



TURAS CARE MANAGEMENT

[Last updated 09.10.2020, to confirm end of double-reporting period]

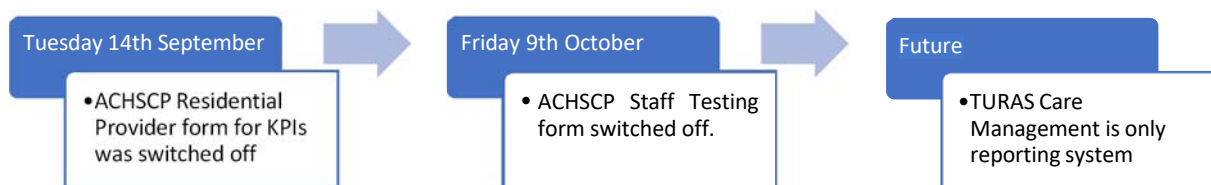
User guides, video demonstration and FAQs @ [can be found here](#)

1. Daily Safety Huddle Form

- The “*Aberdeen City Residential Providers: Daily Report*” has now been switched off and you no longer need to report via this method.
- The TURAS Care Management daily safety huddle form should be completed daily by 12 noon, **including at the weekends**. This cut-off time allows the Aberdeen City oversight team to collate and review the responses received, and discuss as part of their daily afternoon meeting. Having this up-to-date picture across the city, is important to allow us to highlight any trends, or provide timeous support.
- *If you do not meet the 12 noon deadline, ACHSCP may not have sight of any escalations until the following day. If you miss the 12pm deadline it's essential that you also email any escalations requiring action that day.*

2. Staff Screening Form

- This form has now fully replaced the previous “*Staff Testing at Aberdeen City Registered Care Homes*” Form. The period of double-reporting ceased, with effect from 09.10.20.
- The TURAS Care Management staff screening form should be **updated daily**. You can save your progress in draft as you go. Submission is required once per week by midnight on Sunday.



3. Escalations – PPE & Staffing

The daily safety huddle template asks if you have adequate PPE. You should select NO and escalate this for situations where you previously would have reported RED (less than 3 days) or AMBER (3-7 days supply). This will trigger a call from the PPE Co-Ordinator.

You are required to email any escalations that require urgent attention to ProviderEscalations@aberdeencity.gov.uk. This includes same-day requests for PPE and any urgent staffing requests.

On the weekends, you should call:

PPE
OOHs Community
Nursing 01224
655510

Staffing
OOHs Social Work
0800 7315 520.