

# Weekly News

## Five-year-old patient Alfie excited to be switching on Royal Lancaster Infirmary's Christmas tree lights

Christmas will come early for five-year-old Alfie Wiener who is all set to switch on the festive tree lights with Walter the Therapy Dog and Santa at the Royal Lancaster Infirmary (RLI) on Thursday 14 December. Alfie, who has acute lymphoblastic leukaemia, is thrilled at the prospect of switching on the lights and bringing some festive joy to other children.



Alfie's mum, Molly Lennon, a Care Support Worker on the Children's Ward at the RLI, said: "Alfie is really excited to switch on the lights this year and is looking forward to his family and friends coming along to watch. Alfie especially can't wait to meet Santa and of course, Walter the Therapy Dog, who he loves to see on the ward!"

Judith Read, Charity Manager from Bay Hospitals Charity, said: "We are absolutely delighted that Alfie will be turning on our Christmas tree lights at the RLI this year, ably assisted by Santa and Walter the Therapy Dog. It takes a very special boy to undertake this important role and we are happy that Alfie will light up our tree for all to see this festive season." [Continue reading on the intranet.](#)

## Help protect our patients, your colleagues and families from Flu and COVID-19 this winter

A big thank you to the 3,200 colleagues who have had their flu vaccinations and the 1,789 colleagues who have had their COVID-19 vaccinations so far, but there's still over half of colleagues who haven't had their vaccinations. As we have now hit colder temperatures and move closer to winter, it's really important that colleagues have their vaccinations as soon as you are able to, to help prevent the spread of viruses such as Influenza to our patients, fellow colleagues and your families.



Our Occupational Health and Wellbeing Department is leading flu vaccination walk-around clinics, and drop-in clinics to give colleagues the chance to have their flu and COVID-19 vaccinations as part of this year's Influenza and COVID-19 vaccination campaign. The team is looking for **Peer Vaccinators** to help support the vaccination programme so it can deliver even more drop-in and walk-around clinics. Please see the [Intranet for more details.](#)

Vaccinations only take a few minutes and the dates for [walkaround clinics](#) can be found on the Intranet. Those colleagues who have already had the Comirnaty BA 4.5 vaccine will be eligible for the [COVID XBB 1.5 vaccine](#) at our drop-in clinics at the end of December. More information will be released shortly. Read the full story on the Intranet [here.](#)

## New Engagement Hub for colleagues launched

We have launched a new colleague-only website called the Engagement Hub that will make it easier to collaborate across our five NHS Trusts and the Integrated Care Board. The site includes the most up-to-date information about changes planned across central and clinical services. It will replace the information about the transformation of our services currently on organisational intranets such as Q&As which is currently updated six times by local communications teams.

The site has loads of ways for you to engage with projects and with each other, hopefully making it much easier to connect, share best practice and let colleagues know what's going on. Gaining access is easy: just log onto [NHS Lancashire and South Cumbria colleague engagement hub](#) and create an account using your NHS email address. Remember to use a strong password too. More information can be found on the Intranet [here.](#)



[Click here to find out more about our areas of focus 23/24](#)

## Raising awareness of Sustainability at a national, regional and local level

### Volunteers needed to support our Crisp Packet project!

We continue our series of communications around Sustainability and how as a Trust we are taking steps to meet the NHS national targets in 2032 and 2040. The Trust is appealing for colleagues to come forward who would be interested in setting up a local Crisp Packet scheme.



The Crisp Packet Project was set up by the Art Shack to give new life, new purpose and a new beginning to one use plastic waste. The aim is to bring people together to make and create items which help combat loneliness and give life purpose including sending survival items to people who have nothing, those living on the streets and in countries at war and in natural disasters. More information can be found here. If you want to learn how to make life saving blankets from crisp Packets and are interested in helping to set up and support our local Crisp Packet project, contact [clare.grootendorst@mbht.nhs.uk](mailto:clare.grootendorst@mbht.nhs.uk). [This story reflects our aim to make the best use of our financial and physical resources which is one of our four areas of focus for 2023/2024.](#)

### When am I going home? - Meet our Discharge Coordinator

Fran Elsworth, Discharge Coordinator at the Royal Lancaster Infirmary, has created a video explaining how the "When Am I Going Home" campaign works and what it means for our patients and fellow colleagues. This initiative aims to enhance patient transitions and improve the discharge process. Please take a moment to watch Fran's video and see how you can work together in your role here at UHMBT to support our patients to get home safely and at the right time. [View Fran's message here.](#) [This story reflects all of our four areas of focus for 2023/2024.](#)

### Important: Breakfast orders

If you are doing a bulk order for breakfast, **week commencing 18 December**, please can you give Westmorland Bite Restaurant 48 hours' notice as to what you require. Thank you.

### Setting up Wi-Fi calling on your mobile device

Colleagues may be aware that mobile signal strength can vary inside our hospitals. The solution is easy for anyone who has an iPhone – to configure Wi-Fi calling, which works by connecting to the mobile network over the hospital wireless network. A step-by-step guide on how to configure Wi-Fi calling can be found on the Intranet [here](#). If you have any queries, please contact the I3 Service Desk.

### Changes to the UK immigration policy FAQ

On 4 December 2023, the UK government announced changes to the immigration system that will take effect from Spring 2024. Colleagues can find out what the recent changes to the UK immigration policy mean for NHS trusts and an FAQ at the following link [Changes to the UK immigration policy FAQ | NHS Employers](#). [This story reflects our aim to create the culture and conditions for our colleagues to be the very best they can be, which is one of our four Areas of Focus for 2023/2024.](#)

### Reminder to colleagues to drive safely on our sites and take extra care during the cold weather

When driving on our hospital sites during the cold weather, please could we remind colleagues to drive with extra care and attention. This is especially important during cold and poor weather conditions to ensure the safety of patients, visitors and fellow colleagues. Please see the AAs advice for [coping with cold, snow and ice when driving](#). We have also had reports of colleagues defrosting car windscreens with bottles of warm water creating frozen puddles and dangerous conditions for those accessing our sites via vehicle and causing difficulty for pedestrians crossing the road. Please see the AAs advice on [how to de-ice your car quickly on a cold morning](#).





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## Our areas of focus 2023/2024

Over the next few weeks, we will be sharing updates on the progress made against our areas of focus for 2023/2024 for quarter 2.

In this edition we will focus on our area of focus: **'make the best use of our resources'** with some examples of our improvement work.

**We said... we will:**

**Agree and implement a financial strategy to deliver long-term financial sustainability.**

**In quarter 2 we have...**

Driven forward our new Finance Strategy which was approved at Board of Directors in June 2023. The strategy has been promoted amongst our teams and departments and put into practice.

**This has meant...**

The Trust has a clear financial approach for 2023/2024.

**We said... we will:**

**Make the most effective use of our resources and reduce waste in everything we do.**

**In quarter 2 we have...**

Enhanced business case validation with an investment panel in Finance prior to cases going to the Investment Priorities Group (IPG). The group is now embedded and working well.

**This has meant...**

We now have closer scrutiny and challenge on business cases and identify benefits before there submission to the Investment Priorities Group.

**We said... we will:**

**Focus on using a range of data and evidence to inform our planning, performance and productivity.**

**In quarter 2 we have...**

Commenced work on the development of the Care Group level Improvement Performance Review (IPR) and created new metrics.

**This has meant...**

The IPR approach is improved with consistent, timely and accurate people data and has been recognised as best practice by NHS England.

**We said... we will:**

**Plan and use our estates and other physical assets to prioritise patient care and promote best value.**

**In quarter 2 we have...**

Continued to expand the use of outsourced contracts and independent sector partnerships – making care more accessible.

**This has meant...**

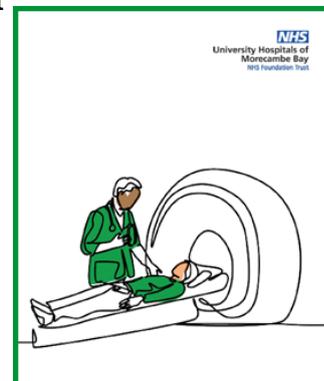
Waiting lists have been reduced due to additional provision and partnerships with the independent sector.

More information on our quarter 2 improvements can be found in the 1 November 2023 Board Paper [here](#). (agenda item 129).

I look forward to sharing more updates with you over the coming weeks.

**Suzanne Hargreaves,**

**Associate Director of Strategy and Transformation**





# Five things on Finance

December 2023

## Scheme of Delegation



Work is ongoing to review the Trust's Standing Financial Instructions and Scheme of Delegation. In order to enhance financial controls we will be making changes to the authorisation limits for those requisitioning goods via NHS Supply Chain and the Oracle purchasing module.

This will mean that some staff who currently have the ability to self-approve requisitions will find that these will need to be approved by the relevant budget holder. The Finance and Procurement team will be working with those departments affected over the next few weeks to minimise any risks from introducing this change.

## Month 9 Accounts



The Finance team are required to complete a set of Accounts based on financial information at 31 December 2023. This includes agreement of balances outstanding with all other NHS Organisations, verification of deferred income balances and provisions and accruals assessments.

Information needs to be as accurate as possible for this submission to NHS England. If you have been made aware of outstanding NHS balances, income that you hold in the deferred income account or items that may need to be provided for in the financial information, please liaise with your designated Financial Analyst so they can include the details accordingly.

## Cash Resources

The Trust's cash resources are limited and an application for cash support has been accepted by NHS England for December 2023. This means that the Trust requires cash from the national team in order to pay suppliers and staff payments that fall due. All staff are encouraged to be aware of the Trust's cash position and to assist wherever possible in making efficiencies which will ultimately release cash and reduce the need to request cash support.



## eFinancials Ledger Update



Go live for generating orders on the new financial system has been set for the 29 January 2024. Extensive training end user and approver starting on the 2 January 2024, with all end users and approvers having a specific tailored training package based on their historic usage of the system. Training will be booked online via TMS and a full supporting training package, including short videos will be available via a dedicated page on the UHMBT intranet page.

## Public Procurement Thresholds



Procurement Tendering thresholds will be changing from January 1 2024. The thresholds dictate the value of a tender at which the Procurement Dept must comply with the Public Contracts Regulations (2015).

There are various thresholds, however, the main ones for the Trust are:  
**Public Works** - £5,372,609 (inc Vat)     **Supply & Services Contracts** - £139,688 (inc Vat)  
For more information, please contact the Procurement Team.

To find out more about the work of the Finance Team, Procurement & PMO please visit our SharePoint pages at:

[Finance \(Sharepoint.com\)](#) [Procurement \(Sharepoint.com\)](#) and [PMO \(Sharepoint.com\)](#)



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## Pharmacy Approve Improvements via AMaT

The QI Team have been encouraging the use of the Audit Management and Tracking (AMaT) system for recording and managing Quality Improvement Projects (QIP). There are now 60 active and 27 completed QIPs in there.

QIPs can also be approved using AMaT; the Pharmacy department is the first to do this. Vickie Rose, Chief Pharmacy Technician shares why this is of benefit:

“Having an approval process for our department’s improvements enables the senior management team to discuss ideas/proposed projects and ensure alignment to our vision and priorities before they begin. The rich discussion and system allow us to request amendments meaning QIPs are appropriate with a narrowed focus, increasing their likelihood of achievability and greatest quality impact.

AMaT helps us monitor all projects from one place meaning information is easy to find and see, giving us an indication of status and allowing us to support our staff when QIPs are not progressing.

Many continual professional development routes involve undertaking a QIP, e.g., Pharmacy Technicians undertaking Pharmacy Clinical Diplomas, Student Technicians, Pre-registration Pharmacists, and staff attending Quality Service Improvement and Redesign virtual (QSIR V) training.

We encourage and support all our staff to undertake quality improvements; approving Pharmacy QIPs in AMaT helps us document them and is great evidence for individuals and the department of our endeavours, achievements, and learning. We want all the department’s QIPs to be registered and managed on AMaT.”

Have an approved QIP to document? Visit the [Quality Improvement Project intranet page](#) for more information, or if you’re a department wanting to do something similar to Pharmacy, [request support](#) from the QI Team.



## Midwifery Preceptorship Project - Evaluation

Midwifery Preceptees and Preceptors... You are invited to participate in the evaluation of the Lancashire and South Cumbria (L&SC) Midwifery Preceptorship pack - as you have experience of using, facilitating or implementing the pack. [Get more information on the intranet.](#)

## Would you like to support us with a reverse advent calendar this year?

Looking to Christmas, we have decided to create a reverse advent calendar for the Barrow foodbank. Rather than the traditional opening of a door every day and taking a treat, you pop an item for the Foodbank into our boxes and at the end, we will donate the boxes to the Foodbank. The items that you donate will be used to help individuals and families who are really struggling over the winter season.

To take part, please email me at [Natalie.Tyson1@mbht.nhs.uk](mailto:Natalie.Tyson1@mbht.nhs.uk) and we'll provide you with a number from our calendar; we will then reveal the item we need and instructions on how to donate. We will be starting this on Friday 1 December and then donating the box to the Foodbank on Saturday 16 December. We understand Christmas is a very busy time for all of us, so if you're stuck for time but still wish to take part we would be extremely grateful for whatever donations we receive.

## Tissue Viability Nurse presents at national conference

Anna Ingleby, Tissue Viability Nurse for South Lakes, was asked to present her 'Clinical audit to determine compliance with national recommendations for the assessment and management of leg ulcers in a North of England District Nursing Service' at the National three-day Wounds UK conference in Harrogate last month. Her audit was also shortlisted for the Wounds UK award for excellence. We are very proud of Anna and want to congratulate her on this excellent achievement.



## Festive support from Chaplaincy colleagues

This festive season the Chaplaincy team is engaging with groups throughout our community. This year the team is collecting donations for local food banks with the 'Spare a Tin' Campaign. In Lancaster, The Olive Branch and Morecambe Bay Foodbank will benefit from the campaign, and Barrow Foodbank will benefit in the Furness area.

Additionally, the team recognises that space must be given for memories of loved ones at Christmas and that celebration can be tinged with sadness. This year they will be visiting wards and departments handing out 'in memory' tags. People can write the name of a loved one then tag and fetch it to the relevant chapel for hanging on a Christmas tree for the Christmas period. Keep checking our news channels as we'll be adding more pictures and information on the various events, including carol singing, happening this December! If you would like to find out more, please contact: Rev Ian Dewar, Lead Chaplain UHMBT. Tel: 01524 519231 or email [ian.dewar@mbht.nhs.uk](mailto:ian.dewar@mbht.nhs.uk)



## Christmas decorations infection prevention guidance

We would like to remind all colleagues to please be aware of infection prevention guidance if using Christmas decorations. This includes:

- Decorations must NOT be put up before Thursday 21 December and must be taken down by Thursday 28 December
- Real trees are not appropriate
- Decorations should not be in areas where direct patient care is provided
- Decorations must be compliant with fire regulations
- Wards in outbreak cannot have decorations. [See all of the guidance on the intranet.](#)

## Newsletters

- **Pathology Services Update December 2023.** More information [here.](#)
- **UHMBT December Theatre Offers.** More information [here.](#)
- **Health Innovation North West Coast.** More information [here.](#)

## Latest training opportunities

For the Trust's latest training opportunities and courses available, please visit [TMS](#). For further wider training visit the Learning and Organisational Development Team's Intranet page [here](#). **Training opportunities featured this week:**

- **Final Drop in BLS Training Sessions 2023.** More information [here.](#)
- **Refreshed Population Health Management eLearning.** More information [here.](#)

## Find your dream career in the NHS here at UHMBT

We want all of our colleagues to feel inspired and be supported into their dream career working in the NHS and Care sector - whatever their skills, qualifications or interests. We currently have a number of job vacancies available here at UHMBT. You can find out more information and apply [here.](#)

## Trust Procedural Document Library

Please see the link below for procedural documents updated in the last 30 days. If you have any queries contact [policy.coordinator@mbht.nhs.uk](mailto: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 8 December

0 3 1 5 3 2

Play the Bay Hospitals Charity Lottery online now!

Visit [www.bayhospitalscharity.org/lottery/](http://www.bayhospitalscharity.org/lottery/)

and help make a lotto difference across  
Morecambe Bay Hospitals.

