
- ✓ Consider three things that went well.
- ✓ Check on your colleagues before you leave - are they OK?
- ✓ Are you OK? Your senior team are here to support you.
- ✓ Now switch your attention to home - rest and recharge.

