



Your Weekly NEWS

Changes to visiting restrictions across UHMBT hospitals

Visiting restrictions across our hospitals have changed. As of Monday 7 September 2020, the following visiting restrictions are now in place:

- Patients who have been in hospital for more than 48 hours will be permitted one visitor per 24-hour period
- Each ward is assigned one-hour visiting slots per 24-hour period in order to manage visitor numbers
- Slots are limited. To manage these fairly and compassionately, this could mean there are not always slots available to book
- Some wards may remain closed to visitors. You will be advised accordingly if there are any areas with restricted access
- If a patient moves ward, this does not automatically mean that any booked visits will be transferred to the new ward. This will need to be discussed upon transfer

Each ward has a designated ward coordinator who can book visiting slots. To book a slot, visitors need to call the relevant hospital's switchboard on the numbers below every day between 10am - 3pm, and ask to be transferred to the ward they would like to visit:

- Barrow: 01229 870870
- Kendal: 01539 732288
- Lancaster: 01524 65944

There are some exceptions to the above rules. Please [visit the UHMBT website for more information](#).



Updating colleagues with urgent messages

You may remember that we asked colleagues to self-nominate their personal mobile numbers to be added to a special distribution list that we would use to send out any urgent messages.

A large number of colleagues submitted their numbers so thank you. Just to reassure you that we will not be using this to send generic updates, it will only be used for urgent messages that we feel colleagues need to be aware of urgently such as the requirement to wear masks in hospitals that was announced a while back.

We have also set up a special Team on Microsoft Teams that will also be used to share urgent messages with colleagues. The 'UHMBT Urgent Messages Team' will work in the same way as the text message group. It will allow us to share any urgent messages directly with people who have joined the Team.

Messages via this Team can be viewed in work when logged into Microsoft Teams and/or via the Microsoft Teams app that can be downloaded onto work and/or personal mobile phones meaning colleagues can be updated at home and in work if they choose to.

If you would like to join the [UHMBT Urgent Messages Team](#), [click here](#) and request to join.

A member of the team will accept your invitation and you will then be able to view any messages as they are posted.



Changes to passwords and policy

From Wednesday 30 September the Trust will be reintroducing password changes which were suspended due to COVID-19. You must change your password before that date. We will also be implementing tighter controls as best practice in line with National Cyber Security Centre advice.

How do I change my Password?

Changing Your Password Before It Expires

1. Ensure you are using a Trust PC on the network or VPN
2. Press CTRL + ALT + DEL together
3. Select Change Password
4. Change your password
5. Log off and back on using your new password

Using Trust Equipment From the Office or Home:

1. Log on to the PC/Laptop using your current password,
2. If you are at home then connect via VPN.
3. If your password has expired, you will then be asked to change it.
4. Follow the onscreen instructions to do so.
5. Use your new password to log onto windows.

Using a Non Trust Device

1. Arrange to come into work before the deadline of 30 September
2. Log on to a Trust device
3. Follow the steps for 'Changing Your Password Before it Expires'

What will the new controls be?

- A minimum password length of 12 characters
- No special characters are required
- Your password will need to be changed every 40 days
- Your account will be locked out after four incorrect attempts

How do I choose a more secure password?

The National Cyber Security Centre advice is to use three random, but memorable words or a passphrase. Examples are:

- Three random words, 'showerhelicopterfrance' - In the morning I take a shower, I would love to fly in a helicopter and France is my favourite holiday destination.
- passphrase such as - 'weeding hurts my back' or maybe something funny you've heard or a short line from a poem or song.

When will the policy come into effect?

Policy will come into effect on Wednesday 30 September. You do not have to wait until then, if you are able to change your password, then you should do so as soon as possible following the steps for 'Changing your Password Before it Expires'.

What happens if my account is locked out or I need further help?

If you lock your account you will need to contact the Service Desk to have it unlocked. The Service Desk is available 24/7 on 01524 516000 or extension 46000.





Your Weekly NEWS

Smokers urged to help reduce second-hand smoke

A Lancashire stop smoking service is asking smokers to promise to ditch cigarettes in their home and car throughout SmokeFree September.

Quit Squad, run by Lancashire and South Cumbria NHS Foundation Trust, has launched the month-long initiative to encourage and support smokers to make a positive change by reducing exposure to smoke for those around them.

More than 80 per cent of second-hand smoke is invisible and odourless meaning that smokers are endangering those around them significantly when smoking inside the home and car. Smoke lingers in the air for hours and opening windows can't reverse the harmful effects of the fumes.

Second-hand smoke increases the risk of lung cancer and heart disease for adults. It has been estimated that in the UK, around 2,700 deaths of people aged 20-63 and 8,000 deaths among people aged 65 years and older every year, are a result of exposure to second-hand smoke.

Furthermore, during the COVID-19 pandemic, the importance of having good respiratory health has become increasingly well-recognised.

To find out more about the [SmokeFree initiative, visit the website.](#)

Are you safe to care?

Being 100% compliant with your Core Skills Training helps ensure that you are Safe to Care.

The extension to compliance times will be ending shortly (it varies person to person) so now is the time to check that you are up to date.

Any concerns please get in touch with tms.admin@mbht.nhs.uk

Plaster room opening hours

Now that colleagues have qualified as Orthopaedic Practitioners and are entered onto the BOA Register, we have finally been able to extend Plaster Room services.

As from Monday 31 August 2020 the Plaster Room Service will be available Monday to Thursday, 8.30am to 8pm (Friday 8.30am to 5pm) and every weekend 8.30am to 3.45pm.

During these extended hours (Monday to Thursday, 5pm to 8pm and weekend hours) the Team Member will be 'lone working' and to allow for this the Emergency Bell system will be in operation and picked up in the Emergency Department should the need arise.

Finally, as a lone worker, if the Orthopaedic Practitioner on duty is not in the Plaster Room, they may be elsewhere and can be contacted via bleep through Switchboard on 1356.

Fluid Balance Monitoring Policy

Once a patient is on a fluid balance chart it is the responsibility of the registered practitioner looking after that patient to ensure that the document is completed. The registered practitioner should work with the patient and unregistered staff to enable this. [Click here to see the policy on a page.](#)

If you have any questions about the fluid balance policy or completing fluid balance charts please contact: Sarah.hamilton@mbht.nhs.uk or Fiona.ryder@mbht.nhs.uk



National Fraud Initiative

The Trust is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, or where undertaking a public function in order to prevent and detect fraud.

The Cabinet Office is responsible for carrying out data matching exercises. Data matching involves comparing computer records held by one body against other computer records held by the same or another body to see how far they match. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it may indicate that there is an inconsistency which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until an investigation is carried out.

We participate in the Cabinet Office's National Fraud Initiative; a data matching exercise to assist in the prevention and detection of fraud. We are required to provide particular sets of data to the Minister for the Cabinet Office for matching for each exercise. View further information on the Cabinet Office's legal powers and the reasons why it matches particular information.

The processing of data by the Cabinet Office in a data matching exercise is carried out with statutory authority under its powers in Part 6 of the Local Audit and Accountability Act 2014. It does not require the consent of the individuals concerned under data protection legislation or the General Data Protection Regulation (GDPR).

Data matching by the Cabinet Office is subject to a Code of Practice.

For further information on data matching at the Trust please contact your Local Anti-Fraud Specialist Dave Alford Mersey Internal Audit Agency (MIAA) Tel: 0151 285 4714.

[Read the full update on the Trust's intranet.](#)

RLI Library has reopened

Following a temporary closure, the library space at RLI has begun a phased reopening and is available to visit between 9am to 5pm, Monday to Friday (4pm on Fridays). In line with the current guidelines, we will only be allowing a limited number of people in the library space at any one time, therefore where possible (01524 516021 – ex 46021) in advance to check there is space available. We ask that you:

- Wear a mask at all times
- Only one person per computer or study table at any time
- Clean the computer, mouse and keyboard before and after using the green wipes available
- Sign in and out of the library as part of the Track and Trace
- Use the hand sanitiser available when entering and leaving the library space
- Keep 2m apart when in the library space

Covid Check-in Appraisal Hints and Tips

This year our focus for the appraisal discussion is around our experiences of COVID-19 personally and professionally. We have therefore designed a new tab in the e-appraisal document for this. The two tabs to be used this year are:

- Covid Check-in Appraisal
- Sign off - this includes getting feedback from your appraiser.

To complete the documentation you need to add information into each box, even if it is simply N/A, without doing this it won't let you 'sign-off'. The remaining tabs can still be completed if you wish, although this is not essential.



Your Weekly NEWS

Joann looks back on 40 years with the NHS

As Joann Morse, Director of Nursing for Community Services and Deputy Chief Nurse at the Trust, prepares to hang up her nurses' uniform one last time on Thursday 24 September, she looks back on what has been a truly inspirational career.

Joann first fell in love with nursing at the tender age of 12, when she began volunteering for St John Ambulance in her hometown of Salford and she instantly knew that it was the career path she wanted to follow. She has held a variety of positions over the years from Occupational Therapy Assistant to Lead Cancer Nurse and has travelled nationally and internationally to promote the local NHS and the nursing profession.

Joann will retire having delayed it by six months to support the Trust's response to the COVID-19 pandemic. She hopes to eventually be able to travel and spend more time with her family.

Joann, who joined UHMBT in 2012 at a Deputy Chief Nurse, said: "I have loved every minute of working at the Trust and what has made it special for me is the amazing staff who go the extra mile every day to care for patients and each other."

Sue Smith, OBE, Executive Chief Nurse and Deputy Chief Executive of UHMBT, said: "It has been an honour and a privilege to work alongside Joann over the past few years.

"Joann will be greatly missed by all of her friends at the Trust and we wish her the very best for her retirement." Read more [here](#)



Change to Ward 23 phone number

The number for Ward 23 has recently changed from 54361 and is now 54381. For a list of all ward contact details please visit the [Trust Directory](#). Please email communications.team@mbht.nhs.uk with changes to this directory.

Webcams available for isolated colleagues

The last few months have been tough for everyone at the Trust in different ways, but particularly isolating for those working at home. To help combat this, we are pleased to be able to offer webcams free of charge to colleagues who are feeling isolated to make it easier for you to connect with your teams and colleagues across the bay, whether that's by joining team meetings or taking virtual coffee breaks.

This scheme has been funded by NHS Charities Together, who so far this year have awarded £134,000 to UHMBT in response to COVID-19, to help staff and patients who have been affected by the pandemic.

There are currently 82 webcams available which will be allocated according to need, however this may be extended further if there is sufficient demand. If you would like to make a request for a webcam, please contact the I3 Service Desk at: servicedesk@mbhci.nhs.uk with your name, department and work situation with information about why a webcam would make a difference to you. Applications will close on Sunday 20 September.

Best wishes,

Lee Coward, Head of IT and Hannah Chandisingh, Bay Hospitals Charity



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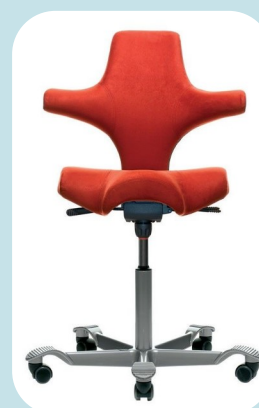
Disability Staff Network needs your help to locate missing chair

"During ward and office changes within Medical Unit 1 at the Royal Lancaster Infirmary in April, a colleague's specially purchased chair was misplaced and we need your help to relocate it.

"We were moved out of the I3 offices very quickly and apart from the computers and books taken by staff to utilise at home, all of our equipment and belongings were put into storage and these have since been moved several times to different locations.

"The chair is extremely expensive and was kept with the other valuable equipment to try to avoid the situation we now find ourselves in. The members of the team who over-saw these moves have pieced together that the chair went missing when the storage area adjacent to the Coding offices in Medical Unit 1 was emptied sometime in April. All this equipment was left in the ground floor corridor whilst the storage area was emptied and unfortunately we don't know where the chair has been moved to."

Please keep a look-out and call or text 07501 888449 if you happen to see the chair. It is the same colour and design as the picture.



Many thanks, Disability Staff Network

Donation to Urology department

The Furness Prostate Cancer Support Group recently donated two Apple iPads and hard protective covers to the Furness General Hospital Urology department.

This will help the clinical nurse specialist team to improve patient care and experience.

Pictured are Group Secretary Ralph Wilson and Treasurer Geoff McCreedy alongside Clinical Nurse Specialists Louise Minnican and Lorraine Richardson who were extremely grateful and overwhelmed with this very generous donation.



Trust Procedural Documents Library

Please see the following link for procedural documents updated in the last 30 days. If you have any queries please contact policy.coordinator@mbht.nhs.uk.

[Trust Procedural Document Library - Documents Updated in the Last 30 Days](#)

Have you won the Bay Hospitals Charity Lottery this week?

This week's winning numbers are:

Draw date: Friday 4 September

4 6 2 8 3 4

Play the Bay Hospitals Charity Lottery online now!

Visit www.bayhospitalscharity.org/lottery/

and help make a lotto difference across Morecambe Bay Hospitals.

