



## Safety Huddle Tool – Turas Care Management

On Thursday the 13<sup>th</sup> August, the Cabinet Secretary for Health and Sport announced that the Safety Huddle – Turas Care Management tool would launch on Friday 14 August 2020. You can read the news release [here](#).

The Cabinet Secretary expects all care homes to be using the new digital safety huddle by 24 August 2020. The care management tool, developed by the Scottish Government in collaboration with the Care Inspectorate, Scottish Care and NHS Education Scotland (NES), will provide:

- An overview of individual care homes for care home managers and Health and Social Care Partnerships to understand activity and any areas of risk to enable earlier warning of emerging trends and issues, allowing timely intervention and mitigation is put in place
- a clearer national picture of care homes and any emerging issues that require a national response
- easier reporting to free up care home resources.

It will allow all private and public sector care homes across the country to record in one place information including COVID-19 infection rates, demand on services and staff testing. In turn, this will enable care home managers, health and social care partnerships and the Scottish Government to monitor trends, identify risks and take early action both during the current pandemic and in the future. The tool will also provide valuable information on the care home sector including workforce and occupancy which is not currently collected on a consistent basis.

All care homes were contacted by the NES Turas team on 3 August 2020 with a unique link to allow them to register. If you have not already done so, please register now. If you need additional support with registration, please contact the NES Care Management support team using this email: [nes.caremanagement.support@nes.scot.nhs.uk](mailto:nes.caremanagement.support@nes.scot.nhs.uk)

### So, what happens once you have registered on the system?

- Once you have registered on the system the TURAS team will on-board you which means that you will then be able to start to input your data onto the system. You will receive a welcome e-mail from the team explaining the next steps.
- Data collection using this system went live on 17 August 2020 and once registered you can enter your safety huddle daily and staff testing data daily or weekly. It is however good practice to enter testing data on the day that staff are tested to ensure accuracy of data capture.
- From 24 August 2020, Care Home Managers, Care Home Providers and oversight and assurance teams e.g. the Health and Social Care Partnerships, Directors of Public Health will be able to see data and trend reports from the Safety Huddle tool which will enable continued monitoring and governance of the data submitted and appropriate professional and operational oversight to care homes as required.

### **Staff testing Data**

- Current published staff testing data suggests that around 95% of all care homes are submitting data on staff testing to local Health and Social Care Partnerships and NHS Board Directors of Public Health. As this data is published and available to the public it is important that levels of data capture are maintained. When we transfer to the web based safety huddle tool the reporting period of staff testing data will change from Friday to Thursday each week to Monday to Sunday. For this reason there will be a period of double running of data capture and care homes will be asked to continue to submit their screening returns by the template (spreadsheet) to their Boards using the same system as currently in place and also to submit staff testing data in the safety huddle tool for the first few weeks.
- During this period of double running of staff testing data we will continue to review both sets of data (huddle tool and excel template) to ensure completeness and a smooth transition. As stated, these statistics are published so it is important that they give a true reflection of progress. As soon as we have confirmed that the process is working well, we will use the safety huddle data as the single source of reporting and switch off the spreadsheet reports. We realise that this will temporarily be an additional pressure on time, and we appreciate your help and support to get this up and running effectively.
- Please do not cease current reporting systems until you receive notification. Existing governance arrangements and accountability remain the same and Health Board and Scottish Government officials will continue to liaise with local teams as required.
- Should you have any questions, please direct them to the support team on: [nes.caremanagement.support@nes.scot.nhs.uk](mailto:nes.caremanagement.support@nes.scot.nhs.uk)

### **What processes does Turas Care Management (Safety Huddle Tool) replace?**

#### **Replaces:**

- Daily excel spreadsheet Safety huddle forms
- Weekly spreadsheet staff screening (short period of double running as described)

#### **Does not replace:**

- Care Inspectorate eForms

### **Where do I submit?**

#### **Submit on Turas:**

- Daily Safety Huddle forms
  - Should all be submitted via Turas Care Management as of 17<sup>th</sup> August. Boards/Partnerships will have access to all data submitted
- Weekly staff screening (short period of double running, see below)
  - As noted above, we are double running for the first few weeks to ensure quality and consistency of data.

#### **Submit via existing processes:**

- Care Inspectorate eForms

### **Do I have to send anything to my Board/Partnership?**

- Daily safety huddle and weekly staff screening forms, once submitted on Turas Care Management (Safety Huddle Tool), will be automatically accessible to Boards/Partnerships. Therefore, there is no requirement to submit/send the forms to the Boards/Partnerships separately.
- It is important to note that the existing performance management arrangements remain and regular liaison with the Health Board and Public Health colleagues will continue as part of that process as required.