



### A note from Damon....

This festive season feels very different for us all, but if we continue to follow the guidelines hopefully next year will be a different story. There are still some ways we can celebrate in the workplace (see overleaf), and I hope to see some of you at the virtual NHFM Christmas Quiz. This time of year is also a good opportunity for us to reflect on what we have achieved in NHFM over the past year - we have continued to provide an excellent service to the Trust despite the extraordinary challenges we have faced.



Next year is set to be another busy but exciting one with a number of large scale development projects on the horizon. We're going to be running more "Lunchtime Learning" sessions in the New Year to help keep everyone informed about what is going on.

Thank you for your hard work and wishing you all a very Merry Christmas and a Happy New Year!



Damon Kent

Managing Director, NHFM

### News

#### Flu Jabs/ Covid Vaccinations

The Trust has announced that people who have had their flu jab will be first in line for the Covid vaccination when it is released. There needs to be 28 days between the two so it's really important that you get your flu jab asap if you want the Covid vaccine.

Visit [https://](https://www.northumbrianhssstaffwellbeing.co.uk/flu-vaccine)

[www.northumbrianhssstaffwellbeing.co.uk/flu-vaccine](https://www.northumbrianhssstaffwellbeing.co.uk/flu-vaccine) where you can book a slot for a convenient time. This site is accessible from home or work, or you can ask your manager to help you.

#### Staff Survey

Thank you to everyone who completed the survey. **Are you the £250 prize winner??** We don't know who this is until the person consents for us to know, so if you completed the survey you need to check your emails now to see if you've won the big prize!



Congratulations to Katy Murray from Catering and Diane Cobbledick from Medical Electronics who won the £25 vouchers.

#### Pensions - Act Now

If you want to transfer your NEST pension contributions to the NHS pension you must act now as the deadline for applying is the 31/03/2021 and it can be a lengthy process. Visit <https://www.nhsbsa.nhs.uk/member-hub/transferring-scheme> for the information and application form.

#### Berwick Hospital

Planning permission has now been granted and David Smailes has been appointed as Project Director to oversee all aspects of the development.



Northumberland born and bred, David has more than 40 years' experience in the civil engineering and construction industry and has led a number of large national projects.



#### Christmas Trees

Have you spotted the Christmas tree outside your site? Thanks to Danielle Dimeo, Catering Assistant for this wonderful picture of the tree outside NSECH.

### Dates for your diary

#### NHFM Christmas Quiz!

Date: 17/12/2020

Time: 10:00 - 11:00

Venue: Microsoft Teams

Video Conference ID: 1253907290

Check your work emails for joining details.

Prize for the best Christmas outfit effort! You never know, the big man himself might make an appearance...!



#### Staff Engagement Group

Date: 10/12/2020

Time: 10:00 - 11:00

Venue: Zoom (<https://zoom.us/join>)

Meeting Code: 638 779 8795

Password: NHFM1

You can join from any device with a camera/ microphone (eg. mobile phone, tablet, laptop).

**Health and Wellbeing Advent Calendar** - check the intranet or staff Facebook page for details. Prizes to be won every day

#### Welcome

Welcome to the staff from the Cobalt Conference Centre, Susan Moore (Systems Governance Manager) and Mike Blades (Energy and Sustainability) who have now TUPE'd into NHFM.



## Career Journeys

### Michael Taylor, Hotel Services Officer



**How long have you worked here?**  
Since March 1978, nearly 43 years.

**Can you describe your career to date?**

I started on a youth training scheme and then got on to an apprenticeship in catering at the old Preston Hospital.

I had to do 6 months in the bakers, 6 months in the butchers (including 2/3 weeks in the slaughter house) and a year in the kitchens. My boss spotted I couldn't read or write properly so I went on a course in my own time to learn. After my apprenticeship I then became a Trainee Cook, then Assistant Cook, then Cook, then Assistant Head Cook, Head Cook and then Kitchen Superintendent, doing various courses and qualifications each time in order to progress. In 2010 I became Hotel Services Officer for Catering and then in 2013 changed over to become the Hotel Services Officer for Portering and Security.

**What advice would you give to someone who wants to progress?**

You need to put the work in to learn. Qualifications are really important in order to move up the career ladder.

## Reminders

### Contact information

Please could everyone ensure their contact details and job title are up to date on the intranet and email directory and their email signature is in the following format:

Name  
Job Title  
Department  
Contact Phone Number(s)



Your signature should be on all emails you send. The footer graphic is on the X drive in the Branding folder.

### Wellbeing over Christmas

Christmas can be a difficult time for some and with Covid restrictions in place, even more so. If you are struggling please inform your manager, Occupational Health or phone the staff wellbeing phone line open 10am to 3pm Monday to Friday –01670 623840.

### Safe this season



Please keep up to date with the Coronavirus updates from Comms and the latest guidance. If in doubt please double check with your supervisor.

## Did you know?

A white Christmas isn't actually as unlikely as we all think in the UK. The chances are actually 1 in 10!

## Feature

**A Covid Christmas - How we can get festive in the workplace?** If you are wondering what getting festive in the workplace will look like this year due to Covid-19. Here are five tips and tricks to get yourself (safely) into that festive spirit.

- 1. Have a Hot Chocolate** - Do you normally have tea or coffee on your break? Why not switch it out for a festive hot chocolate from our canteens instead?
- 2. Virtual gift giving** - Secret Santa won't be able to happen in the workplace this year - so why not give the gift of words and send a lovely festive message or picture via email to your colleague or team mates.
- 3. The Gift of Greatix** - Want to thank someone for their hard work? Why not post a greatix for them either anonymously or from yourself to put a smile on their face.
- 4. Cosy Quick Reads** - Unwind from your day with one of the libraries new quick reads from £1. If a group of you want to get involved you could share your thoughts in a mini virtual book club.
- 5. Take part in NHFM's Virtual Christmas Quiz** on the 17/12/2020. Festive jumper optional! Details overleaf.



## Star of the Month!

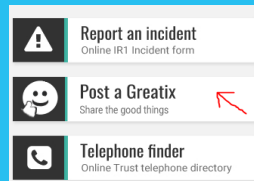


**Congratulations to Craig Waite, Estates NTGH, who was voted Star of the Month by the NHFM Staff Engagement group.**

Craig received a Greatix for showing excellent customer service to a team at Cobalt. They said the problem wasn't straightforward but he went the extra mile to find a solution and didn't give up until it was sorted - showing "lateral thinking and ingenuity". They were also impressed that he came back a few weeks later to check they were still happy, commenting "Great service and all done with a friendly manner and a smile".



This customer centric focus is exactly what we want to demonstrate in NHFM and portrays an excellent impression of our services.



To submit a Greatix for a colleague go on the NHCT Intranet home page and click "Post a Greatix" or ask your supervisor to help you. To read them all go to:

<http://intranet2.northumbria.nhs.uk/home/riskmanagement/greatix/>



We would really welcome your feedback on the newsletter so if you have any feedback, news or suggestions for future issues of NHFM News please contact Rosie Sexton [rosie.sexton@nhct.nhs.uk](mailto:rosie.sexton@nhct.nhs.uk) or ext 34738