

# Staff health and wellbeing



# Contents

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<b>Page 4</b>	<b>Staff Support Line</b>
<b>Page 5</b>	<b>Self care</b>
<b>Page 8</b>	<b>Health and wellbeing conversations</b>
<b>Page 10</b>	<b>Mental health support</b>
<b>Page 12</b>	<b>Wellbeing apps</b>
<b>Page 14</b>	<b>Stay connected</b>
<b>Page 15</b>	<b>Financial wellbeing</b>
<b>Page 16</b>	<b>Working from home</b>
<b>Page 17</b>	<b>Wellbeing and the media</b>

# Staff Support Line

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- The Staff Support Line is your first point of contact for all absence from work if you will not be attending for any reason.
- All staff reporting an absence are required to do so on the first day they would not be attending work in the Trust, and at least one hour prior to their shift in the Trust commencing.
- Occupational Health will be on hand to provide support where appropriate and a follow up service by the Staff Support team to maintain contact with anyone who is absent from work.
- It is the responsibility of the individual member of staff to remain in contact with the Trust if their circumstances change and any likely date of return.
- To contact the Staff Support Line, please call 02392 286496. The line is open daily from 6am to 7.30pm.

# Self care

Demands at work have increased and many of us are now working differently and under pressure. In order to look after others, your own self care needs to be top priority.

## Rest and respite

- Pace yourself to maintain your energy for the coming weeks
- Regular days away from work to keep mentally and physically healthy to ensure you provide good care for your patients when at work

## Breath and take a moment

- Taking that step out of the moment will help clarify thoughts, reset and then re-engage with your situation
- Be brave enough to accept help

## Sleep

- A good sleep routine and habits (sleep hygiene) are the foundation of quality sleep, the stronger these are, the better able you are likely to be able to maintain sleep under stress

## Keep active

- Get out for some fresh air and get your heart rate above resting

## Stay connected

- To loved ones, even if it is virtual
- Taking time to sit and chat with your family via social media, facetime and whatsapp

## Food and hydration

- Sufficient, healthy food and hydration and regular breaks within shift
- Think: **HALT** (hungry, angry, lonely and tired) and take a break

## Boundaries

- Put boundaries around specific times in the day that are free of media, try not to engage in pandemic-related media before bed, or when waking overnight
- We may not be able to stop our minds from churning over information, but at least we will not be adding to the overload

*For wellbeing at work apps [click here](#)*

# Self care

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Most of us will need to isolate at some point and during any periods of lockdown it can make looking after ourselves feel more difficult, so here's some top tips to help during this period.

## Keep a routine

Plan how you will spend your time – it might help to write this down on paper and put it on the wall. Reflect on how much of your ordinary routine you want to follow and how you can use this as an opportunity to change some habits. For example, going to bed earlier, cooking from scratch and exercising.

## Set household rules

If you are isolating with others, consider a household routine which gives everyone a say. This is even more important if you have children at home with you. Respect that everyone is different and need privacy. For example, some people will want to talk about everything, others won't.

## Get some sunlight and fresh air

Spending time in green spaces can benefit us physically and mentally. This could be as little as sticking a jumper on and opening the windows or eating lunch in the garden if you have access.

## Find ways to spend your time

There are lots of different ways to keep busy during the day. You could focus on admin/clear out tasks around the house or more creative things such as puzzles, books, films, crafts, podcasts, writing or yoga.

**Feeling overwhelmed?** Make sure you speak to someone about how you are feeling – Call Care First on 0800 174319

# Self care

## Try to keep active



Build physical activity into your daily routine if possible. This doesn't require a treadmill, instead focus on basic activities such as cleaning the house, walking up and down the stairs, joining an online fitness or workout class.

There are also a huge collection of home workouts and seated exercises that you can do. At the minimum, make sure you get up every 30 to 40 minutes and go for a walk around your house or garden if you have one.

## Follow online



If you are a member of a gym, ask what they are doing to keep physical activity going, for example; access to the online content.

A range of exercise videos including aerobic, strength and resistance, Pilates, yoga and other workouts for all levels of fitness: [NHS Fitness Studio](#).

## Oasis



Oasis has re opened and is currently free to all PHU and Engie staff. The centre is opened from 6am-8pm Monday to Friday and 8am-5pm on weekends. Staff do need to call ahead and book a session on extension 3333. Alongside access to the pool and gym staff can benefit from a number of classes that are available as well as support with personal training.

The oasis team have also compiled physical activity advice and videos which can be accessed by following the Oasis Wellness Centre Facebook page.

# Health and wellbeing conversations

## Support sessions for staff

Support sessions can be booked for staff and small teams who would find individual or group support helpful due to increased work pressures or significant change. Please contact [being.well@porthosp.nhs.uk](mailto:being.well@porthosp.nhs.uk) to book.

## Coaching offer

Coaching is a valuable mechanism to support staff in a range of roles and there are various sources of coaching available to you.

The South East NHS Leadership Academy offer is a 45-minute coaching session to provide our staff in frontline and/or senior leadership roles the opportunity to process their experiences, develop coping skills and explore strategies to navigate themselves in challenging circumstances. The sessions will be delivered virtually by qualified external coaches, preferably via an online video platform, but telephone appointments are also available. This can be accessed via the [website](#).

Coaching is also available by our own qualified and accredited coaches. Visit the [Coaching and Mentoring pages](#).

## Co-coaching

This is available for Nursing and Midwifery staff and Allied Health Professionals:

- Help a colleague learn more about a work issue that they find problematic so that they can think about how they might behave differently
- Develop consultancy skills to establish, manage and conclude a relationship designed to help another explore what is problematic without providing a solution
- Increase individual's understanding of how to be more effective
- This can be booked by emailing [nursing.directorate@porthosp.nhs.uk](mailto:nursing.directorate@porthosp.nhs.uk)

# Health and wellbeing conversations

## Wellbeing conversations

Guidance is available for Managers and Team Leaders to aid a successful wellbeing conversation with staff and it is a manager's responsibility to have regular conversations with their staff regarding their health and wellbeing, and their role.

During times of difficulty, intense pressure and change, this should take place more frequently. Members of staff are recommended to complete Appendix 1 of this [document](#) prior to meeting with their team leader or manager, which also contains guidance for managers.

## Leadership support circles

Initially launched in response to the COVID-19 pandemic, Leadership Support Circles offer time and a reflective space for you if you have a responsibility for managing others through:

- Short, themed and interactive online sessions based on 10 evidence-based principles for leading compassionately.
- A multi-disciplinary, interactive space for people managers at all levels to come together, share their experiences and be heard.
- Drawing on practices including Schwartz Rounds and Care Circles often used by clinicians.
- Signposting access to evidence based guidance, tools and coaching and mentoring.

For more information including dates and times [click here](#) or scan the QR Code.

To book your place or if you need any further information, please contact the Organisational Development Team by emailing [leadership@porthosp.nhs.uk](mailto:leadership@porthosp.nhs.uk) or call extension 5070.





# Mental health support

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Managing your mental wellbeing is really important during this challenging time. A range of support is available for you to access.

## Care First

Care First is the Trust's Employee Assistance Programme provider offering a wide range of confidential support and counselling. This is available for all staff on a range of topics including work, family and personal issues including relationships and work life balance. To access this free service, call 0800 174319 and inform them you work for the Trust or visit [www.carefirst-lifestyle.co.uk](http://www.carefirst-lifestyle.co.uk). To log in, please use the username "Portsmouth" and password "Employee". Care First is available 24/7, 365 days a year.

## Aquilis Counselling Service

The Aquilis Counselling Service offers one off support sessions for all staff. Access to counselling will be through referral if identified as appropriate via occupational health. Call **02392 283636**.

## iTalk

To take care of your everyday mental wellbeing and try one of iTalk's free workshops. The wellbeing workshops aim to teach health coping skills for day-to-day life. Visit [www.italk.org.uk](http://www.italk.org.uk), call 02390 383 920 or email [info@italk.org.uk](mailto:info@italk.org.uk).

## Talking Change

A team of therapists and researchers who specialize in the understanding and treatment of common mental health difficulties. If you are struggling with low mood and anxiety or with a physical condition such as chronic pain or fatigue. You can self refer by calling 0300 123 3934 or complete for the form by visiting [www.talkingchange.nhs.uk/struggles](http://www.talkingchange.nhs.uk/struggles)

# Mental health support

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## Wellbeing walls

Keep an eye out for these throughout the Trust, these contain links to wellbeing apps, motivational quotes and information you may find useful at this time. If you think your working area would benefit from having this resource, please email [occhealth.admin@porthosp.nhs.uk](mailto:occhealth.admin@porthosp.nhs.uk)

## #OurNHSPeople

Is available to all NHS people. Here for you whenever you need them. Call 0300 131 7000, text 'frontline' to 85258 or visit [www.people.nhs.uk](http://www.people.nhs.uk).

## Chaplaincy Team

The chaplaincy team has been on hand throughout the pandemic providing spiritual and emotional to support staff and our patients. To speak with a chaplain, call 02392 286408 or if it is an emergency contact switchboard and ask them to bleep the duty chaplain.

## Wellbeing information on the intranet

On the intranet you can find a COVID-19 wellbeing support page which contains a wealth of support, including links to support packs and wellbeing information.

## Wellbeing Room

Visit the Wellbeing Room located in Room 4, Education Centre, E Level ... take a moment, rest a while and clear your mind.

# Wellbeing apps

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Care First



Headspace



Aquilis



Sleepio



Daylight



Every Mind  
Matters



# Wellbeing apps

Unmind



Mindfulness  
made easy



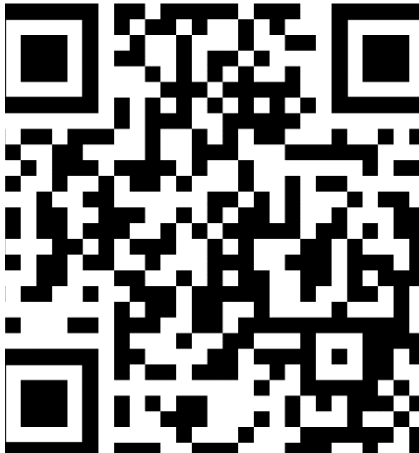
Cruse Bereavement  
Care



Ending  
domestic abuse



Respect – men's  
advice line



Samaritans



*For more wellbeing at work apps [click here](#).*

# Stay connected

## Plan ahead



- Life may get a bit chaotic at times so it's good to have a plan. Is there someone else that can help with daily tasks?
- How are you going to work best from home? Do you have a way to get food and supplies delivered if you are in isolation?
- Spending a reasonable amount of time planning for yourself and your loved ones is sensible.
- Focus on what you can control, rather than what you can't.

## Check on each other

Don't forget to check in on each other, even more than usual. Ask twice and know where to signpost people to if they are feeling overwhelmed.



There is a list of places you can signpost people to at the end of the document, along with a list of wellbeing ambassadors.

## Talk

Ask questions. Just asking if someone is okay, then listening can make a difference. By simply being there for someone, they can feel less alone and more supported to open up and discuss how they really feel.

Try to ask questions that are open, require a response and aren't judgemental. Sometimes it's easier to talk side by side rather than face to face, such as walking or in the car.

## Stay connected



Keep in touch with friends, family, colleagues. Even if you can't see the, physically, there are many ways to keep in contact including via video chat, WhatsApp groups and online messaging. It could be an opportunity to do things differently (watch a film at the same time, have a virtual pub visit or cook a meal together). You can also try getting back in touch with people you have been meaning to.

# Financial wellbeing

There is a lot of uncertainty and confusion about the potential financial impacts of COVID-19. We want to make sure you have access to support and benefits that can make a difference and help you feel more in control of your finances.

## Salary Finance

We have launched a new employee benefit: [Salary Finance](#). Through this you now have access to salary-linked loans, advances on earned pay, savings accounts and financial education.



Salary finance offer loans repaid from salary, save from pay, learn better money habits, advance earned pay and help to save. Visit the Salary Finance [website](#) to apply and find out more.

This is an option, not a recommendation. The Trust does not benefit from offering this service and all your communications will be with Salary Finance.

## Staff benefits brochure



There are a number of benefits being offered to NHS staff at present, however, this is dependent on stores and businesses remaining open.

Companies offering discounts are in the Staff Benefits Brochure available on the [intranet](#).

## Money Saving Expert

Advice from [Money Saving Expert](#) is updated regularly and pulls together different options that may be available for support.



# Working from home

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Provisions are in place to support staff who are unable to work on-site for various reasons and require support to enable them to work from home. If you are unsure if you are able to work from home, please refer to our “Working From Home” [policy](#) and speak with your manager.

## Set up a dedicated workspace

Use the dining table if you do not have a desk. Try to set yourself up where you will be comfortable and supported. For example, feet resting firmly on the floor and using a chair that offers support for your back.

## Take regular breaks

Short frequent breaks are better than long, infrequent breaks. Aim to break away from the workstation for at least five minutes, every hour.

## Use of laptops

Prolonged use of laptops can cause aches and pains. To help prevent this, a separate mouse, keyboard and a laptop riser should be used.

## Specialist equipment

Employers should try to meet needs wherever possible. This may include allowing users to take some equipment home such as an ergonomic mouse they may be using on their usual workstation.

## Keep in touch

It’s important to keep in touch with your manager and team. Being away from your colleagues can be stressful. Ensure you keep regular communication with them via MS Teams, Zoom, phone or email.

# Wellbeing and the media

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Media coverage is everywhere, and it can be difficult to get away from the news which for some people can cause even more anxiety. In the face of uncertainty, it's natural to feel increased feelings of anxiety or worry.

## Stay up-to-date with trusted information

There will be daily TV briefings from the government and senior experts which you can access on the standard news outlets. If you see or need further information, make sure you check that the source is trusted and reliable.

## Consider limiting your intake

The media can be all-consuming and many of us may find ourselves constantly refreshing, reading and re-reading content. This can increase the focus and anxiety around the virus and uncertainty:

- Don't be afraid to mute or unfollow people
- Turn off notifications and engage on a planned basis. If you're becoming consumed, practice mindfulness

## Fill your news feeds with positive news

As the World Health Organisation has recognised, the kindness and compassion being shown by many in this crisis is fantastic. Many outlets are sharing positive stories and messages.

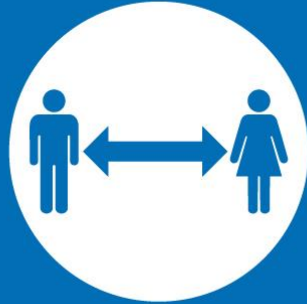




**HANDS**



**FACE**



**SPACE**

# Remember our Trust values

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*Working together...*



**for  
Patients**

Our core purpose is to provide the best care and experiences for our patients, in everything we do



**with  
Compassion**

We work better together, and need to collaborate to achieve our aims



**as  
One Team**

Our people and our patients deserve to be treated with respect and kindness



**Always  
Improving**

We should always improve and should consistently seek to do better